

5 Simple Steps for Creating a Children's Mental Health Bureau (CMHB) Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Request for an Outpatient Service in Qualitrac*

*For services not otherwise available in Qualitrac – For all services already available in Qualitrac, build the request as normal and jump to Step 4.

1 Find then select the member in Qualitrac.

Note: You will need both the member ID and date of birth (DOB).

Qualitrac Dashboard / Task Queue

Scheduled Tasks Member Search Cases Case/Request/Claim Search

Member ID	Last Name	First Name	Middle Name	Date Of Birth	Gender
123654789	Pan	Peter		01/01/2007	Male

Show 10 entries Showing 1 to 1 of 1 entries Previous 1 Next

2 From the Member Hub, create a new utilization management request by selecting Add.

Qualitrac Dashboard / Task Queue / Member Hub

Peter Pan View Member Details

Member ID: 123654789 Date of Birth: 01/01/2007 Phone Number: Client: Montana - Mountain Pacific

Utilization Management View Cases + Add

3 Create request using the following fields:

- Review Type = Behavioral Health Outpatient
- Place of Service = Other Place of Service
- Type of Service = CMHB Outpatient

Authorization Request

Date Request Received * 10/22/2020 02:47 pm

Review Type * Behavioral Health Outpatient

Place of Service * Other Place of Service

Type of Service * CMHB Outpatient

Timing * Prospective

Is this Request Urgent?

Cancel Add New Request

4 Indicate this is an EPSDT request by selecting the indicator in the Coverage panel.

Coverage

Group	Section	Plan	Start Date	End Date
No Coverage Found				

Medicare Indicator * Not Supplied

Third Party Liability * No

EPSDT Indicator * Yes No

Eligibility Comment *

5 Proceed with remaining panels as appropriate for provider, diagnosis and procedure code. Make sure to upload the EPSDT form to the Documents panel along with the appropriate clinical information required.