



**ALAMANCE-CASWELL  
LOCAL MANAGEMENT ENTITY**

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**MEMORANDUM**

**TO:** Outpatient Services Providers

**FROM:** Richard Stegenga  
LME Deputy Director

**DATE:** November 17, 2005

**RE:** Communication Bulletin # 6  
Authorization Procedure for Services Billed through the LME

The LME is in the process of implementing an electronic billing system that requires a matching authorization for any service billed through the LME. In order to ensure the ability to bill for services rendered by the provider and billed through the LME, the LME is implementing the following authorization procedure effective December 1, 2005.

This is the latest step in a process designed to allow providers a high degree of flexibility in designing services/requesting authorizations as well as allowing for quicker payment by the LME.

Following the initial intake for new consumers referred to the provider for outpatient services, providers must notify the Access unit regarding the services they plan to provide using the standard OTR form. Based upon that information, ongoing services will be authorized and entered into the LME's authorization system.

Please direct any questions regarding this communiqué to Alicia Graham, UM Manager @ 335 513-4200 ext. 4131 or [agraham@acmhdds.org](mailto:agraham@acmhdds.org).