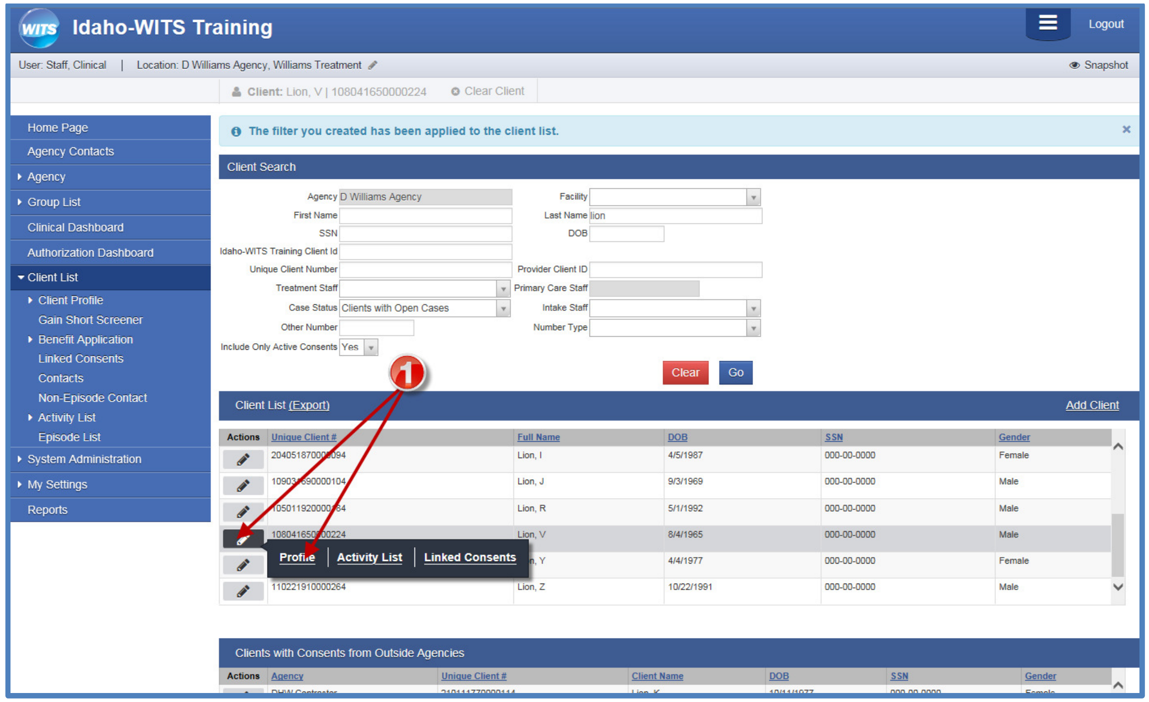
Authorization Change Request – Note to Authorizer for ATR 4 Clients who are Transferring to another Facility at my Agency

These instructions are to be used in the following Situations.

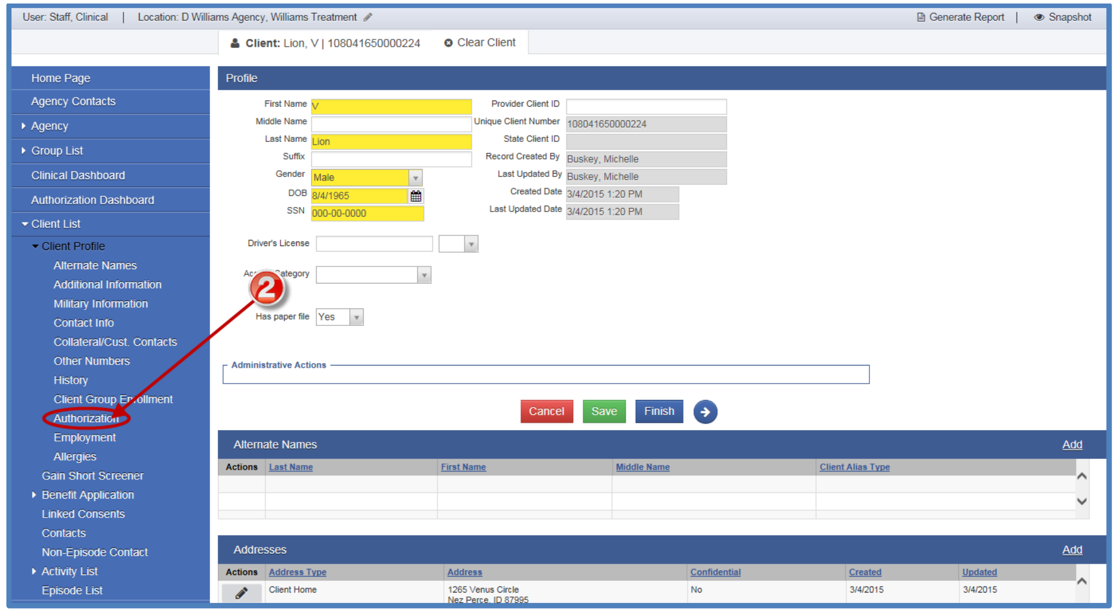
- **Transfer an ATR 4 client from Assessment to a treatment Level of Care (LOC) at a different facility at my agency.**

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, click  and select **Client Profile**.

