

Admin & Outpatient • 5312 Jaguar Drive • Santa Fe, NM 87507 (mailing address)
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Intake team contact information:

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Intake cell phone: (505) 490-1476

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Before admission the following documents/records might be needed. Please fax/e-mail if applicable.

- Most recent primary care notes for those with chronic medical conditions.
- Up to date medication list. (Clients should bring all medications including over the counter or supplements at intake time).
- Recent labs, including COVID-19 test results (within the last two weeks).
- A current/2020 flu vaccination is required for everybody, with the exception of infants 5 months and younger
- Clients on methadone: Will need to transfer their methadone services to one of the local providers in Santa Fe (New Mexico Treatment Services (505-982-2129) or Santa Fe Health Services (505-820-9970). A Client will not be admitted until proof is provided that client transferred methadone treatment services.
- Patients in jail/prison:
 - Medical records if any medical treatment by a doctor/ nurse was received
 - Psychiatric records if seen by a mental health provider.
- Recent ER visits:
 - Need discharge summary, medications and labs
- Recent hospitalization to a hospital or psychiatric unit:
 - Need admission note, progress notes, and discharge note as well as labs and medication.
- Pregnant patients or 6 months post-partum
 - Need prenatal records including prenatal labs and ultrasound results
- Mothers with children 0-3 years old (for residential services only)
 - Need last Well child check note and up to date immunization records, recent COVID-19 test results.