

How do I stop a treatment authorization request (TAR) after it has already been submitted?

Fax the Utilization Management team at **(707) 863-4118** and include a statement that you are cancelling this TAR. Please ensure you include the TAR number.

Who is the admitting physician on the TAR form?

It is the medical director.

When using Online Services TAR system, will I be uploading documents here for an initial authorization or can I just obtain a TAR and then send the rest of my documentation by fax?

No. All initial documentation should be attached when submitting the original TARs.

How many times per year is someone allowed to enter residential treatment?

For residential, members can receive up to two non-consecutive episodes of care, up to 90 days per episode of care (as medical necessity dictates). Those who are pregnant may stay the entire length of their pregnancy plus two months postpartum in a perinatal residential facility.

How does the referral process work if someone is waiting to enter residential treatment?

They need to contact Partnership Behavioral Health at **(855) 765-9703** to be screened to this level of care. They are welcome to identify their desire for this treatment level. Alternatively, if the client walks in the door for the residential provider and provider can screen and assess the client at that time, they may do so.

Whose responsibility is it to get medical clearance for a residential program?

This is the responsibility of the provider. It is not a requirement of Drug Medi-Cal. Rather, it is generally a requirement of the insurance carrier of the program.

We are doing paperwork for a justification to continue treatment for an additional three weeks. When do I send that to your UM authorization?

At least five days before the previous authorization ends.

Does our medical director need to sign off on TARs within 24 hours before they are submitted to Partnership?

Yes, a signed, completed assessment and treatment plan needs to be submitted with the TAR request. However, the Licensed Practitioner of the Healing Arts (LPHA) may sign rather than

the medical director.