

Therapy Management Request Checklist

Please be prepared to provide the following information if records are requested for review:

- Therapy Order/Referral (if required)
- Name and office phone number of therapist
- Member name and ID number
- Pertinent therapy records including the initial evaluation, any re-evaluation, a recent progress note, recent treatment notes, and/or a discharge summary.
- Documentation such as progress notes and/or a discharge summary from a recent or concurrent episode of care.
- All documentation must comply with Clinical Guidelines; Record Keeping and Documentation Standards. This includes, but is not limited to:
 - Inclusion of appropriate patient history, diagnosis, prognosis and rehab potential
 - A signed physician order
 - Objective tests and measures
 - Treatment goals and a plan of care including frequency and duration of services provided.
 - Additionally, these items must be updated on a regular basis and included as part of a therapy progress note.

Records can be uploaded to www.RADMD.com
or faxed to Magellan Healthcare¹ at 800-784-6864.

¹National Imaging Associates, Inc. is a subsidiary of Magellan Healthcare, Inc.