

Services Management Communication Bulletin #3 (10/27/04)

Dear Case Responsible Providers:

We continue to receive a great deal of incomplete information when case responsible agencies request service authorizations. We will administratively deny these requests. It is essential that providers use the most recent Service Authorization Request (SAR) form. It is posted on the Western Highlands Network website and attached above.

Also, while you are not required to use a specific Demographic form (Face-sheet), you must submit a form that has all the required elements. The required elements are on the Demographic form, also available on the Western Highlands Network website, and attached above. Please note that Axis I-III of the diagnosis are required.