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|  |  Behavioral Health Administration **Personal Service Request / Standard Referral** |
| 1. Facility Name:

Campus:  |
| 1. Patient / Resident Name:
 |
| 1. Medical Record Number:
 |
| 1. Sex:
 |
| 1. Date of Birth:
 |
| 1. Psychiatric Provider:
 |
| 1. Medical Provider:
 |
| 1. Vendor Name:
 |
| 1. Address:
 |
| 1. Phone Number:
 |
| 1. What service is required:
 |
| 1. Preauthorization Required by Contract? [ ]  Yes [ ]  No
 |
| **Note to Vendor: Behavioral Health Administration facilities reimburse at the Medicaid rate or contracted vendor rate. Send billing to consolidated business services in care of the patient / resident.\*** |
| 1. Insurance Information:
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| 1. Primary Health Plan:
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| 1. ID Number:
 |
| 1. Secondary Coverage:
 |
| 1. ID Number:
 |
| **Other Insurance Information: If patient / resident has insurance, please bill insurance as first payer and Behavioral Health Administration as secondary payer. Send billing for co-insurance and deductibles to facility in care of the patient / resident.** |
| **All technical component chares are the responsibility of Behavioral Health Administration facilities and will be paid at the Medicaid rate or contracted vendor rate.** |
|  Contact: cbs3institution-fiscal@dshs.wa.gov or (360) 764-0431 Consolidated Business Services 3 1949 South State Street Tacoma WA 98405  |
| \* Please note: Behavioral Health Administration facilities shall not pay any claims for services submitted more than 12 months after the calendar month in which the services were performed. |
| **Instructions**1. Facility Name: Select facility that patient / resident is in residence. Add campus name if the facility has multiple campuses.
2. Patient / Resident Name: Name of patient / resident.
3. Medical Record Number: Facility Medical Record Number located in the electronic health record.
4. Sex: Gender or Preferred Gender.
5. Date of Birth: Patient / Resident’s date of birth.
6. Psychiatric Provider: Name of Facility Psychiatrist Assigned.
7. Medical Provider: Name of Facility Medical Provider Assigned.
8. Vendor Name: Name of Facility Patient / Resident referred.
9. Address: Address of Vendor.
10. Phone Number: Phone Number of Vendor.
11. What Service is Required: Reason for referral to outside medical provider.
12. Preauthorization Required by MOU: If service is outside of preapproved listed in contract, preauthorization from attending physician is required, reference Medical Preauthorization form, DSHS13-949.
13. Insurance Information: Name of Patient / Resident Insurance if no insurance please add name of facility.
14. Primary Health Plan: Name of Health Plan, if no insurance please write “None.”
15. ID Number: Health Plan Number of insurance, if no insurance please add Patient / Resident Medical Record Number.
16. Secondary Coverage: Name of Patient / Resident secondary insurance if no secondary insurance, please write “None.”
17. ID Number: Health Plan Number of secondary insurance, if no secondary insurance please write “None.”
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