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## Evaluation Process

1. Come in for a Walk-in
  - a. Minors are accepted and need to be accompanied by a parent or guardian for all services.
  - b. This is a **first come, first serve system** – your name and time of arrival will be noted on a list.
  - c. Agency hours for Walk-in: Monday -Friday 8:30-5PM; Complete an application
    - i. This includes a picture ID
    - ii. Copies of ALL insurance coverage information
2. Once your paperwork has been completed your name will be placed on a list for a **first come first serve basis** for availability and openings in the schedule.
  - a. Your first appointment will be either 1 or 1.5 hours depending.
  - b. Your second appointment will be scheduled after your 1<sup>st</sup> appointment and will be either 1 or 1.5 hours depending.
  - c. Your third meeting will be schedule after your 2<sup>nd</sup> appointment with a nurse for your physical assessment.
  - d. Your fourth meeting will be scheduled after your 3<sup>rd</sup> appointment with a member of the clinical staff. This person will be your “counselor”. At this appointment you and your counselor will discuss and customize the best method of your further treatment.
3. Billing structure/Options
  - a. If you do not have insurance you will need to visit the Department of Social Services and apply for Medicaid.
  - b. Pay out of pocket for services. (If you are employed, you will need to provide our billing department with two most recent paystubs – for all who contribute to the household income) A sliding scale determination will then be assigned to you to pay out of pocket if you qualify.
  - c. Insurance Companies –we are not in net work with all insurance companies. We will bill your insurance company however; you are responsible for all co-pays, deductibles, and out of net work denials.

### Evaluation for a DWI or DUAI

1. The same steps, 1 – 3, will be used as in the Evaluation Process.
  - a. At the time of service a urine screen will be done – this is a separate and additional \$30.00 fee and is to be paid at the initial intake.
2. Additional documentation is needed to complete your assessment for DWI or DWAI:
  - a. You will need to provide a copy of all tickets pertaining to the DWI or DWAI.
  - b. You will need to provide a copy of the police report.
  - c. You will need to provide a Drivers Abstract for the past 30 days (this is available at the Department of Motor Vehicles)

