

# Quick Reference Guide

## Behavioral Health Prior Approval & Notification Requirements

# 2018

Effective  
1/1/18

BH PA-00-02-122217

Clarification update: 12.27.2017



## Submit Behavioral Health (BH) authorization requests via:

- ▶ Fax: (207) 761-3079
- ▶ Phone: (855) 481-7047; Option 3

Visit the Behavioral Healthcare Program website at: [bhcp.org](http://bhcp.org) for general Behavioral Health Program (BHCP) Information, Forms, and Clinical Guidelines.

## Submit Medical Authorization requests via:

- ▶ Provider Portal: [Provider.HealthOptions.org](http://Provider.HealthOptions.org)
- ▶ Fax: (877) 314-5693
- ▶ Phone: (855) 542-0880 (urgent requests only)

## BH Services that generally do not require Prior Approval

- ▶ Emergency Services: 9-1-1 ambulance transports and Emergency Department evaluation/treatment
- ▶ Medication Management E/M codes
- ▶ Substance Abuse Medication Assisted Treatment (MAT) of Opioid Dependence
- ▶ Psychiatric Evaluation
- ▶ Health and Behavioral Assessment/Intervention
- ▶ In-network Individual/Group therapy

## Out-of-Network BH Services that require Prior Approval

- ▶ Requires submission of written clinical documentation.

[Please see Health Options Prior Approval Overview document for more information about Plan Benefits.](#)

## BH Services Requiring Notification

- ▶ Crisis Evaluation (within two business days)
- ▶ In-network Acute Inpatient Psychiatric Admissions (within 48 hours of admission)
- ▶ Medical Detoxification (within 48 hours of admission)
- ▶ Transfer from one Acute Care Hospital to Another Acute Care Hospital (call prior to transfer)
- ▶ Observation (overnight whether or not Member uses a bed)

Note: Observation is limited to 48 hours; admit or discharge to lower level of care.

- ▶ Once care is transitioned from the ED (i.e., observation or admission), notification is required within 48 hours of admission.

## BH Services Requiring Prior Approval

- ▶ Out-of-Network Acute Inpatient Psychiatric and Medical Detox admissions (requires submission of written clinical documentation)
- ▶ Crisis Stabilization
- ▶ Residential Detoxification and Rehabilitation
- ▶ Partial Hospitalization (PHP)
- ▶ Intensive Outpatient (IOP)
- ▶ Psychological and Neuropsychological Testing
- ▶ BH presentation: BHCP UM
- ▶ Medical presentation: Submit to Health Options UM
- ▶ Outpatient Electroconvulsive Therapy (ECT)
- ▶ Transcranial magnetic stimulation (TMS)

- ▶ Assertive Community Treatment (ACT)
- ▶ Applied Behavioral Analysis: Health Options UM  
**Submit to Health Options UM**
- ▶ Out-of-Network individual/group therapy at the 9th visit and beyond
- ▶ Out-of-Network medication management at the 9th visit and beyond
- ▶ Drug Screening (see below)

## Drug Screening Requirements

- ▶ Health Options Medical Management team reviews all Urine Drug Screening (UDS) Prior Approval requests.

## Health Options Medical Management:

- ▶ Fax: (877) 314-5693
- ▶ Complete UDS Prior Approval Form, attach applicable clinical documentation and submit via fax to Health Options Medical Management team for review. **Health Options team is available Monday-Friday, 8a-5pm (ET).**

## UDS Requirements:

- ▶ All UDS tests performed by Out-of-Network labs require Prior Approval.
- ▶ UDS tests performed by In-network labs do not require Prior Approval with the exception of alcohol biomarkers.
- ▶ Alcohol biomarker tests require Prior Approval when performed by In-network and Out-of-Network labs.

UDS Benefit Limit (per rolling 12 month period):

- ▶ 20 Qualitative UDS
- ▶ 20 Quantitative UDS

Please consult Health Options Provider Directory for a current listing of In-Network labs.