



Guideline to Fill Out Mandatory and Formal AUD and SOU

MANDATORY REFERRAL AUTHORIZATION TO USE OR DISCLOSE (AUD)

Please have the employee **complete the top section of the form**, as well as **initial all marked boxes in section 3 and sign / date in section 7**. Please note: if AUDs are missing this information, the scope of permitted disclosures may be affected. We ask that there be no alteration of this form.

MANDATORY REFERRAL STATEMENT OF UNDERSTANDING (SOU)

You must present this form to the employee prior to the start of the session as if they decline to sign you would need to end the session at that time. Please write in a general succinct reason for the referral (positive screen, anger management, attendance, etc). Contact your designated care manager for the case if you do not have the reason available. You will fax this form to Magellan with the completed *Authorization to Use or Disclose* form.

FORMAL REFERRAL AUTHORIZATION TO USE OR DISCLOSE (AUD)

Please have the employee **complete the top section of the form**, as well as **initial the marked box in section 3 and sign / date in section 7**. Please note: if AUDs are missing this information, the scope of permitted disclosures may be affected. We ask that there be no alteration of this form.

FORMAL STATEMENT OF UNDERSTANDING (SOU)

Use the *Generic Statement of Understanding*. Follow those directions.