

# Partners in Recovery

## Decertification Process

<b>CMC or Department Name:</b> Partners in Recovery Direct Care Clinics							
<b>CMC or Department Procedure Name:</b> Decertification Process							
<b>Date of Inception:</b>							
<b>Previous Approval Date:</b>							
<b>Current Approval Date:</b>							
<b>Operational Scope:</b>	<input checked="" type="checkbox"/> Clinical	<input type="checkbox"/> QI	<input type="checkbox"/> Network	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Claims	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

### PROCEDURES

- I. If a consumer is determined SMI, but later a clinical team at their site believes that the consumer no longer meets the criteria for SMI services, the clinical team will submit a Request for Decertification to the Eligibility Department at the clinic.
  
- II. The following information shall be submitted to Intake and Eligibility at the clinic, for a Magellan Doctor to review:
  - A. Most recent general assessment and update Part E - if applicable
  - B. Most recent psychiatric evaluation
  - C. Six months of site doctor visits – if applicable
  - D. Six months of site nurses notes – if applicable
  - E. Six months of case management notes – if applicable
  - F. Inpatient or Incarcerated records if the consumer has been incarcerated or inpatient within the past 6 months
  - G. The site Doctor needs to complete the SMI addenda and submit a letter indicating why he/she feels the consumer should be decertified.
  
- III. If the consumer is determined to be Non-SMI, they are decertified. The consumer cannot be decertified and remain open at the site. Therefore, the clinical team at their site would have to refer them to a provider for services.