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North Sound Behavioral Health Administrative Services Organization, LLC

Section 1500 – Clinical: Alien Emergency Medical (AEM) Prior Authorization Notification

Authorizing Source: WAC 182-507

Approved by: Executive Director

Date: 05/19/2020

Signature:

POLICY # 1598.00

SUBJECT: Alien Emergency Medical (AEM) Prior Authorization Notification

PURPOSE

To clarify North Sound Behavioral Health Administrative Services Organization's (North Sound BH-ASO) processes associated with an Alien Emergency Medical (AEM) Inpatient Psychiatric Admission request established by Washington Administrative Code (WAC) 182-507-0115.

DEFINITIONS

Alien Emergency Medical (AEM) Individual means a person nineteen years of age or older who is not pregnant and meets the eligibility criteria under WAC 182-50-0110.

POLICY

Medical necessity of inpatient psychiatric care in the hospital setting must be determined, and any admission must be authorized by the agency's inpatient mental health designee according to the requirements in WAC 182-550-2600.

The Health Care Authority (HCA) has implemented an online authorization submission process through the provider portal that allows entry of prior authorization requests directly in ProviderOne.

1. North Sound BH-ASO will submit prior authorization requests and attach all backup documentation needed for processing them via the ProviderOne provider portal.
2. There is a special application for AEM eligibility for these admissions. North Sound BH-ASO staff must inform hospital staff to assist a possibly qualified person in submitting this application for eligibility for the days of this admission.
 - a. If eligibility is not established via this special process, the claims for this admission will not process for payment. North Sound BH-ASO staff does not request an eligibility segment via the MMIS ticket or assist in completing this paperwork.

PROCEDURES

1. Upon receipt of clinical information from the hospital, North Sound BH-ASO authorization staff verify funding and check for prior history of Emergency Related Services Only (ERSO) funding in the ProviderOne system.
2. North Sound BH-ASO authorization staff then discuss how best to assist the individual applying for AEM funding with hospital staff.
3. Authorization staff trained in the ProviderOne system are to complete the direct data entry prior authorization request screen; completing all required fields, recording the clinical information required for the prior authorization through the ProviderOne provider portal within 5 business days of the

discharge, and attaching required documentation. The required data and clinical information includes, but is not limited to:

- a. Individual's name, gender, and date of birth;
- b. Clients ProviderOne number and/or Social Security Number (if available);
- c. Hospital to which the admission occurred;
- d. If the admission is voluntary or an Involuntary Treatment Act (ITA) admission;
- e. Diagnosis code;
- f. Date of admission;
- g. Date of discharge;
- h. Number of covered days, with dates as indicated;
- i. Number of denied dates, with dates as indicated; and
- j. For voluntary admissions, a brief statement as to how the stay met medical necessity criteria.

ATTACHMENTS

None