



PROVIDER ALERT

NEW: Referral Form and Requirements

August 30, 2024

Target Audience: Applied Behavior Analysis (ABA) Providers

Optum Maryland wishes to inform providers of new requirements for submitting information to Optum regarding referrals to Applied Behavior Analysis (ABA) services.

This change is being implemented to ensure Optum Maryland receives accurate and sufficient information about a referral, in alignment with Medicaid policy, to correctly process the request and avoid unnecessary denials.

Currently, when ABA providers receive a referral and wish to obtain authorization for services, they are required to send information to Optum which must satisfy the following:

1. Dated within the last 6 months
2. Include the participant's full name and date of birth
3. Statement referring the participant for:
ABA services
ABA therapy \ Applied Behavior Analysis
4. Dated signature from a qualified health care professional

Effective September 30, 2024, referral information submitted to Optum must also meet additional requirements which are outlined below, or else referrals may be denied. To assist providers in meeting these requirements, Optum has created the [Maryland Medicaid ABA Referral Form](#) for providers to use or reference when submitting referral information.

- Please note: Although use of the [Maryland Medicaid ABA Referral Form](#) is recommended but not required, Providers should familiarize themselves with the form which is also posted on the Optum Maryland website, under the **ABA Providers** tab, on the "[Provider Forms](#)" page. When using the form, the format and information submitted must match that of the form. **Providers should not use their own referral templates.**

1. In order to be considered complete, the referral must be submitted on one of the following:

- Letterhead from the Qualified Healthcare Professional (QHCP)
 - Prescription pad of the referring provider
 - [Universal referral form](#)
 - The new [Maryland Medicaid ABA Referral Form](#).
2. The referral should contain the full printed name and credentials, and/or the NPI of the QHCP.
 3. The signature on the form should be in one of the following formats:
 - Physical signature with date and time
 - E-signature (such as Docu-sign) with timestamp
 - Typed signature with a transaction log between QHCP and the ABA provider, or a facility stamp
 - The transaction log is a record of email or fax communications between the ABA provider and the QHCP
 4. If errors are made on the referral, medical documentation standards should be applied: cross out the error with a single line, make the correction, write initials of the QHCP correcting the error, and write the date the error was corrected.
 5. The referral should be submitted to Optum in a non-editable format such as PDF or fax.

If you have questions about the information in this alert, please contact Optum Maryland at marylandproviderrelations@optum.com or ombhaba@optum.com.

Thank you,

Optum Maryland Team