

**NORTHERN MICHIGAN REGIONAL ENTITY  
ADMINISTRATIVE MANUAL**

**PROCEDURE NAME:** INITIAL AUTHORIZATION OF COMMUNITY INPATIENT PSYCHIATRIC SERVICES  
**CHAPTER:** SIX – ACCESS TO CARE  
**PROCEDURE #:** 06-02-002  
**EFFECTIVE DATE:** March 26, 2014

**PURPOSE**

To delineate the process used by the Northern Michigan Regional Entity to provide initial authorization of community inpatient psychiatric services.

**APPLICATION**

Access Center, Comprehensive Providers, Community Inpatient Psychiatric Service Providers and Physician Groups

**PROCEDURE**

- I. When someone presents for emergency screening during regular business hours (8:00 to 5:00 Monday – Friday, excluding holidays) the NMRE Access Center will provide inpatient authorization. Specifically:
  - A. The Comprehensive Provider emergency services worker will conduct the pre-admission screening utilizing local procedures and document the clinical necessity on local emergency services screening forms.
  - B. The emergency services worker will:
    1. Immediately fax the local pre-screening document specifying the number of initial days authorized to the NMRE Access Center;
    2. Call the NMRE Access Center to generate authorization with the number of days the ES worker approved.
    3. Ensure disposition decision within three hours of initial request for emergency screening.
  - C. The Access Center will:
    1. Authorize up to four (4) units (days) of inpatient psychiatric services based on the MDHHS Medicaid Provider Manual and the Managed Specialty Supports and Services Concurrent 1915 (b)/(c) Waiver Program;
    2. Load the information into Avatar MSO;
    3. Provide verbal authorization to the admitting hospital specifying the number of units authorized;
    4. Generate and transmit via fax or U.S. Mail a formal authorization letter to the Comprehensive Provider and admitting hospital specifying the number of units authorized.
- II. When someone presents for emergency screening after regular business hours, on weekends or holidays the responsibility for authorizing inpatient psychiatric services is delegated to the Comprehensive Provider's emergency services worker. Specifically,

- A. The Comprehensive Provider emergency services worker will conduct the pre-admission screening utilizing local procedures and document the clinical necessity on local emergency services screening forms.
  
- B. The emergency services worker will:
  - 1. Reach disposition by utilizing local processes, authorizing the necessary services based on the MDHHS Medicaid Provider Manual and the Managed Specialty Supports and Services Concurrent 1915 (b)/(c) Waiver Program authorizing up to four (4) units of inpatient psychiatric services.
  - 2. Document the disposition on local pre-screening documents specifying the number of units initially authorized;
  - 3. Verbally authorize the service to the admitting hospital specifying the number of units authorized;
  - 4. Fax the pre-screening documents to the NMRE Center at the first opportunity on the next business day;
  - 5. Ensure disposition decision within three hours of initial request for emergency screening.
  
- C. On the next business day after review, the NMRE Access Center will:
  - 1. Load the information into Avatar MSO
  - 2. Generate and transmit via fax or U.S. Mail a formal authorization letter to the Comprehensive Provider and admitting hospital specifying the number of units authorized.

**REFERENCE**

Michigan Department of Health and Human Services, Medicaid Provider Manual, January 2014

REVISED:

REVIEWED: March 26, 2014

*Signed copy is on file with NMRE*  
\_\_\_\_\_  
Dave Schneider  
Northern Michigan Regional Entity Chief Executive Officer

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Date