

**PROGRAM OPERATIONS
DIRECTIVE # 41.0**

SUBJECT: Prescriber Driver's License Paperwork Process

ISSUED: 02/10/2022

PURPOSE:

To identify the paperwork process for individuals looking to have Secretary of State paperwork completed for a Drivers License.

PROCESS:

1. If such an individual is under prescriber care at SCCCMH, their prescriber will discuss this with the individual during our regular session.
2. If such an individual is being treated by a nurse practitioner and wishes to see a prescriber solely for the purposes of completing the paperwork, the following steps must be completed:
 - a. The individual will need to come in one week before the scheduled appointment with the prescriber and provide specimen for urine drug screen and breath alcohol test. The individual will be asked for another urine drug screen and breath alcohol test on the day of appointment with the prescriber.
 - b. The individual must sign two release of information forms, one for release of mental health information and the other one for release of substance use disorders history. The prescriber will need to physically view these releases before proceeding with this visit.
 - c. Individual must understand clearly that any and all information, including substance use disorders history, will be a part of the form that is completed.
 - d. The prescriber will need to see the individual for one-hour session.
 - e. Individual should be clearly informed that completing this paperwork does not guarantee that he or she will get the license back. In fact information in this form may go in their favor or against their case depending on psychiatric and substance abuse history.
 - f. Forms for completion should be given to the prescriber's secretary, at least a week before the visit and they will arrange to send it to the prescriber prior to the visit.