

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

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 * Start Date End Date

Requested Procedures

Procedure Code

Additional Information

* Release of Information Remarks

Characters remaining: 225 / 225

Clinical Documentation

