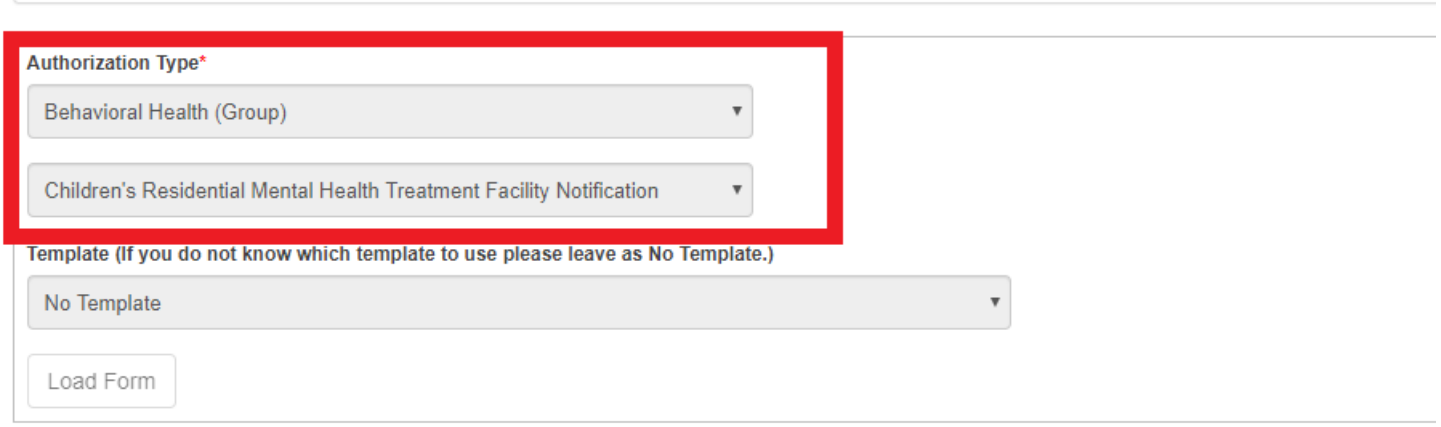
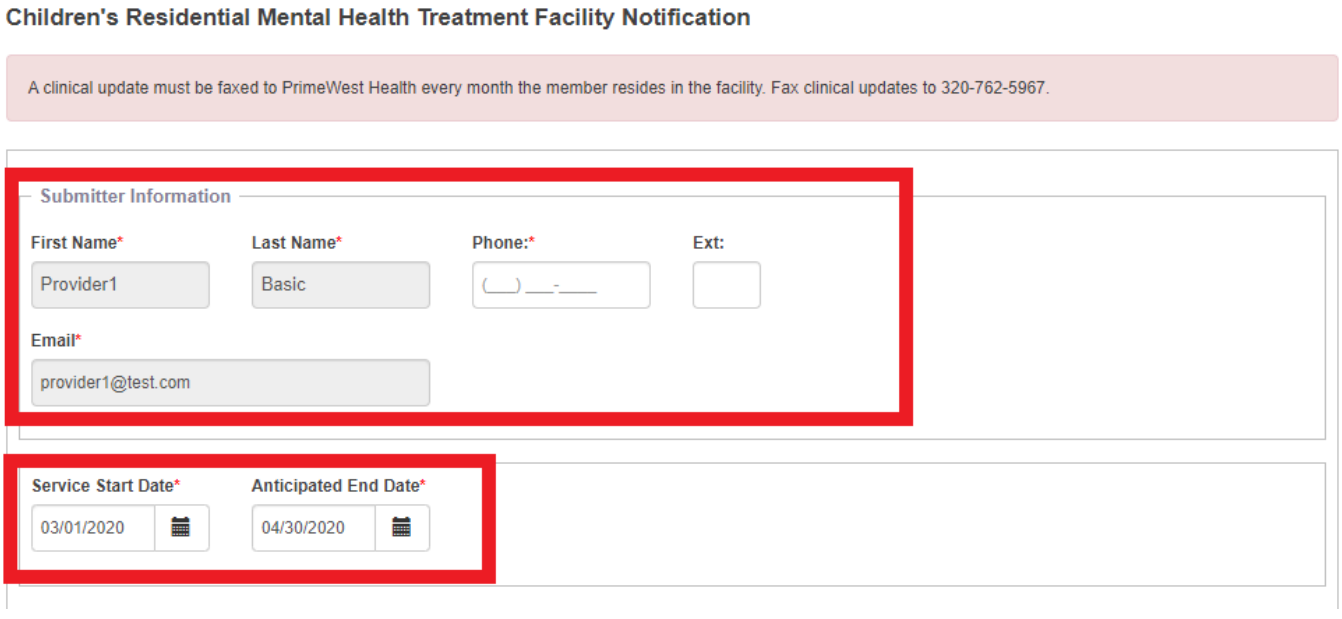
Children's Residential Mental Health Treatment Facility Notification

Create a new notification or edit member information (see *Getting Started*).
(Note: All fields with a red asterisk are required.)

