

Great Rivers Behavioral Health Administrative Services Organization

Policy Title: Authorization for Treatment	Policy No. 3003.00
Category: Information System	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: Great Rivers Valid Authorization and Modalities Washington Administrative Code Revised Code of Washington DSHS Contracts, HIPAA, CFR	

Policy:

Great Rivers Behavioral Health Administrative Services Organization (Great Rivers) clients shall provide services authorized by Great Rivers Quality Manager or designee through the Management Information System, with the exception of Crisis Services.

Procedure:

Service authorization requests must be entered into the agency's database by the requesting agency. These requests are transmitted hourly to Great Rivers.

When a Care Manager processes the authorization, the request will transmit back to the agency reflecting the status of the authorization, approved, pending or denied.

Multiple comments may be entered into the Additional Comments field of this screen by either the Great Rivers Quality Manager or a designee to request additional information or the agency, in order to provide additional information to assist Care Managers in their decision. The format for these comments is as follows:

Enter the text of the message into the Additional Comments field, followed by the date that the message was entered and the name of the person making the comments. When an authorization is pending by Great Rivers the agency shall enter responses to the request for additional information in the Additional Comments field to ensure a prompt review of the updated information.

Upon transmission, the comments will be appended to the Existing Comments field, which cannot be edited, providing a permanent record of authorization comments.

Any changes to approved authorizations must be submitted to Great Rivers for approval and data entry on a case-by-case basis.

POLICY SIGNATURE

DocuSigned by:

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4/14/2020

Edna J. Fund, Chair
Great Rivers Governing Board

Date