



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: November 3, 2005

RE: Communication Bulletin #5
Request of Services by Current Procedural Terminology
(CPT), Healthcare Common Procedure Coding (H-codes) and
State Codes

As we continue to transition into a managed care environment we want to ensure accuracy and timeliness of services being authorized as well as payment of claims. Beginning Monday November 14, 2005 we ask that you request **all** services by using the CPT, H-code, or State Code. To assist us in getting the information that we need, we have created a Re-Authorization Form to be used to request all services other than routine outpatient. In addition, the Outpatient Treatment Request (OTR) form has also been revised. We have attached them for your convenience and they will also be posted on the Provider website.

Thank you.