

## Guidelines for Submitting Specialty Medical Requests to Utilization Management

This is a general guide line on preparing your requests for submission to utilization management. Specific instructions on how to prepare and submit your specialty care requests electronically will be provided to consult coordinators by your respective UM Department.

**Consultation Request Form DC4-702** – This form is to be used for all initial and follow-up visits to a medical specialist.

### Required Actions:

1. Consults must be legible and complete
2. The date the consult is written must be included
3. The consult type and acuity level must be noted
4. The CHO/Designee approval signature and date signed must be written
5. Include patient identifier information
6. All follow-up consults must be sent with the previous note from the specialist, post-operative note or hospital discharge summary requesting the follow-up visit.

### Suggested Actions:

Send pertinent progress notes or radiology and diagnostic reports for acute and/or complex diagnosis, for example neurosurgery, orthopedics, oncology and plastic surgery consults.

**Request for Pre-Approval of Health Services Form DC4-669** - This form is to be used for surgery, procedures, scheduled hospital admissions and ancillary services in excess of \$500. This includes but is not limited to diagnostic procedures, radiology imaging, physical therapy, endoscopies and durable medical equipment.

### Required Actions:

1. Form must be legible and complete
2. The date of request must be written
3. The acuity level must be noted
4. The CHO/Designee approval signature and date signed must be written
5. Include patient identifier information
6. A copy of this form shall be made and placed on the left side of the respective medical record. When the medical service is completed the DC4-669 copy will be removed from the inmate's medical record.
7. All submissions must have pertinent supporting documentation

### Suggested Actions:

Send pertinent physician notes, history and physicals, surgical consent forms, radiology forms and doctors' orders as indicated by what service is being requested.