

### Prior Authorization and Continued Stay Request Form for Mental Health and Subacute Facilities

Instructions: **Fax completed form and required documents to HCA at 480-760-4732.** Providers are required to fill out this form completely and send documentation with request. Receipt of authorization is not a guarantee of payment.

<b>Date of Request:</b>	<b>Facility Name:</b>		<b>NPI:</b>
Pathways	Health Choice	ACA StandardHealth with Health Choice	
	<b>Other Health Insurance:</b>	Y	N
<b>Request Type:</b>	<b>Carrier:</b>		
	Non-Emergency Admission	Initial	
	Concurrent	Discharge Notification	
<b>Court Order Evaluation (COE):</b>	Y	N	<b>Dates of COE:</b>
<b>Other Agencies:</b>	DDD	DCS	APS
<b>Attending Physician:</b>	<b>Cell Phone:</b>		
<b>Email:</b>			
<b>Concurrent Review Contact:</b>	<b>Phone:</b>		<b>Fax:</b>
<b>Email:</b>			
<b>Contact for D/C Planning:</b>	<b>Phone:</b>		
<b>Email:</b>			

<b>Member Name:</b>	<b>Member ID/AHCCCS ID:</b>
<b>DOB:</b>	<b>Group #:</b>
<b>Date of Admission:</b>	<b>Admission Diagnosis (ICD-10):</b>
<b>Date of Discharge:</b>	<b>Discharge Diagnosis (ICD-10):</b>

**Required Documentation for each request.**

**For non-emergency admissions from Health Homes:** Psychiatric Evaluation/notes; Medication records.

**Initial review required documents:** Eligibility verification document, \*CON, Face sheet, Initial Assessment, Attending Physician current assessment, other relevant information establishing medical necessity and Medication Reconciliation Form if applicable.

**Concurrent Review:** Attending Physician current assessment, Nursing notes, Medication records (updated), \*Treatment plan with tentative discharge disposition, \*Comprehensive Psychiatric Evaluation, Social Services notes, D/C planner notes, ASAM if applicable, RON if applicable.

**Discharge Notification (submitted within one business day):** Patient discharge instructions and/or discharge summary with date of discharge. (When discharge notification is received authorization letter is generate)

(\* ) Only one per stay is required. CON may be submitted with concurrent review or discharge.