



Therapy Review Instructions

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| <ul style="list-style-type: none">● Sign in |
| <ul style="list-style-type: none">● Click on New Request |
| <ul style="list-style-type: none">● Enter Member Medicaid Number |
| <ul style="list-style-type: none">● Select Submitting Therapy Provider Number |
| <ul style="list-style-type: none">● Treatment setting for the TYPE of review<ul style="list-style-type: none">○ Therapy DMS 640 Validation-AR○ Therapy PA/EOB-AR○ Therapy Rehab-AR |
| <ul style="list-style-type: none">● <i>Skip admit date; this is for Continue Inpatient Hospital Stay only</i> |
| <ul style="list-style-type: none">● Treatment ICD-10 Diagnosis Code<ul style="list-style-type: none">○ Do not insert decimal |
| <ul style="list-style-type: none">● Select the type of modality <i>(each modality has to be requested separately)</i><ul style="list-style-type: none">○ Speech, Physical or Occupational Therapy |
| <ul style="list-style-type: none">● Enter service (procedure code) |
| <ul style="list-style-type: none">● Modifiers<ul style="list-style-type: none">○ Only if there are modifiers |

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| <ul style="list-style-type: none">● Choose Type of Service "B" |
| <ul style="list-style-type: none">● Start and end date is the date of service <i>Note: Start date on all validations will be 7/1/17, and the end date will be the expiration of the prescription.</i> |
| <ul style="list-style-type: none">● Duration: not required |
| <ul style="list-style-type: none">● Units<ul style="list-style-type: none">○ 1 unit equals 15 minutes○ Units per week times the number of weeks is your total units |
| <ul style="list-style-type: none">● Add service code |
| <ul style="list-style-type: none">● Save and view<ul style="list-style-type: none">○ Click in post○ Click on the paper clip (attach the records)○ Click browse○ Click open○ Click share |
| <ul style="list-style-type: none">● This request is completed |
| <p><i>Click new request under tab OTHER to start a another new request</i></p> |

Call the helpdesk at **479-573-7777**
or email **ReviewPointHelp@afmc.org** with questions or problems.