

AC LME Pre-Review Checklist

Type of Request	Level of Urgency	Required Supporting Documentation	Timeframe for Completion	Pre-Review Screening may be Completed by:
Prospective	Urgent	Clinical justification for the service is the only requirement.	24 Hours	Licensed Clinicians Only
Prospective	Non-Urgent	Treatment Request Form (TRF)	14 Calendar Days	Non-Clinical Staff
		The Person-Centered-Plan (PCP) including signatures – required for “enhanced” services		
		Service Plan including Service Order, as required		
Concurrent	Urgent	TRF <i>or</i> Clinical justification	24 Hours	Licensed Clinicians
		Service Plan/Order, if indicated (For Mobile Crisis, a Crisis Plan)		
Concurrent	Non-Urgent	TRF	14 Calendar Days	Non-Clinical Staff
		PCP, including signatures – required for “enhanced” services		
		Service Plan including Service Order, as required		