



Dear Medicaid provider:

The following instruction applies to providers requesting continued stay authorizations for services previously approved by the Children’s Mental Health Bureau (not Magellan):

- You will not find evidence of a valid authorization for a member in the Qualitrac system.
- Therefore, you will need to request a continued stay review via fax (1-833-574-0650) and include the following:
 - Completed appropriate continued stay review form for the service you are requesting. Forms can be found here: <https://www.mpqhf.org/corporate/medicaid-portal-home/medicaid-portal-document-library/>
 - All relevant clinical documentation/records that support the request.

The utilization management team will use additional resources, including data from the Medicaid Management Information Services (MMIS) system, to process the request and ensure consistency with the current open authorization. We will contact you if there are any further questions.

Notification of the outcome of the request will be available within the Qualitrac portal. All subsequent continued stay reviews for the service will be completed within the Qualitrac portal. You can access the portal and additional provider educational materials, user manuals, training presentations and provider registration information at <https://www.mpqhf.org/corporate/medicaid-portal-home>.

Best regards,

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