

# STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES

DIVISION OF BEHAVIORAL HEALTH

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November 21, 2011

Dear Mental Health Physician Clinics,

**RE: Guidance Document -- Service Authorization**

The purpose of this letter is to provide guidance related to upcoming changes to the Medicaid Service Authorization process. Specifically, the Medicaid Service Authorization process involves the method by which a Mental Health Physician Clinic (MHPC) provider may submit a request for authorization of services above and beyond service limits. Immediate changes are scheduled to begin December 1, 2011, and will involve additional changes over time.

Beginning December 1, 2011 new Medicaid Service Authorization Request Form must be used. The new forms are based on the newly adopted Integrated Regulations and available at the following location: <http://medicaidalaska.com> (select Providers > Forms). Links for the forms are also located at the Division website: <http://www.hss.state.ak.us/dbh/bh-Regs.htm>

Beginning with dates of service on or after December 1, 2011, MHPC providers must use the new Medicaid Service Authorization Request Form when the amount of services a recipient needs surpasses the daily or annual services limits allowed by regulation (see 7 AAC 135.040). MHPC Providers must complete all pages of the request form, including a description of the medical necessity. 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. Please note that at this time, providers are not required to attach any additional clinical records. The current practice of notification of approvals / denials will not change.

Submit ALL completed Service Authorization Request forms directly to Affiliated Computer Services (ACS).

<b>Mail</b>	Affiliated Computer Services Prior Authorization Unit P.O. Box 240808 Anchorage, AK 99524	<b>FAX</b>	Attention Prior Authorization Unit 866.653.1435
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**Questions?**

Call ACS' *Provider Inquiry Unit* at 907.644.6800 (option 1), or 800. 7705650

The Division will further refine the Medicaid Service Authorization guidelines. The Division will continue to be in communication with providers as this planning process moves forward.

The Division appreciates your patience in this period of transition, and your continued delivery of quality care to meet the behavioral health needs of Alaskans.

Sincerely,



Melissa Witzler Stone, Director  
Division of Behavioral Health