

Magellan Health Services

Treatment Request Form (TRF) Instructions

What is a TRF and How is it Used?

- The Magellan Treatment Request Form (TRF) is used to request additional outpatient treatment sessions for a specific member. **Only treating providers or their office personnel may submit this form.**
- A TRF must be submitted **two (2) weeks prior** to the expiration of the current authorization to avoid possible disruption in claims payment.
- In most cases, the member and provider information is already entered on the form; therefore **the TRF can only be used for the member for whom it has been prepared.**
- For a real-time response to your authorization request, we invite you to login to www.MagellanHealth.com/provider and submit your TRF online.

Instructions for Completing the TRF

- Use a **black pen** to complete the form.
- Fill circles completely. Example: ● **Do not use** ✓ **or** -- **or** /
- Use whiteout to correct errors.
- Please answer **all** questions including the following:
 - **Requested Start Date for this TRF**—Enter the date on which you would like this new authorization to begin.
 - **Diagnosis Codes**—Enter a primary DSM-IV TR diagnosis code. A secondary diagnosis may be entered, if applicable.
 - **CPT Codes**—Fill in **one** Frequency circle next to the CPT Code(s) you are requesting for this authorization.
 - **Reason for additional sessions**—Select only **one** option by filling in the circle(s) in front of the option that is most prevalent. Provide a brief description in space available if “Other” is selected.
 - **Clinical Outcomes Measured**—Please select the option to describe how clinical outcomes are being measured. Provide a brief description in space available if “Other” is selected.
- Print the name of the treating provider and enter the date the form is completed.
- Fax the completed TRF **to the fax number on the form.**

To Avoid Delays in Processing Your TRF...

- Do not add narrative information other than in the two fields described in the instructions above.
- Do not alter a form to use for another member.
- Do not leave any fields blank. Incomplete forms will be returned *without* authorization.
- Do not send a cover sheet when faxing.

The Magellan TRF cannot be used to request ongoing outpatient care for the following states, accounts, or services:

- **Maryland**
- **BCBS Arizona**
- **ChampVA**
- **Magellan employees and their dependents**
- **Most carve-out Medicaid accounts**
- **Levels of care other than routine outpatient**