

POLICY MANUAL

Subject: Pre-certification

Effective Date: 6/1/1995

Initiated By: Cinde Stewart Freeman
PI Director

Approved By: Timothy A. Tull
Chief Financial Officer

Review Dates: 12/23/99 TH, 01/10 HN
12/02 RJS, 1/9/07 DT, 02/11 HN, 03/12 CR
03/13 CR, 02/14 CR, 3/15 CR

Revision Dates: 11/08 HN, 02/12 DK

POLICY

Cumberland Heights pre-authorizes admissions with third party payers as delineated in contract agreements.

PROCEDURE

1. The Admissions staff obtains the necessary clinical and demographic information during phone inquiry and face-to-face interview at the time of the initial chemical dependency assessment.
2. The Admissions staff obtains a release of information for the patient's insurance carrier.
3. The third party payor in question is contacted by the Admissions staff and all relevant clinical information from the chemical dependency assessment is given. Utilization Staff serves as a back up for pre-certification.
4. The Admissions staff meets with the potential patient and his/her family members to review options for referral, other sources for treatment, and options for self-pay. Consultation with the Financial Advisor is used as appropriate.
5. Should a person be medically or psychiatrically unstable, appropriate care will be given regardless of the ability to pay. This may include crisis stabilization, triage, and assistance with an appropriate referral. The physician and the clinical manager on call are consulted in such cases for assistance.
6. After normal work hours any questions regarding the pre-certification process are to be directed to the Director of Admissions.