





Notification of Admission Mental Health Inpatient or Residential

FYI *Incomplete, illegible, or inaccurate forms will be returned to sender.* Please complete the entire form and allow 14 calendar days for decision.

 For questions, call Mental Health and Substance Use Disorder Services at: **612-676-6533** or **1-833-276-1185**

 To **fax** form and any relevant documentation including initial admission notifications: **612-884-2033** or **1-855-260-9710**

 **Submit Request:** [UCare's Secure Email Site](#)
Email: MHSUDservices@ucare.org

MEMBER INFORMATION

UCare ID _____ PMI _____

Member Name _____ DOB _____

Address _____

City, State, Zip _____

ICD-10 _____ Phone _____

SERVICING FACILITY INFORMATION

Facility _____ NPI Number _____

Service Location Address _____

City, State, Zip _____

Contact Phone _____ Fax _____

Please Check if an IMD Facility

REQUESTER INFORMATION

Request Sent By _____ Email _____

Phone _____ Total Pages Faxed _____

SERVICE/PROCEDURE ITEMS REQUESTED

Initial Admission **Concurrent Review** (Previously Approved Notification Number) _____

Admit Date _____ Anticipated/Discharge Date _____

Dates of Service Requested _____

Required only for Residential Facilities

Procedure Code _____ Units/Days Requested _____

Procedure Code _____ Units/Days Requested _____

Mental Health Inpatient or Residential (Continued)

RECOMMENDED DOCUMENTATION

Confirm service and attach the following documents if applicable:

- Children's Mental Health Residential Treatment**
 - Diagnostic Assessment, Individual Treatment Plan, Progress Notes (from past 60 days), Discharge Summary and County out of home placement screening
- Crisis Residential**
 - Crisis Assessment & Crisis Stabilization Plan, Discharge Plan, Medication Administration Record, Progress (daily) Notes & Discharge Summary
- Eating Disorder Residential**
 - H&P, Treatment Plan, Medication Administration Record, Social Work, Practitioner & Nursing Progress Notes (from the past 7 days) and Discharge Summary
- Inpatient Mental Health Admission**
 - H&P, Treatment Plan, Medication Administration Record, Social Work, Practitioner & Nursing Progress Notes (from the past 24 – 48 hours) and Discharge Summary
- Intensive Residential Treatment Services**
 - Diagnostic Assessment; Progress Notes from past 30 days; and the most current Functional Assessment, Individual Treatment Plan, Medication List, and Level of Care Assessment per 245I.23 statute timeline

Additional Information that May Support Medical Necessity:

UCare Case Managers may assist in the coordination of services to provide the quality care that is customized accordingly to aid members to their recovery.