

## Behavioral Health – Admission Submission Quick Reference Guide

**Patient** – The patient’s name auto-populates from the current patient on today’s list.

**Diagnosis** – You can enter up to 12 diagnoses. Search by code or by name. Be sure to include the decimal point if the diagnosis code requires one.

**Non-Emergent Admissions** – The contracted facility, PCP or specialist may initiate a request.

**Requesting Provider** – The contracted facility, PCP or specialist may initiate a request.

**Contact Name and Contact Number** – Enter contact name and contact number in the two corresponding fields.

**Servicing Provider** – The servicing facility. Select the facility by entering the name, NPI or HPHC ID.

**Service** – Select from the menu:

- Mental Health
- Substance Abuse
- Residential Treatment (ART)

**Level of Service** – Select elective, urgent, or emergent.

**Service Units** – Defaults to days.

**Start Date** – Enter the start date of service only. You can enter a date in the field or click on the “Quick Calendar” to select a date.

**Procedure Code** – A procedure code is needed for Acute Residential Treatment services. Please use REV code 1001 or 1002.

**Quantity** – When procedure code is required, the procedure code quantity must be filled in.

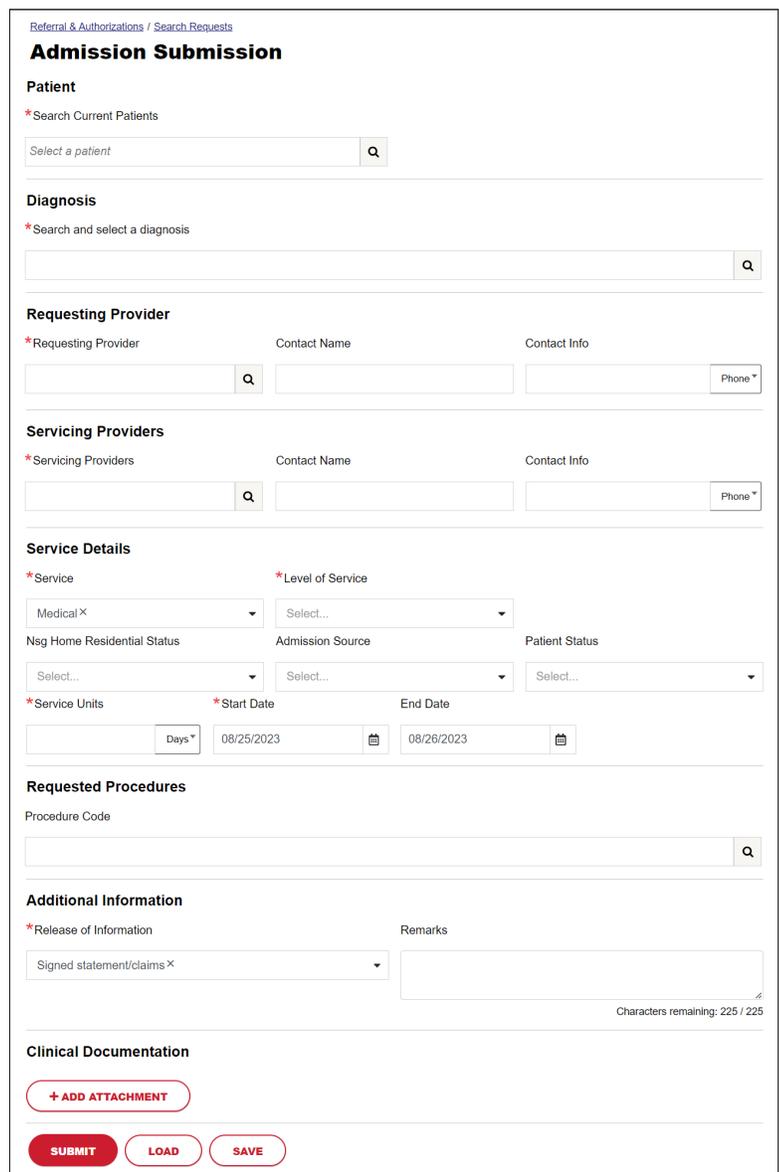
**Release of Information** –

- Signed Statement/Claims

**Remarks** – This is a free text field to enter any additional message to Harvard Pilgrim.

**Clinical Upload (Attachment)** – Clinical notes/reports can be attached here if you have them.

Click on “Submit” to finalize and **send the request**.



[Referral & Authorizations / Search Requests](#)

### Admission Submission

**Patient**  
\*Search Current Patients  
Select a patient

**Diagnosis**  
\*Search and select a diagnosis

**Requesting Provider**  
\*Requesting Provider   Contact Name  Contact Info

**Servicing Providers**  
\*Servicing Providers   Contact Name  Contact Info

**Service Details**  
\*Service  \*Level of Service   
Nsg Home Residential Status  Admission Source  Patient Status   
\*Service Units  Days  \*Start Date   End Date

**Requested Procedures**  
Procedure Code

**Additional Information**  
\*Release of Information  Remarks   
Characters remaining: 225 / 225

**Clinical Documentation**