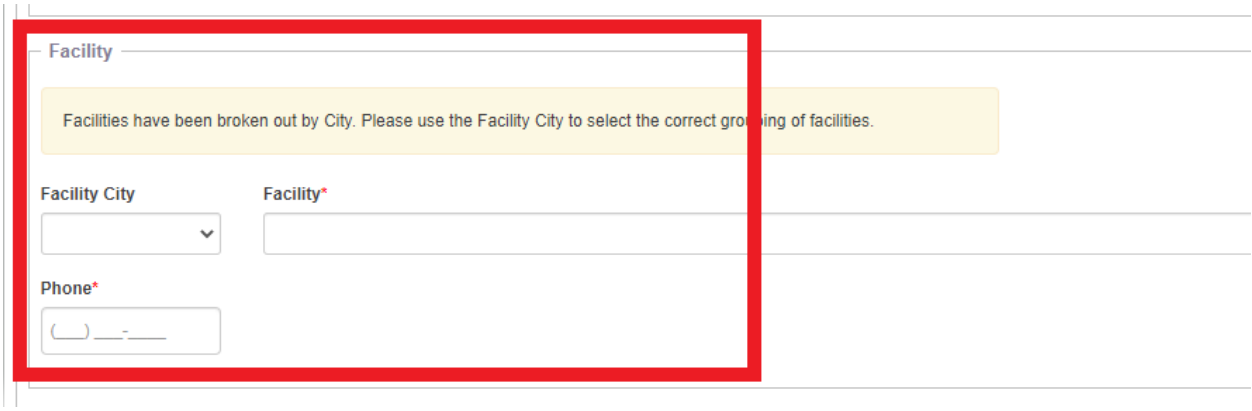
Select *Behavioral Health (Group)* from the *Authorization Type* dropdown menu and select *Children's Residential Mental Health Treatment Facility Notification* from the second dropdown menu.



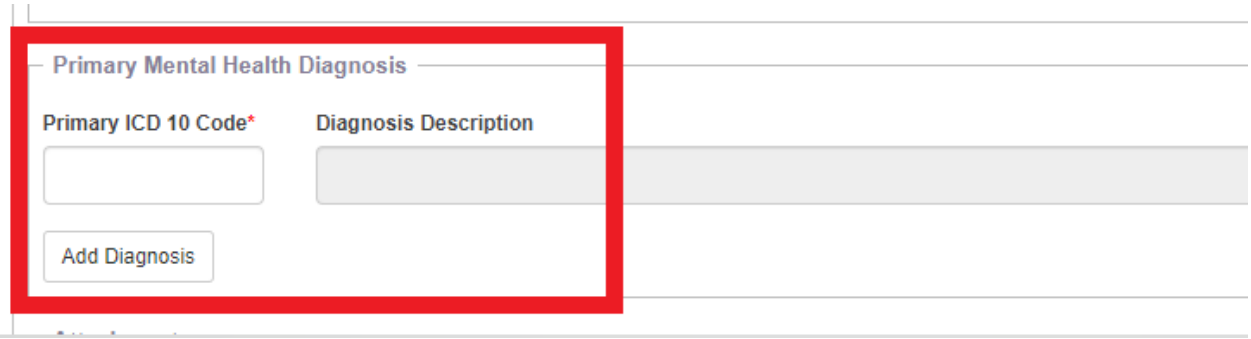
Fill out *Submitter Information* in full and enter the *Services Start Date* and *Anticipated End Date*.
(Note: *Service Start Date* defaults to the date the notification is entered.)



