

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.