

## Commercial Behavioral Health Inpatient Request Form

- ☐ Inpatient  
☐ Residential  
☐ Urgent

Fax requests for **inpatient** level of care, acute,  
and preservice to:  
757-431-7763 / 1-844-723-2096

The National Committee for Quality Assurance (NCQA) defines an urgent request as a request for medical care or services where application of the time frame for making routine or non-life-threatening care determinations:

- Could seriously jeopardize the life or health of the member or the member's ability to regain maximum function, based on a prudent layperson's judgement, *or*
- Could seriously jeopardize the life, health, or safety of the member or others, due to the member's psychological state, *or*
- In the opinion of a practitioner with knowledge of the member's medical or behavioral condition, would subject the member to adverse health consequences without the care or treatment that is the subject of the request.

<b>Member Information:</b>					
Name:		DOB:		Member ID#:	
<b>Admission/Procedure:</b>					
CPT/HCPC Code(s):	1	2	3	4	5
Additional codes:					
Date of Service:			Diagnosis code(s):		
<b>Requesting Provider:</b> *Tax ID and NPI required					
Name:			Group Name:		
NPI:			Tax ID:		
Phone:			Fax:		
<b>Facility:</b> *Tax ID and NPI required					
Hospital/Facility Name:					
NPI:			Tax ID:		
Phone:			Fax:		

Person Completing Form:		
Name:		
Phone:	Ext:	Fax:

**Important:** Please submit all supportive clinical documentation to substantiate the need for service, including but not limited to: H&P, behavioral and physical assessments, office notes, laboratory and imaging results, vital signs including CIWA/COWS score(s) if applicable, current psychiatric medications, treatment plan, and expected plan.

Visit our list of codes that require or do not require authorization at [pal.sentarahealthplans.com](http://pal.sentarahealthplans.com).

**Note:** All inpatient admissions require preauthorization or authorization of stay for claims and payment. Authorization is not a guarantee of payment.