Attachment B – Documentation for Inpatient Authorization

**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.*