



PROVIDER ALERT

Alert # 11 – 2006-11-30 – HCAL, HCCH, HCYA, HCBerks, HCNE, HCNC

Notification Regarding Changes to the Admission/Discharge Notification Form and the Discharge Summary Form for Residential Treatment Facilities (RTF), Individual Residential Treatment (IRT), Therapeutic Foster Care (TFC), and Community Rehabilitation Residential (CRR) Programs

Community Care Behavioral Health is issuing this alert to inform all RTF/IRT/TFC and CRR providers of two changes regarding notification of member admissions and discharges:

- 1. Effective December 4, 2006, Community Care Behavioral Health will require all RTF/IRT/TFC and CRR's to complete the new Admission/Discharge Form attached to this alert. The directions for completing this form are also attached.**
This form should be faxed weekly to the appropriate Community Care Office each Monday by 12:00 Noon. (Example: if the member is from Chester County the form should be faxed to the Chester Office Fax Number.) The form will contain all admissions and discharges that occurred at the facility the previous week.

Note: This form does not replace the more comprehensive RTF/IRT/TFC/CRR Discharge Summary Form that Community Care requires.

- 2. Completed Community Care RTF/IRT/TFC/CRR Discharge Summary Forms previously expected to be submitted to Community Care within fourteen (14) days after discharge, will now be expected to be received by Community Care within 24 hours of the member's discharge from the facility/program. Please note that this Discharge Summary is HIPAA compliant and is to be E-MAILED to the assigned Care Manager within 24 hours of the member's discharge from your program. Providers are expected to give the Care Manager VERBAL NOTIFICATION via phone on or before the actual discharge date. Weekend discharges should be e-mailed by the following Monday morning. These forms are to be e-mailed to the Care Manager at the appropriate Community Care office.**

If you have questions related to this clarification please contact your provider relations representative.