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Sarah N. Stroud, CEO

MEMORANDUM:

To: Eastpointe Provider Network who provide Residential beds

From: Network Operations

Date: July 6, 2017

RE: Provider Residential Bed Vacancy Reporting



* Eastpointe has a Provider Residential Bed Vacancy Reporting Process which includes an available **Report/listing** for our In-network Providers to communicate to the Eastpointe community their residential availability/vacancies for possible referrals.

* **Providers only need to submit a Provider Residential Bed Vacancy form for the following reasons:**

1. When the agency knows they will have one or more beds availability/vacant.
2. If the number of availability/vacant beds change from the original submission but still has at least 1 bed.
3. When all availability/vacant beds for original submission has been filled. **(This is a very important one to remember in order to keep the information as up-to-date as possible)**

* The Provider Residential Bed Vacancy **Form**, Instruction sheet and Provider Residential Bed Vacancy **Report** are located on the Eastpointe website as follows: www.eastpointe.net > **Provider** > **Manuals and Forms** > **Forms** > **Residential Vacancy**. *(The Provider Residential Bed Vacancy Form is a web based submission form which means it cannot be downloaded and saved to your computer.)*

* It is **MANDATORY** that Eastpointe Network Providers who provide Residential beds submit the Provider Residential Bed Vacancy forms as indicated above.

* If you have any questions, please contact the Network Operations Department @ 1-888-977-2160 or networkoperations@eastpointe.net



Managing Behavioral Healthcare for the Citizens of Bladen, Columbus, Duplin, Edgecombe, Greene, Lenoir, Nash, Robeson, Sampson, Scotland, Wayne, and Wilson Counties