



SAN MATEO COUNTY HEALTH
BEHAVIORAL HEALTH & RECOVERY SERVICES

Documentation Required for Inpatient Admission Authorization:

Submit the following documents within 24 hours of admission:

- Treatment Authorization Request (filled with known data)
- Face-sheet San Mateo Medi-Cal eligibility
- Psychiatric hold/ status (5150/ 5250/ conserved) or voluntary ED Consult notes (if available)
- Rounds Sheet (if no clinical note on day of admission) Initial Psych. Eval. H & P
- MD Orders RN Admit Note Daily Narrative Nurses Note Daily Psych. Prog. Notes

UR Phone: (650) 573-2996 Fax: (650) 525-1762

CONTINUED STAY DOCUMENTATION TO BHRS UTILIZATION REVIEW TEAM

The documents below must be sent no later than 3 days after admission and at periods established thereafter by BHRS UR team requests:

Continued Stay documents for Next Review dates:

- Initial Psych Evaluation H & P (Medical) RN Assessment
- MD orders MD signed Treatment Plan
- Daily psych progress notes (*each day after admission*)
- Daily narrative nurses' notes (*days after admission*) SW/ Discharge Planning notes

Administrative Day Documentation:

- Daily Notes (as above)
- SW/DC Plan notes with Placement Contact log (5 contacts/ 7 days)

Within seven working days from discharge (DC packet):

- Completed TAR Discharge Summary Aftercare Plan

To authorize inpatient psychiatric admission for San Mateo County clients, San Mateo County must receive information showing the client met Medical Necessity criteria in Title 9.