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Hospital-Homebound Department
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Greetings Colleagues,

Thank you for reaching out to Hospital Homebound (HHB) to inquire about eligibility for instructional support for one of our scholars at your school. The HHB referral procedure is relatively simple. I am attaching CCPs' required HHB forms along with the procedures for completion and submission.

Two forms are required; the HHB Student Referral/Authorization to Release Medical and Educational Information/Parental Guidelines Form and the Medical Certification Form (for all diagnoses other than psychiatric) **or** the Medical Certification Form for Psychiatric Diagnoses. We only need one medical form.

- The HHB Student Referral/ROA/Parental Guidelines Form should be filled out and printed before giving it to the parent. Once filled out, give it to the parent to sign and date it. Then, give it to an administrator to sign and date. It can be e-signed by both. Once the form is signed by the parent and administrator, it should be emailed to quintella.harrell@clayton.k12.ga.us or faxed to **678-827-8096**.
- The Medical Certification form should be taken to the attending physician (NP, PA) to be completed in its entirety, signed, and faxed to HHB at **678-827-8096** or emailed to quintella.harrell@clayton.k12.ga.us.
- The Medical Certification Form for Psychiatric Diagnoses should be taken to the attending psychiatrist to be completed in its entirety, signed, and returned to HHB via email to quintella.harrell@clayton.k12.ga.us or faxed to **678-827-8096**.

Please note: A student does not have to miss 10 consecutive or intermittent days (5 days on a block schedule) to be considered eligible for HHB. The attending physician (psychiatrist, NP, PA) should **anticipate** that a student will miss 10 consecutive or intermittent (5 days on a block schedule).

Do not hesitate to contact me if you have additional concerns or questions.

As always, thank you for all you do for our scholars.

Kind Regards,

Quintella Harrell, Ed. D.

Lead/Hospital-Homebound

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Maximizing Impact, Addressing Barriers, Unleashing Academic Potential!"