



ORIENTATION & TRAINING

AUTHORIZATIONS

Authorizations

⚠ Always keep up with authorizations when they are required. Keep up with how many units you have left over, and when the authorization starts and ends.

Your Caseload Report shows the Auth End Dates and Units Remaining for each client you bill. It looks something like this:

DEADLINES						AUTHORIZATION #1 - INDIVIDUAL & FAM THERAPY (THERAPISTS ONLY)					
THERAPISTS ONLY				CASE MANAGERS ONLY		INS	SERV CODES		UN	EFFECT	END (6/30)
ASST DATE	LAST TPR	TPR Due	CONSENTS	ASST DUE	SP DUE						
09/13/22	09/13/22	03/13/23	08/01/24	--	--	SUN	H2019HR	H2019HRGT	104	07/01/22	06/30/23
02/12/21	05/19/22	11/19/22	04/25/24			SUN	H2019HR	H2019HRGT	104	07/01/22	06/30/23
02/12/21	05/19/22	11/19/22	04/25/24			SUN	H2019HR	H2019HRGT	104	07/01/22	06/30/23

It shows you the last assessment done, the last TPR (treatment plan review) done, when it's due next, and when the consents are due. For case managers, it also shows when the assessment is due next, and when the service plan review is due next.

The report also shows you the authorizations for each service, and number of units remaining.

* If you are a TCM, you should check with Lisa, to see if your client's plan requires an Authorization.

You can request an Authorization for TCM, or TBOS, PSR, etc... if needed, by going to the staff website where you write your notes, and scroll down to where it says, "SUBMIT AN AUTH REQUEST".

SUBMIT AN AUTH REQUEST



Use this to submit an AUTH for more Individual Therapy, TBOS, PSR, TCM, etc.

If you are unsure what needs an Auth, ask!