

Cornerstone Behavioral Healthcare

Pro Bono Policy

Policy:

Cornerstone Behavioral Healthcare allows pro bono services for all services offered at the agency. Pro bono services are defined as free services provided to clients that are served by our internal staff as their schedule allows. These services must be approved by the provider's supervisor, and CEO or designee. This policy is to allow clients to receive or continue services that are medically necessary for their stability or well-being. Pro bono services are intended for short-term care, as clinically indicated for the client. For long-term free care, clients may be moved to the internship program, if available and medically appropriate.

Procedure:

1. The provider will request pro bono services by submitting the Pro Bono Request Form to their supervisor.
2. Once approved the supervisor, the request will be sent to the CEO or designee for final approval.
3. The approved request will be sent to Medical Billing for entry into the electronic health record as an authorization.
4. The authorization will be tracked like other authorizations, with notification to provider as authorization approaches expiration.
5. If services are still needed when authorization ends, repeat steps above to request additional time and sessions.

Sharon Jordan, LCSW

Clinical Director

01/16/2024

Date