

North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties

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NSMHA Contract Memorandum 2009-013

Date: May 26, 2009

To: Tom Sebastian, CEO, Compass Health
Donna Konicki, *bridgeways*
Michael Watson, Lake Whatcom RTC
Andy Byrne, Whatcom Counseling and Psychiatric Center
Rod Elin, Catholic Community Services Northwest
Claudia D'Allegrì, Sea Mar
Ken Stark, Snohomish County Human Services Director
Tom Robinson, Volunteers of America
Cindy Paffumi, RSN Coordinator, Interfaith
Sue Closser, CEO, Sunrise Services
Yvonne Ito, Executive Director, LKI

From: Chuck Benjamin, Executive Director

Subject: Revised Denial Review Request Form

In November 2008, NSMHA created a new Denial Review Request form, which has been available on the web since that time. However, NSMHA continues to receive previous versions of this form. In addition, the new form is not always fully completed or is not always completed correctly. The most common error continues to be around the extension section. Clinicians completing the form **must complete** the extension section if the request is being submitted to NSMHA beyond the designated timelines identified on the form. NSMHA staff may return incomplete or incorrectly completed forms.

As it appears that a numbered memorandum did not go out at the time the new form became available, NSMHA would like to correct that error and notify you now to please use the current form.

NSMHA **will no longer accept previous versions** of the Denial Review Request form **60 days after** the date of this notice.

This new form is enclosed for your convenience and will be available on the NSMHA website at http://www.nsmha.org/Forms/Denial_Request_Form.doc for your future reference.

Please ensure this policy is implemented at your agency within 60 days.

cc: Sara Bender, *bridgeways*
Heather Fennell, Compass Health
Kathy McNaughton, Catholic Community Services
Kay Burbidge, Lake Whatcom
Pamala Benjamin, Whatcom Counseling and Psychiatric Center
Pat Morris, Volunteers of America
Jonathan Vander Schuur, Sea Mar
Rebecca Clark, Mental Health Program Coordinator Skagit County
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Anne Deacon, Whatcom County Coordinator
Jackie Henderson, Island County Coordinator
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Contract File