



PROVIDER ALERT

Alert#: PA-2008-04
Issued: Sept 2008
TO: Enhanced Care Clinics and all CT BHP Outpatient Providers
SUBJECT: CT BHP Web Registration Enhancements

Dear Provider,

This bulletin is being sent to advise providers about upcoming enhancements to the current web registration form for outpatient services under the Connecticut Behavioral Health Partnership (CT BHP). Effective October 1st, 2008, a total of three new fields will be added and one field will be rephrased in the outpatient Web registration form. There are no changes to the re-registration form.

The additional fields will allow all providers to offer information that will allow CT BHP to distinguish clients that are new to your practice/agency from clients that may be stepping down from a higher level of care within your agency, as well as client's preference for an appointment date and client no-show frequency. Screen shots of the new fields are provided on page two of this alert.

The additional fields, effective October 1st, 2008, will be as follows:

Outpatient Registration Custom Form – Page 1

- 1) Is this a new admission to outpatient services within your agency/practice? (*Yes or No*)
- 2) Is member being discharged from a higher level of care within your agency/practice? (*Yes or No*) [Please note: if this question does not apply, select No]

Routine/Urgent Subform

- 1) What was the date of the first appt. that was accepted by the member? (*Date field*)
- 2) If applicable, # of no-shows/cancellations prior to first appt? (*Drop Down Field*)

Please note: Providers are still required to register outpatient services at any time during the 21-day period allotted subsequent to the initial evaluation.

If you have any questions, please contact the CT BHP Call Center at 1-877-552-8247.

Provider Relations Department
Connecticut Behavioral Health Partnership

Outpatient Service Registration Form – Page 1

The screenshot shows a web browser window titled "Behavioral Health Partners" with a menu bar containing "Tools", "Consumer Tools", and "Help". The main content area is titled "Edit Custom Form" and shows a form for "CT BHP Service Registration". The form includes a "Consumer" field, an "Instructions" button, and a "Current Page" indicator showing "1". The form content includes a section for "Registering for 90801 Evaluation Only" with "Yes" and "No" radio buttons. Below this are two red text questions: "Is this a new admission to outpt services within your Agency/Practice?" and "Is Mbr being discharged from a higher level of care within your Agency/Practice?", each with "Yes" and "No" radio buttons. Further down are fields for "Date Of Birth" (05/17/1962), "Age" (46), "Race Per Medicaid Elig." (Race dropdown), "Ethnicity", and "Hispanic/Latino Origin?" (Yes/No radio buttons). At the bottom, there are navigation links for "Page 1" through "Page 6".

Routine/Urgent Subform

The screenshot shows a subform titled "Sub Form Routine and Urgent". It contains several questions with corresponding input fields. The first question is "What was the date of the first appt that was offered to the Member?" with a date field containing "10/3/08" and a calendar icon. The second question is "What was the date of the first appt that was accepted by the Member?" with a date field containing "10/3/08" and a calendar icon. The third question is "If applicable, # of no-shows/cancellations prior to first face-to-face Clinical Evaluation" with a dropdown menu showing "2". The fourth question is "Date of first face-to-face Clinical Evaluation" with a date field containing "10/10/08" and a calendar icon. A "Signifies A Required Field" icon is present next to the first question.