

# Quick Reference Guide

## Behavioral Health Notification & Prior Approval Requirements

### 2019

BH PA-00-02-021519

Clarification update: 2.20.19



## 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 Use 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 10 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
- › Observation stays are subject to medical necessity review. Prior Approval requirements apply to services/procedures rendering during Observation stay
- › 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 calendar year)

- › 20 Qualitative UDS
- › 20 Quantitative UDS

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

NOTE: Health Options will review medical necessity of the entire Admission/Observation Stay to include any services or procedures rendered during the stay. Submit all applicable supporting clinical documentation to Health Options. Subject to claim review.