

How are clients transferred to new clinicians?

The clinician will inform a Lupine Wellness Center Director when a client needs to be transferred. This information must be in written form and should include the client's name, the supervisor's name, and the reason for transfer. If the current clinician has particular interest in transferring the case to a specific (new) clinician, this information should also be included. The client's case notes should also indicate the request for transfer.

The director will assign the client to a new clinician. The director or a Lupine Center staff member will inform both clinicians of the transfer. The current clinician and the new clinician will discuss with the supervisor how best to facilitate the transfer so the transition is as smooth as possible. The new clinician should review previously recorded sessions and when possible sit in on at least one session prior to the transfer. Once the transfer is arranged and another clinician accepts this transfer, the current clinician must complete client's file as if the client is being terminated. The client's file is then placed behind the new clinician's name in the "Active File" file.

Revision #1

Created 2025-11-07 20:30:06 UTC by Trevor Scudder

Updated 2025-11-07 20:31:20 UTC by Trevor Scudder