

INSTRUCTIONS FOR COMPLETION OF QUICK ACCESS FORMS

If you have received authorization from MHAP to place your consumer in one of our Quick Access facilities, it is imperative that you complete the required paperwork and fax them to the Residential Services Department of the Central Community Health Board at 559 – 2952 within 24 hours of the placement. All of the required forms are listed on the CCHB Web Site: www.cchbinc.com Once you access the CCHB web site, look for the word *FORMS* and click on this word. You will see the list of mandatory forms that you must print out, complete fully with the consumer's signature where required and return by fax to the above listed fax number. Please be advised that the forms must be printed out, completed and faxed to CCHB. They cannot be completed on line.

The following forms must be completed and returned to CCHB:

- ❖ The specific placement facility form (where the consumer is being placed). For example, if your consumer is placed at the 3 A's of Excellence, you must complete the specific 3 A's of Excellence form with the consumer including the signature lines.

You must also fully complete the following forms:

1. Quick Access Admission Data Form
2. Quick Access Financial Arrangement Form
3. Quick Access Payment Worksheet
4. Authorization for Disclosure of Information
5. MACSIS Out of Service Area Residency Verification Form
6. Social Security Administration Consent for Release of Information

Please be advised that if your consumer is being placed at the Dana, you must adhere to and complete the Tuberculosis Screening Requirement within the first seven (7) days of admission. This form is also listed on the web and must also be completed and submitted to the staff at the Dana. Failure to comply with the items listed on this form will result in the termination of the Quick Access placement at the Dana.

Please contact Sandra Driggins-Smith at 559 – 2933 or Ursula Epps at 559 – 2955 with any questions about these procedures.