

Policy Clarification Memo

Date: 10/21/2013

Re: Psychiatrist Role in Annual Plans and Utilization Review

<p>Policy/Procedure</p> <p>Stuff we really, really, really need to know.</p>	<p>As of 11/01/2013, it is no longer necessary for psychiatrists to finalize the Treatment Plan and complete the Diagnosis and Medical Necessity forms prior to the completion of the Utilization Review (UR) for clients that have a Psychiatric Social Worker (PSW) assigned as a case coordinator. This applies to new clients and clients needing annual renewal of services (i.e. "Annual Plan").</p> <p>Psychiatrists are still expected to complete all of these forms for new clients and clients needing annual renewal of services where the psychiatrist is the assigned case coordinator (i.e. Meds Only).</p>
<p>Clarification</p> <p>Stuff we should read. Should clear up some confusion, we think (We hope).</p> <p>YOU CAN SERIOUSLY STOP READING AFTER THIS SECTION!</p>	<p>Prior to completing UR for new and renewing clients that have a PSW assigned as a case coordinator, psychiatrist are currently required to (depending on the program):</p> <ol style="list-style-type: none"> 1) Finalize the treatment plan; 2) Enter the diagnosis into the MyAvatar Diagnosis form; 3) Or verify the diagnosis by ensuring that they are the diagnosing practitioner entered into the Diagnosis form; 4) And complete the Medical Necessity form. <p>As of 11/01/2013, any licensed or license eligible mental health staff (i.e Psychiatric Socials Workers) can complete all these processes for clients where the PSWs are the assigned case coordinator. Psychiatrists can add to treatment plans or update a diagnosis anytime before or after the UR, if necessary.</p>
<p>Background</p> <p>Stuff that you want to read but won't admit to it because you're a QI nerd at that point.</p>	<p>The practice/procedure of having the psychiatrist finalize treatment plans and electronically signing the Diagnosis and Medical Necessity forms partially originated as a response to the compliance requirement that licensed or license eligible staff complete these forms. At that time, non-license eligible staff (i.e. Social Worker III) were assigned as case coordinators and expected to enter information in these forms and have psychiatrists verify/validate their entries. However, with the recent shift in some of the specific tasks completed by Psychiatric Social Worker (PSW) and Social Worker III (SWIII), licensed or license-eligible PSWs are now expected to complete the treatment plan, enter the diagnosis, and complete the Medical Necessity form along with the other required opening/annual renewal (i.e. Annual Plan Bundle) documents. Therefore, it is no longer necessary for psychiatrists to complete these forms prior to the UR.</p>