

**Santa Fe Facility Intake Phone:** 505-471-4985  
**Gallup Facility Intake Phone:** 505-413-3447 (option 1)  
Intake Fax Number: (505) 471-6084  
Intake E-Mail: [intake@sfrecovery.org](mailto:intake@sfrecovery.org)

Please provide the following documents/records, if available:

- In order to protect clients, staff, and the public, Santa Fe Recovery Center requires COVID-19 immunization.
- In order to provide the best possible care, Santa Fe Recovery Center would like to have any medical history and an up-to-date medication list. (Clients should bring all medications including over-the-counter or supplements at intake time). If you do not have this, we can still admit you with any medication you do have.
- Santa Fe Recovery Center is able to assist clients on methadone. Clients will need to transfer their methadone services to one of the local clinics in Santa Fe New Mexico Treatment Services - 505-982-2129 or Santa Fe Health Services - (505) 820-9970.
- Mothers with children 0-6 years old (for residential services only) please provide the following if available:
  - Most recent Well Child Check evaluation and up-to-date immunization records.
  - Children 6 months and older will be required to have a COVID-19 vaccination.
  - Flu shot required during flu season.

### **Medical Providers**

When referring clients, please provide the following documents:

- ER/hospital progress notes, discharge summary
- Current medication list
- Medical records pertaining to chronic conditions
- Psychiatric notes