



TO: ENDORSED PROVIDERS
CONTRACT PROVIDERS
CAP/MR/DD PROVIDERS

DATE: 02/09/2009

RE: DATA SUBMISSION REQUIREMENTS

All providers who have consumers receiving Medicaid direct billed services, consumers receiving Medicaid services billed through the Guilford Center, or consumers receiving State funded (IPRS) services are required to submit certain data to the LME within specified time periods as required by the Division of MH, DD and SA Services and the Guilford Center.

Admission and Discharge of Consumers Receiving Medicaid Direct Billed (Enhanced) Services:

Admission

Providers must contact ACCESS at 800-853-5163 to register all new consumers on the first day of contact. Providers must use the **Standardized Consumer STR Interview and Registration Form** to register consumers with the Guilford Center. The registration component of the form (items A-H, 1, and 51-57) must be completed and submitted to the LME within 5 business days of the initial face to face session with the consumer **by fax** to the ACCESS Department at 336-641-3655.

<http://www.guilfordcenter.com/provider/forms/STR%20Interview%20and%20Registration%20Form.doc>

Providers must also complete **LME Consumer Admission and Discharge Form**, page 1 and 2. The **LME Consumer Admission and Discharge Form** must be completed and submitted to the LME within 30 days of service initiation by providers for each consumer admitted for services **by faxing** to Care Management Department at 336-641-3655 for consumers receiving directly billed services. Providers must submit this form regardless of whether the consumer is already open to another provider. This form is also used to submit any updated information throughout the service period.

<http://www.guilfordcenter.com/provider/forms/LME%20Admission%20and%20Discharge%20form.dot>

Discharge

Providers must complete the discharge section of the **LME Consumer Admission and Discharge Form** and submit to the LME when consumer is no longer receiving services. These forms should **be faxed** to the Health Information Services Department at Greensboro 336-641-4973 or High Point 336-845-7601. Please include a coversheet with a contact person and phone number.

<http://www.guilfordcenter.com/provider/forms/LME%20Admission%20and%20Discharge%20form.dot>

Other Requirements:

- The PCP must be submitted with the **LME Consumer Admission and Discharge Form by fax** to 336-641-3655. (PCP is not required when submitting a discharge.)
- If the consumer was admitted to your facility on or after **July 1, 2008**, and you have not previously submitted admission information to the Guilford Center, you **must fax** the **LME Consumer Admission and Discharge Form** to Care Management at 336-641-3655.

- Discharge requests cannot be processed for consumers whose **admission** information has not been previously submitted to the Guilford Center. We will return these discharge requests indicating our inability to process.

Admission and Discharge of Consumers Receiving Medicaid Services Billed Through The Guilford Center:

Admission

Providers must contact ACCESS at 800-853-5163 to register all new consumers on the day of the first contact. Providers must use the **Standardized Consumer STR Interview and Registration Form** to register consumers with the Guilford Center. The registration component of the form (items A-H, 1, and 51-57) must be completed and submitted to the LME within 5 business days of the initial face to face session with the consumer **by fax** to the ACCESS Department at 336-641-3655.

<http://www.guilfordcenter.com/provider/forms/STR%20Interview%20and%20Registration%20Form.doc>

Providers must complete **LME Consumer Admission and Discharge Form**, page 1, 2, 3, and **Fee Set Form**. The **LME Consumer Admission and Discharge Form** replaces the **Guilford Center Admission Form and Care Management Enrollment Form**. The **LME Consumer Admission and Discharge Form**, page 1, 2, 3, and **Fee Set Form** must be completed and submitted to the LME within 30 days of service initiation by providers for each consumer admitted for services **by attaching in Carelink**. Providers must submit this form regardless of whether the consumer is already open to another provider. This form is also used to submit any updated information throughout the service period.