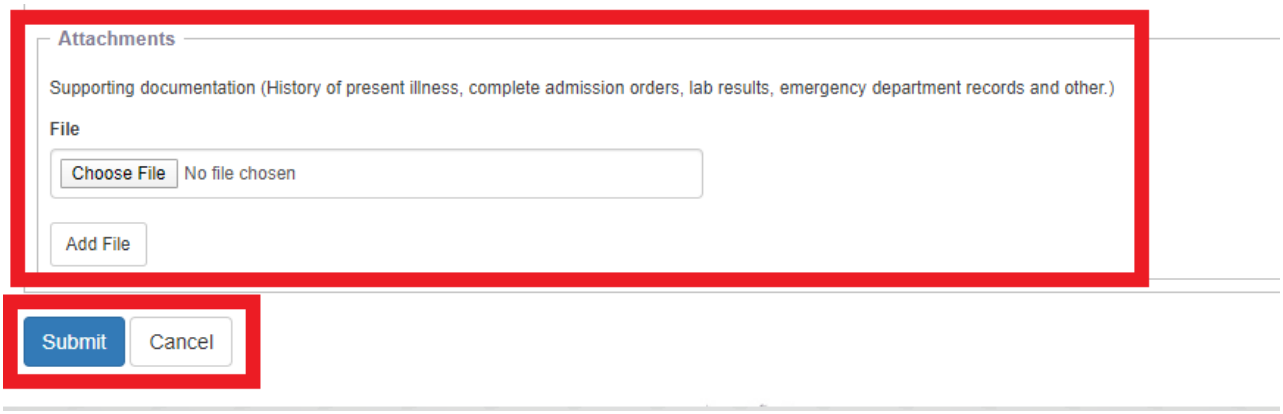
Enter the *Facility* information and the *Phone number*.



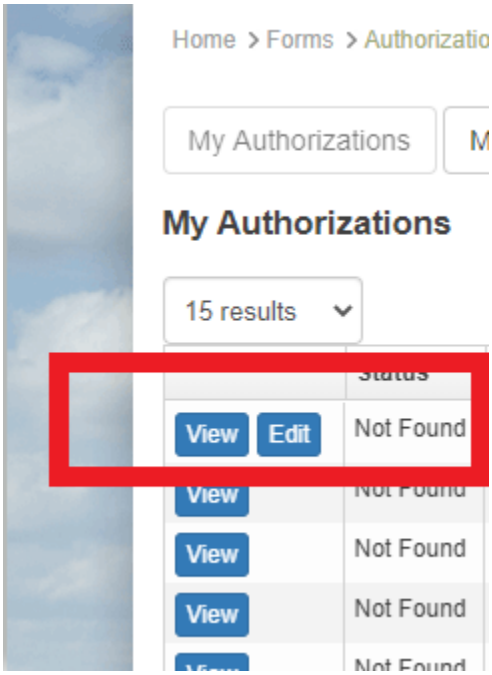
Enter the *Primary Mental Health Diagnosis*.



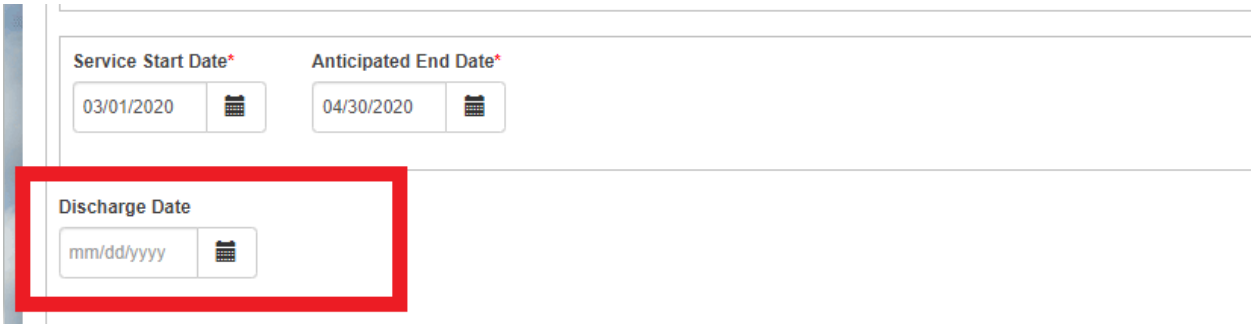
Attach supporting documentation and submit the notification to PrimeWest Health



After the notification has been submitted, the notification can be edited to add the discharge date. On the My Authorizations page, select *Edit* next to the appropriate member.



Enter the discharge date.
(Note: Once the discharge date has been entered, the notification can no longer be edited.)



Attach supporting documentation and submit the notification to PrimeWest Health.