

IOP – THE INTAKE PROCESS

Given the comprehensive nature of the IOP, we complete a thorough screening process to ensure that our treatment program is the right fit for you. Intake appointments may be completed via telephone, video, or in-person. It may take up to 2 weeks to complete the entire intake process.



1 Pre-Intake Phone Call

A brief phone call with our intake coordinators to gather some information and schedule an intake appointment with a clinician.



2 Documents to be Completed

You will receive an e-mail from RHP@Rush.edu and from DocuSign that include several documents for you to complete, including a release of information form that allows us to access your VA records. Access to your records allows us to provide quality care and assess whether our program is a good fit for you.

Please complete and return these forms promptly.



3 Initial Intake Assessment

An intake appointment with a clinician lasts about 60-90 minutes. It includes a review of programming and a series of questions about your background, symptoms, and goals. The appointments can be conducted via telephone, video, or in-person.



4 Symptom Questionnaire

You will be e-mailed a symptom questionnaire to complete. It helps us get the most comprehensive picture of your symptoms. This should take about 30 minutes.



5 Trauma Interview

Your intake clinician will schedule a second intake appointment, which will also be 60-90 minutes long and will focus on obtaining more information about your PTSD symptoms.



6 Acceptance Notification

Sometimes due to time constraints, a third intake appointment is needed. After everything is completed, your intake clinician will meet with the RHP team to collaboratively decide if our program is the best fit for you. Afterward your intake clinician will call you with next steps.

If after completing the intake process either you or your intake clinician feels that this program is not the best fit for you, you will be provided with referrals for other treatment options.