

**NORTH COUNTRY COMMUNITY MENTAL HEALTH
NORTHERN AFFILIATION
ADMINISTRATIVE MANUAL**

CHAPTER: Affiliation Chapter 4
PROCEDURE NAME: Continuing Stay Authorization of Community
Inpatient Psychiatric Services
PROCEDURE NUMBER: 4008

PURPOSE:

To delineate the process used by the Northern Affiliation to provide continuing stay authorizations of community inpatient psychiatric services.

APPLICATION:

Access Center, Comprehensive Providers, Community Inpatient Psychiatric Service Providers and Physician Groups

PROCEDURES:

- I. During community inpatient psychiatric hospitalization episodes of care, the provider is responsible for tracking the number of days initially authorized and number of days utilized. Specifically,
 - a. No later than the last authorized day, the provider will complete the Northern Affiliation Continued Psychiatric Stay Request in its entirety and fax to both the Access Center and the responsible Comprehensive Provider. If the last authorized day falls on a Saturday or Sunday, the Provider shall furnish the Request to the Northern Affiliation and Comprehensive Provider on the preceding Friday.
 - b. The Access Center worker will determine the clinical necessity of continued stay based on the MDCH Medicaid Provider Manual and the Northern Affiliation Level of Care Guidelines.
 - c. The Access Center will consult with the Comprehensive Provider regarding discharge plans.

REFERENCES:

Michigan Department of Community Health, Medicaid Provider Manual, January 2004

DISTRIBUTION:

Administrative Manual
Comprehensive Providers
Community Inpatient Psychiatric Service Providers & Physicians Groups

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APPROVED: November 18, 2002

DATE

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