<http://www.guilfordcenter.com/provider/forms/LME%20Admission%20and%20Discharge%20form.dot>
http://www.guilfordcenter.com/provider/forms/fee_insurance.dot

Discharge

Providers must complete the discharge section of the **LME Consumer Admission and Discharge Form** and submit to the LME when consumer is no longer receiving services. These forms should **be faxed** to the Health Information Services Department at Greensboro 336-641-4973 or High Point 336-845-7601 (or **submitted as a CareLink attachment**). Please include a coversheet with a contact person and phone number.

<http://www.guilfordcenter.com/provider/forms/LME%20Admission%20and%20Discharge%20form.dot>

Other Requirements:

- The PCP must be submitted with the **LME Consumer Admission and Discharge Form by attaching in Carelink**. (PCP is not required when submitting a discharge.)
- If the consumer was admitted to your facility, and you have not previously submitted admission information to the Guilford Center, you must submit the **LME Consumer Admission and Discharge Form by attaching it in CareLink**.
- Discharge requests cannot be processed for consumers whose **admission** information has not been previously submitted to the Guilford Center. We will return these discharge requests indicating our inability to process.
- **Billing** requires admission of consumer to be completed in our system. Billing submitted prior to submission of **LME Consumer Admission and Discharge Form**, pages 1, 2, 3, and **Fee Set Form** may result in delayed payment or even unpaid claims. To prevent this, it is suggested that these forms be submitted **within 5 days**.

Admission and Discharge of Consumers Receiving State Funded (IPRS) Services

Admission

Providers must contact ACCESS at 800-853-5163 to register all new consumers on the day of the first contact. Providers must use the **Standardized Consumer STR Interview and Registration Form** to register consumers with the Guilford Center. The registration component of the form (items A-H, 1, and 51-57) must be completed and submitted to the LME within 5 business days of the initial face to face session with the consumer **by fax** to the ACCESS Department at 336-641-3655.

<http://www.guilfordcenter.com/provider/forms/STR%20Interview%20and%20Registration%20Form.doc>

Providers must complete **LME Consumer Admission and Discharge Form**, page 1, 2, 3, and **Fee Set Form**. The LME Consumer Admission and Discharge Form replaces the **Guilford Center Admission Form and Care Management Enrollment Form**. The **LME Consumer Admission and Discharge Form** page 1, 2, 3, and **Fee Set Form** must be completed and submitted to the LME within 30 days of service initiation by providers for each consumer admitted for services **by attaching in Carelink**.

Providers must submit this form regardless of whether the consumer is already open to another provider. This form is also used to submit any updated information throughout the service period.

<http://www.guilfordcenter.com/provider/forms/LME%20Admission%20and%20Discharge%20form.dot>

Discharge

Providers must complete the discharge section of the **LME Consumer Admission and Discharge Form** and submit to the LME when consumer is no longer receiving services. These forms should **be faxed** to the Health Information Services Department at Greensboro 336-641-4973 or High Point 336-845-7601 (or **submitted as a CareLink attachment**). Please include a coversheet with a contact person and phone number.

<http://www.guilfordcenter.com/provider/forms/LME%20Admission%20and%20Discharge%20form.dot>

Other Requirements:

- The PCP or other Service Plan must be completed and **submitted in CareLink** by attaching to the authorization request by standard operating procedures.
- If the consumer was admitted to your facility, and you have not previously submitted admission information to the Guilford Center, you must submit the **LME Consumer Admission and Discharge Form by attaching it in CareLink**.
- Discharge requests cannot be processed for consumers whose **admission** information has not been previously submitted to the Guilford Center. We will return these discharge requests indicating our inability to process.
- **Billing** requires admission of consumer to be completed in our system. Billing submitted prior to submission of **LME Consumer Admission and Discharge Form**, pages 1, 2, 3, and **Fee Set Form** may result in delayed payment or even unpaid claims. To prevent this, it is suggested that these forms be submitted **within 5 days**.
- PCP or Service Plan is not required when submitting a discharge.