

PerformCARE

Policy and Procedure

Name of Policy:	Authorization Requests for Drug & Alcohol Hospital & Non-Hospital Based Detoxification
Policy Number:	CM-029
Contracts:	<input checked="" type="checkbox"/> All counties <input type="checkbox"/> Bedford / Somerset <input type="checkbox"/> Capital Area <input type="checkbox"/> Franklin / Fulton
Primary Stakeholder:	Clinical Care Management Department
Related Stakeholder(s):	All Departments
Applies to:	Associates
Original Effective Date:	05/23/03
Current Effective Date:	04/11/12
Last Revision Date:	04/11/12
Last Review Date:	07/01/14
Next Review Date:	07/01/15

Policy: Drug & alcohol detoxification services are not required to be pre-authorized for admission but do require notification and authorization for length of stay and payment of the treatment stay.

Purpose: To outline the procedure for seeking and obtaining authorization for drug & alcohol detoxification services.

Definitions: **eCura©:** Database that Member information is stored for purpose of retaining medical records by PerformCare.

Hospital Based Detoxification: Detoxification services that are provided in a hospital setting with medical staff being available 24-hours a day, 7 days per week.

Non-Hospital Based Detoxification: Detoxification services that are provided in a free-standing building that is not associated with a hospital, but have nursing staff available.

PCPC: Pennsylvania Client Placement Criteria

ASAM PPC: American Society of Addiction Medicine Patient Placement Criteria

- Procedure:**
1. A call is received by Member Services Staff from a provider, emergency room, county agency, or Member for detoxification services.
 2. Member Services Staff asks if a hospital based detoxification facility is needed to address medical concerns and/or severe mental health issues.

3. Member Services Staff then offers a list of detoxification facilities and informs the caller that admission to a detoxification facility does not need to be preauthorized. Member Services Staff documents the call in eCura©.
4. Member is then assessed for detoxification services at either the emergency room or the detoxification facility.
5. When the Member is deemed appropriate for admission for detoxification services, the admitting facility is responsible for securing authorization for payment of services from PerformCare.
6. The admitting detoxification facility contacts PerformCare within one (1) business day to clinically review the Member's need for detoxification with the assigned Drug & Alcohol Care Manager based on American Society of Addiction Medicine Patient Placement Criteria (ASAM PPC) for adolescents and Pennsylvania Client Placement Criteria (PCPC) for adults. All clinical information is documented in eCura©.
7. If medical necessity for admission is met, the Drug & Alcohol Care Manager determines the number of days, between one (1) & three (3) days, that will be authorized and generates an authorization for services.
8. The Drug & Alcohol Care Manager informs the detoxification facility of the date the next verbal review for continued services will be expected and discussion about discharge planning begins.
9. If Medical Necessity for admission is not met, the Drug & Alcohol Care Manager reviews the admission information with the Medical Director &/or Prest & Associates. Once the denial of services is determined, the Member and detoxification facility are notified of the decision, alternative services are offered and a denial letter is generated. All information and contacts are documented in eCura©.

Related Policies: *CM-013 Denial Notice Procedure*

Related Reports: *Pennsylvania Client Placement Criteria for Adults:
PCPC for Detox*

**Source Documents
and References:** None

**Superseded Policies
and/or Procedures:** None

Attachments: None

Approved by:



Primary Stakeholder