

MCCMH FOCUS Admission Change Form Overview – Program & Staff Assignments

Purpose: Used by clinical staff to notify Support/Billing Staff to change program or staff assignments

Primary Assignment from Initial Intake Assessment

Verify Primary assignment indicates correct program assignment – Added by Access Center

ADD all staff assignments according to change form.

If outpatient is not the Primary assignment – switch to primary – may need to email admissions@mccmh.net to lapse hospital, contract provider or lingering program assignments

Check Intake worker sent Twin 14 to Access Center – notify if consumer kept intake appointment

Check clinician's Progress note/SAL – H0031 or 90801xx

Fee determination (Self Pay) & insurance entered – if needed email newly assigned staff

SCAN change form into FOCUS (chart note not needed)

Email response: Reply to all – All set in FOCUS

Change Primary assignment to a different provider - current services ending

Add program assignment for the new Provider location checking the box to make it primary

Add staff assignments for the new Provider location as indicated on change form

End program assignment for original PIHP by entering closing date in expiration date field

Check for any lingering program assignments – if open email supervisor to verify & close – email admissions@mccmh.net if lingering hospital or contract provider assignments

Leave insurance layers, ROI, MARF active unless being referred to Contract Provider

Referrals to Contract agencies – email billing@mccmh.net to “disable self-pay layer”

SCAN change form into FOCUS

Submit copy to Support/Billing Staff – notify to send clinical chart to central records & enter on episode log

Email response: Reply to all – All set in FOCUS

Change Primary assignment to a different provider but continue with current services

Add new provider assignment into FOCUS if not already open – check off primary box or select “make primary” link to make Primary

Current Primary assignment will change back to a program assignment, once new provider is made primary

Add staff assignments as needed according to change form

SCAN change form into FOCUS

Email response: Reply to all – All set in FOCUS

Staff assignment at same location – end or add therapy, case management, change doctors etc.

Add staff assignments as needed according to change form

To end services/staff assignment according to change form – enter closing date in expiration date field

Primary or program assignment will remain the same – do not change effective date – only staff assignment

SCAN change form into FOCUS

Email response: Reply to all – All set in FOCUS

Discharge consumer from all CMH services

Check clinician completed Discharge report – this will close Primary assignment and all program assignments

Check for any lingering program or staff assignments – enter expiration/closing date if needed

Check clinician's progress note/SAL - X0990

Send Medicaid Authorized Representative discontinuation letter to DHS, if needed

Early terminate all insurance policies including self-pay layer

Early terminate all service authorizations & releases of information

SCAN change form into FOCUS

Submit copy to Support/Billing Staff – notify of case closure & enter on episode log

Email response: Reply to all – All set in FOCUS