

**VERMONT MEDICAID ADMISSION NOTIFICATION FORM**

**Behavioral Health Services**

***inpatient psychiatric & detoxification services and substance abuse residential treatment***

The following information and justification must be provided to the Department of Vermont Health Access (DVHA) (**toll-free fax: 855-275-1212**) within 24 hours or next business day of an urgent or emergent **hospital admission or no later than the 3<sup>rd</sup> calendar day after a **substance abuse residential admission**. **All elective (planned) inpatient hospital admissions will require notification prior to admission for authorization.** The Utilization Reviewer will contact the facility after notification is received by the DVHA to begin the authorization process.**

**The following information must be provided in full to the DVHA in order to make an authorization determination.**

Date of Admission: \_\_\_\_\_ Admission Diagnosis: \_\_\_\_\_

Patient Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Medicaid ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Physical Address \_\_\_\_\_

**Is the patient being admitted involuntarily? (inpatient only)** Yes No (circle one)

Does the patient have a guardian (DCF, or Public Guardian)? Yes No (circle one)

If yes, guardian's name: \_\_\_\_\_

Is patient receiving mental health services in Vermont from a Community Mental Health Center (CMHC)? Y N (circle one) If yes, name of agency \_\_\_\_\_

If the answer to the previous question is "No", is the patient receiving other mental health services in Vermont? Y N (circle one) If yes, name of provider \_\_\_\_\_

Referral Source (if applicable) \_\_\_\_\_

Facility Name \_\_\_\_\_ VT Medicaid Provider Number \_\_\_\_\_

Contact Person for Authorizations \_\_\_\_\_ Phone # \_\_\_\_\_

**Anticipated Length of Stay upon Admission** \_\_\_\_\_

**Admitting or referring providers are responsible for attaching clinical documentation to demonstrate medical necessity for psychiatric or detoxification inpatient or substance abuse residential admission.**