WSIB Community Mental Health Program
Psychologist Intake Guide

Verify that the person meets the Community Mental Health Program requirements

When a person arrives at your office and requests assessment and treatment for a reported work-related psychological condition, please ensure she or he meets the Community Mental Health Program intake criteria.

When a person first calls or visits your office, ask her or him for the following information:

• First and last name
• Date of birth
• Reason for seeking treatment:
  - Initial description of symptoms/concern
  - Screen for psychological risk factors and other barriers
• Whether and why the person believes the issue is work-related:
  - Did the issue appear to develop/arise in the course of employment (e.g. PTSD, chronic mental stress, traumatic mental stress)?
  - Did the issue appear to develop/arise after a physical injury?
• Has the person registered a claim with the WSIB? Does the person have a claim number?
  - If YES – Obtain claim number from patient, see Section A below.
  - If NO – Advise the person that a WSIB claim number is required before proceeding with assessment or treatment. See Section B below.
• Does the person have a referral from a physician?
  - Physician’s name and contact information
• Does the person need an interpreter?

Psychologist self-assessment:

Based on the above information, determine whether you have the appropriate psychological expertise to provide the necessary assessment and treatment to this person.