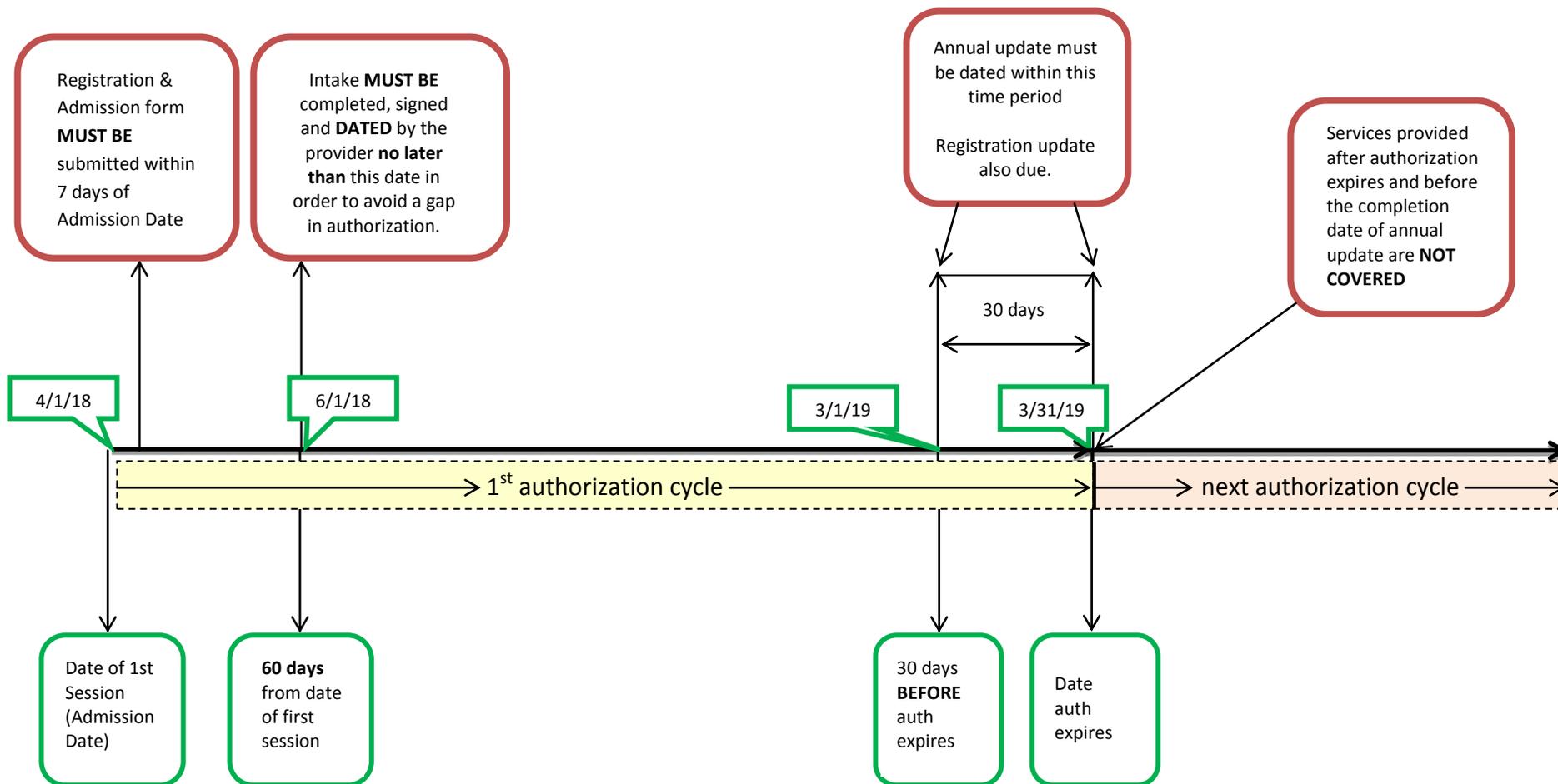


CARE MANAGEMENT UNIT GUIDELINES FOR PAPERWORK DUE DATES



1. Client Registration and Admission form must be received by CMU prior to submitting claims.
2. Note that client's signature can be dated later than the provider's signature. However, client signatures that are dated significantly later than the provider's signature, especially if the client was seen in the interim, are at significant risk of disallowance in the event of an audit. This is also true for client signatures that are never obtained, whether or not attempts to get the client's signature are documented in provider progress notes.
2. Please note that authorization is not a guarantee of Medi-Cal eligibility. Client eligibility must be checked at the beginning of every month, in order to avoid denials of claims.
3. Providers are responsible for tracking the number of units authorized vs. the number of units claimed, as well as the expiration dates of authorizations, in order to avoid denials.
4. Annual reauthorizations are provided only if client continues to meet medical and service necessity, and there is evidence that client is benefiting from therapy.
5. Dates are provided for example purposes only.
6. Please do not send originals of any paperwork to CMU. Please submit copies and retain originals for your charts.