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| Subject: Utilization Management | Procedure: SUD Admission Procedure | |
| Last Updated: 3/25/2025 | Owner: Managed Care Operations | Pages: 2 |

I. PURPOSE

To provide procedural and operational guidance to contract providers on the process and documentation requirements for opening SUD admissions in the FOCUS EMR.

II. DEFINITIONS

A. Release of Information Document:

A form that gives a healthcare organization the authority to release a specific portion of your medical record to a specified entity.

B. Substance Use Disorder (SUD):

A treatable mental disorder that affects a person's brain and behavior, leading to their inability to control their use of substances like legal and illegal drugs, alcohol, or medications.

III. PROCEDURE

A. When a person served engages in substance use disorder (SUD) treatment with a MCCMH contracted SUD provider, that provider will assist them in completing a Release of Information (ROI) document at the initial contact. The SUD Provider must utilize the MDHHS-5515 Consent to Share Behavioral Health Information form for this purpose.

1. For any SUD programs that, due to the nature of their program, has procedures in place to obtain the ROI document prior to the initial contact, then the admission date will still match the ROI document date even though the initial appointment will be at a future date.

B. The SUD Provider will submit their agency specific admission request form and the completed ROI to the MCCMH Managed Care Operations (MCO) division via encrypted email at SUDAdmissions@mccmh.net

1. The requested admission date must match the date the person served signed the ROI form.

- 2. SUD providers that do not have the capability to send encrypted email may utilize the email function in the FOCUS Electronic Medical Record (EMR) to submit these documents. This is not the preferred method, and all providers should make every effort to submit encrypted emails utilizing the email address provided above.
- C. Once the admission has been opened, MCO will upload the provider request form and the ROI into the FOCUS EMR and attach them to the admission layer.
- D. Per MCCMH policy, a person served’s medical record must only be open to one SUD provider at time. If a previous SUD provider did not close their admission, then MCCMH must work with that provider to have this addressed. Please note that this could result in a delay in processing the new admission request.

IV. REFERENCES

None.

V. RELATED POLICIES

- A. MCCMH MCO Policy 12-001 “Access, Eligibility, Admission, Discharge”

VI. EXHIBITS

None.

Annual Review Attestation / Revision History:

| Revision #: | Revision/Review Date: | Revision Summary: | Reviewer/Reviser: |
|-------------|-----------------------|-----------------------------|--------------------|
| 1 | 2/19/2025 | Creation of Procedure | MCCMH MCO Division |
| 2 | 3/25/2025 | Implementation of Procedure | MCCMH MCO Division |