



North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties

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INTEROFFICE MEMORANDUM

TO: NSMHA CIS WORKGROUP
FROM: MICHAEL S. WHITE
IS/IT ADMINISTRATOR
SUBJECT: AUTHORIZATION PERIODS AND OVERLAPPING SERVICES
DATE: 17 APRIL 2008

The following is some information that was requested by Providers to be documented in writing related to specifics of discussions held at meetings about data.

Authorization Period Dates

Authorization periods will only be backdated, if necessary, to the first day of the month preceding the current month.

For example:

NSMHA receives an authorization request on 14 March 2008. The requested authorization start date is 20 December 2007. Assuming the necessary elements are in place for NSMHA QS staff to approve the request, the Approved Start Date will be changed to no earlier than 01 February 2008.

Overlapping Services for the same client at the same time

In situations where a client is in one room receiving service from one clinician and in another room another clinician is providing a reportable service for the same client, both services should be reported.

If there are any questions, please contact myself at michael_white@nsmha.org or via phone at 360.416.7013.

Michael.