



ALAMANCE-CASWELL  
LOCAL MANAGEMENT ENTITY

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**Norman M. Melton, Jr.**  
Chair, Area Board

MEMORANDUM

TO: Enrolled Providers

FROM: Alicia Graham, LPC  
*UM Manager*

DATE: October 14, 2005

RE: Communication Bulletin #4  
Protocol for Initial Evaluation & Follow-up of  
Outpatient Physician Services

Beginning Monday October 17, 2005 Initial Psychiatric Evaluations (90801) for physician services, and follow-up medication checks (90862) can be obtained by following the guidelines below. Please keep in mind that you must continue to obtain Service Orders for these services. (You may continue to use the OTR to request these services until you are ready to implement this protocol.)

On a weekly basis (or more often if you prefer), fax a list of those consumers who have received the above services from the physician. You will *not* be required to provide clinical justification at this time. Be sure to provide the following information in the faxed list:

- ✓ Physician's name and number,
- ✓ Client name, client record number,
- ✓ Funding source
- ✓ Date consumer seen
- ✓ Service provided (please include the accurate CPT code)

Once the information is received, an authorization will be entered and written notification will be sent to you and the consumer. Please do not hesitate to give us a call if you have any questions or you need further clarification.

It is our hope that this new protocol will expedite your ability to access the required authorization for your physicians.

It is important to keep in mind that physician services *other than those mentioned above*, must be pre-authorized. In order to obtain authorization for those other services, please call the LME UM Department at 336.513.4200 and press 1 for English or 2 for Spanish. Then, Press 3 to identify yourself as a provider, and press 1 to obtain authorization. You will be connected to a UM Specialist who can process your request telephonically.