

November 16, 2011

Behavioral Health Services Providers: New Service Authorization Request Form Now Available

Beginning December 1, 2011, providers must use the new Service Authorization Request Form for outpatient behavioral health services to comply with the new integrated regulations. There are two separate forms for

- Community Behavioral Health Clinic Services and
- Mental Health Physician Clinic Services

Beginning with dates of service on or after December 1, 2011, providers must use the new Service Authorization Request Forms when the amount of services a recipient needs surpasses the daily or annual services limits allowed by regulation (see 7 AAC 135.040). Providers **must complete all pages** of the request form, including a description of the medical necessity. Providers should submit completed forms directly to Affiliated Computer Services (ACS).

Clinical Records and Medical Necessity Documentation

Providers will be required to fully support the medical necessity for the requested services within the text box on page 1 or 2 of the request. **At this time, providers are not required to attach the following clinical records with the service authorization request:**

- Alaska Screening Tool (AST)
- Client Status Review (CSR)
- Behavioral Health Assessment
- Behavioral Health Treatment Plan

Please note that at any time providers may be required to submit additional clinical documentation to support the services requested.

Requested dates of service must be no later than the date of the next scheduled treatment plan review.

Submit ALL Service Authorization Requests directly to ACS

ALL completed Service Authorization Request Forms must be submitted directly to ACS by mail or fax as follows:

Mail: Affiliated Computer Services
Prior Authorization Unit
P.O. Box 240808
Anchorage, AK 99524

Fax: Attention Prior Authorization Unit
866.653.1435

* For dates of service on or after December 1, 2011 ACS will **not** accept any other service authorization request form for behavioral health services. Requests submitted on another form after December 1 will not be processed and services will not be authorized.



The image is a screenshot of a web-based form titled 'MENTAL HEALTH PHYSICIAN CLINIC SERVICE AUTHORIZATION REQUEST' and 'COMMUNITY BEHAVIORAL HEALTH CLINIC SERVICE AUTHORIZATION REQUEST'. The form is divided into several sections: 'Provider Information', 'Request Information', and 'Requested Services'. The 'Requested Services' section includes a table with columns for 'Code', 'Description', 'Units', and 'Units Requested'. The form also includes checkboxes for 'New Request' and 'Renewal', and a section for 'Medical Necessity Documentation'.

Where can I find these forms?

Go to <http://medicaidalaska.com> and select Providers > Forms. You may fill out the form on your computer using a .pdf reader and save information typed inside. Alternately, you may print the form and fill it out by hand.

Questions?

Please call ACS' Provider Inquiry Unit at 907.644.6800, option 1, or 800.770.5650 (toll-free in Alaska).