COMMUNITY Health Options®

Behavioral Health Notification / Prior Approval Form

Prior Approval requests should be submitted through the provider portal at Provider.HealthOptions.org. For urgent Prior Approval requests, call (855) 542-0880. If you are unable to submit a Prior Approval request through the portal, please send via fax at (877) 314-5693.

Member Information * Denotes required field		
*Patient Name	*Date of Birth	*Health Insurance ID #
Other Health Insurance (Please specify)	Address	Phone

☐ **Routine** – Routine pre-service requests will generally be processed within 72 hours or two business days, whichever is earliest, upon receipt of all medically necessary information.

☐ **Urgent** - Urgent Pre-Service requests will generally be processed within one calendar day of receipt of all necessary information. Urgent requests are based on clinical presentations that could seriously jeopardize the Member's life or health, ability to regain maximum function, or subject the Member to severe pain that cannot be adequately managed without the requested care or treatment. To initiate urgent referrals by phone 24/7 call (855) 542-0880.

Emergency services (911 ambulance transport and ED evaluation/treatment) do not require Prior Approval.

Provider Information	
***Requesting/Ordering Provider**	***Servicing/Rendering Provider or Facility**
*Name	*Name
*Address	*Address
*Phone	*Phone
*Fax	*Fax
*Contact Person	*Specialty
*Contact Phone	*NPI
*NPI	Please list additional provider information, if applicable, to include name, NPI & location.
Clinical Summary or clinical notes must be attached. Incomplete information may delay the decision process.	

Requested Service(s) Requiring Prior Approval
(Check All That Apply) Note: HMO coverage is limited to in-network services

Outpatient Services (Must submit PA form & written clinical within 10 business days of date of service):

- ☐ Applied Behavioral Analysis
- ☐ Assertive Community Treatment (ACT)
- ☐ Electroconvulsive Therapy (ECT)
- ☐ Intensive Outpatient Services (IOP)
- ☐ Partial Hospitalization Program (PHP)
- ☐ Transcranial Magnetic Stimulation (TMS)

Notification required: Crisis evaluation

Notification with submission of written clinical information is required within 48 hours or by noon the first business day following a weekend or holiday admission even if the Member has been discharged.

- ☐ Acute Inpatient Psychiatric Admission
- ☐ Crisis Stabilization Unit
- ☐ Inpatient Medical Withdrawal Management
- ☐ Residential Treatment (requires approval prior to admission)

Diagnosis Information
Please list all appliable diagnoses and brief descriptions

*ICD10 (List codes and description):	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

For all out-of-network services, please advise Member to call Member Services at (855) 624-6463 to inquire about benefit coverage.

CPT/HCPCS Code*	Brief Description of Service	# of units or visits	CPT/HCPCS Code*	Brief Description of Service	# of units or visits
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

*Date(s) of service/ planned procedure/admission:

Start: End:

Submit authorization requests via: Provider Portal (preferred): Provider.HealthOptions.org
Health Options (Medical Management): Fax: (877) 314-5693 Phone: (855) 542-0880

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