

Quick Reference for LOT, LOC and Contest Termination for Outpatient Behavioral Health Providers Process

Letter of Termination

Step	Event	Email Notification
1	Provider B submits a CDC 21 for a member who has an open authorization at Provider A	B: Customer has a level PA at another agency A: Preadmission PA was requested at another agency
2	LBHP/CM at Provider B discussion LOC/LOT process with member, LOT is chosen	
3	Provide B prints out LOT	
4	LBHP and member/guardian sign LOT	
5	Provider B submits CDC 23/42, Provider B received pended authorization	B: Level PA at another agency, collaboration needed A: Level PA at another agency, collaboration needed
6	LOT submitted to ODMHSAS within 30 days of CDC 23/42 submission	
7	If LOT is denied, Provider B will be notified for reason. If LOT is accepted, each provider will be notified.	B: Termination accepted, your PA is now active A: Termination ended your PA

Letter of Collaboration

Step	Event	Email Notification
1	Provider B submits a CDC 21 for a member who has an open auth at Provider A	B: Customer has a level PA at another agency A: Preadmission PA was requested at another agency
2	LBHP/CM at either provider discussion LOC/LOT process with member, LOC is chosen	
3	LBHPs/CM from two agencies discuss clinical aspects and agree to who does what and cap split before LOC submitted to PICIS	
4	Provider B submits CDC 23/42, Provider B received pended authorization	B: Level PA at another agency, collaboration needed A: Level PA at another agency, collaboration needed
5	LOC submitted to PICIS by either provider. (If other provide does not respond within 5 days, contact gethelp@odmhsas.org)	A or B: Collaboration proposal submitted by other agency
6	LOC accepted by other provider	A and B: Collaboration proposal has been accepted
7	Authorizations modified	

Contest Termination

Step	Event	Email Notification
1	Provider A receives email notification their authorization was terminated by Provider B	
2	LBHP/CM at Provider A discusses with member/guardian appropriate course and a Contest Termination is selected	
3	Provider A submits contest via PICIS, vendor system or fax. Fax option is only available for providers in pilot project.	B: Other Provider is contesting termination No notification is sent to Provider A
4	If submitted via PICIS or vendor system, reason for Contest is emailed to gethelp@odmhsas.org , as well as phone number for member within 5 days	
5	ODMHSAS reviews reason for Contest. If appropriate, ODMHSAS staff contact member and/or provider to resolve issue	

Notes:

These are the most likely scenarios, but this is not all-inclusive.

You cannot terminate a pended authorization request.

LBHP or CM is required to discuss LOC/LOT process with member/guardian. This cannot be done by other staff.