

# Behavioral Health & Substance Abuse Outpatient Treatment Request Form

When complete, please fax to 1-855-396-5730

Please type or print clearly. Incomplete and illegible forms will delay processing.

**Prior authorization is required for the following services: Psychological Testing (separate form: 96101, 96118), ECT (90870), PHP/Day Treatment and Intensive Outpatient Services (on the BH/SA Form).  
 ECT Services must be prior authorized by telephonic review. Please call 1-888-978-1730**

**NON PAR Providers: prior authorization and a non-contracted provider form is required for all services.**

## 1. Member Information

Member name \_\_\_\_\_ Keystone Connect ID# \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

Member address \_\_\_\_\_ City, State Zip \_\_\_\_\_ Phone \_\_\_\_\_

Who referred member for treatment?  Self  PCP  State agency \_\_\_\_\_  Other \_\_\_\_\_

Name of referring agency \_\_\_\_\_ Phone \_\_\_\_\_

## 2. Treating Provider Information

Name (with credentials) \_\_\_\_\_  NPI # \_\_\_\_\_  PAR  NON PAR  IN CREDENTIALING PROCESS

Phone \_\_\_\_\_ Address \_\_\_\_\_ City, State Zip \_\_\_\_\_ Fax \_\_\_\_\_

Group name/number \_\_\_\_\_ Contact name \_\_\_\_\_ Treating provider signature \_\_\_\_\_

## 3. Reason for Services

Primary Reason/Complaint: \_\_\_\_\_ Start Date Requested: \_\_\_\_\_

Services requested: Service code(s) \_\_\_\_\_ Frequency \_\_\_\_\_

## 4. DSM Diagnosis

List any and all DSM Diagnoses (BH and Medical):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Please answer the following questions

1. Is the member currently participating in any vocational services?  
 Yes  No
2. Is the member's family or supports involved in treatment?  
 Yes  No
3. Has the member been evaluated by a psychiatrist?  
 Yes  No
4. Is there coordination with other substance abuse providers?  
 Yes  No
5. Is there coordination of care with other behavioral health providers?  
 Yes  No
6. Is there coordination of care with medical providers?  
 Yes  No

## 7. Medications

Is member on prescribed medication(s)?  Yes  No Prescribing physician(s) name(s) \_\_\_\_\_

Is member compliant with medication(s)?  Yes  No Please list medications and dosages \_\_\_\_\_

**8. Treatment Plan: Please attach the current treatment plan.** Please include documentation related to progress on goals and any changes made as a result.

**9. Additional Comments:** \_\_\_\_\_