

Tricare Intake Checklist For Tranquility Woods

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Thank you for considering Tranquility Woods addiction treatment facility. This document will walk you through the steps in order to use Tricare insurance.

Step One - In order to start your admission process in our care, a Doctor's referral is required for our facility. Tranquility Woods is an out-of-network provider, so having a referral from your primary care doctor, or an authorized Tricare doctor is needed to start case management.

- When meeting with your Primary care physician, the referral must have Residential Addiction Treatment recommended in order to apply to our care. Also, The referral must state that the client seeking treatment is requesting Tranquility Woods Addiction Treatment Center in Pasadena, MD. (We have had a denial of claims in the past when our facility name wasn't expressly written in the referral.)
- the client must have the Tricare Doctor's Referral sent to **Tricare East Referral Fax Number 877-548-1547**. A copy of the referral must also be sent to Our fax number at **410-255-0450**.

Step Two - After the referral has been sent to Tricare East and Tranquility Woods, one of our representatives will go through the normal admission process with you. This includes a phone screen where we collect more in-depth information about your case for medical and clinical review. This process usually takes about 15-20 minutes.

Step Three - Once approved for intake assessment, we will confirm with Tricare about your referral and set up a time and date for admission into our program with you. At this time we will also email you our What to Bring to Treatment list.

Contact Phone Numbers

Name	Office Number	Fax Number
Tricare East Referral	N/A	877-548-1547
Tranquility Woods	(410) 360-6600	410-255-0450