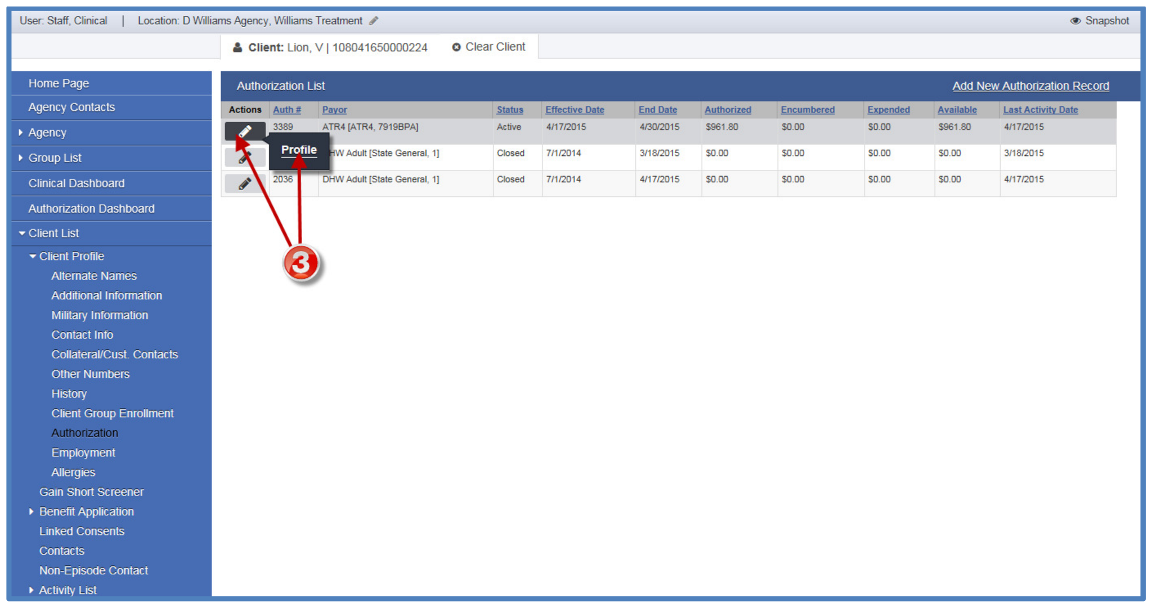


09/24/2015

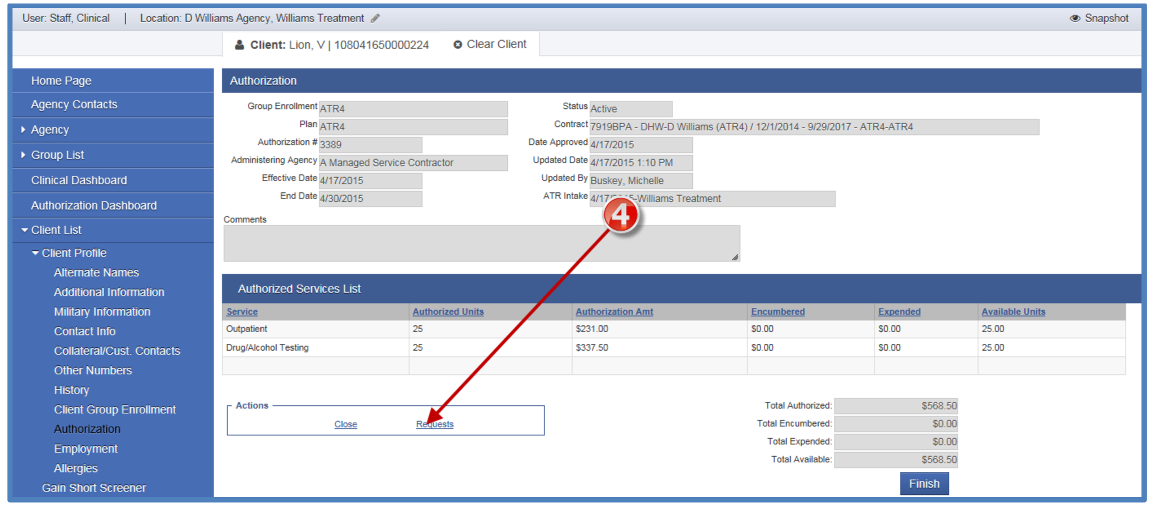
2. Select the **Authorization** on the Navigation Pane



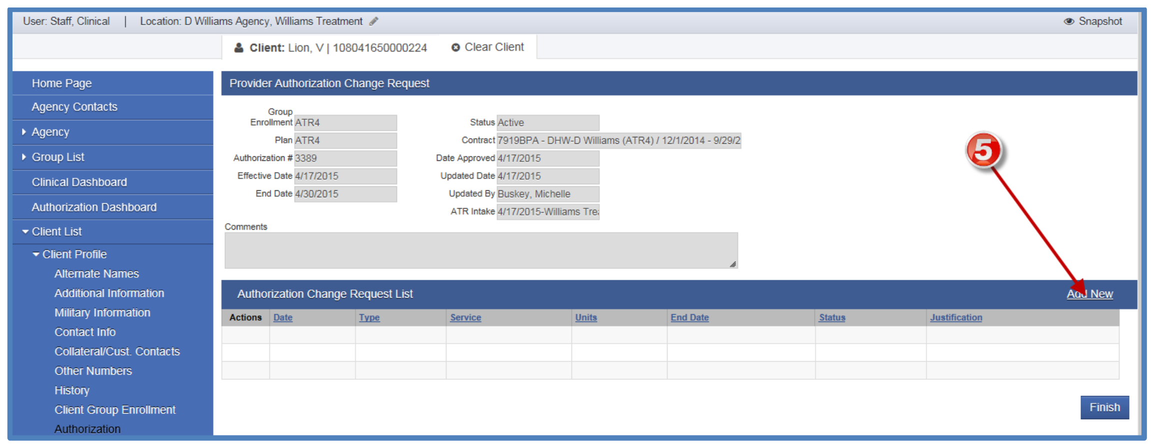
3. Click  and select **Profile** to review the active Authorization.



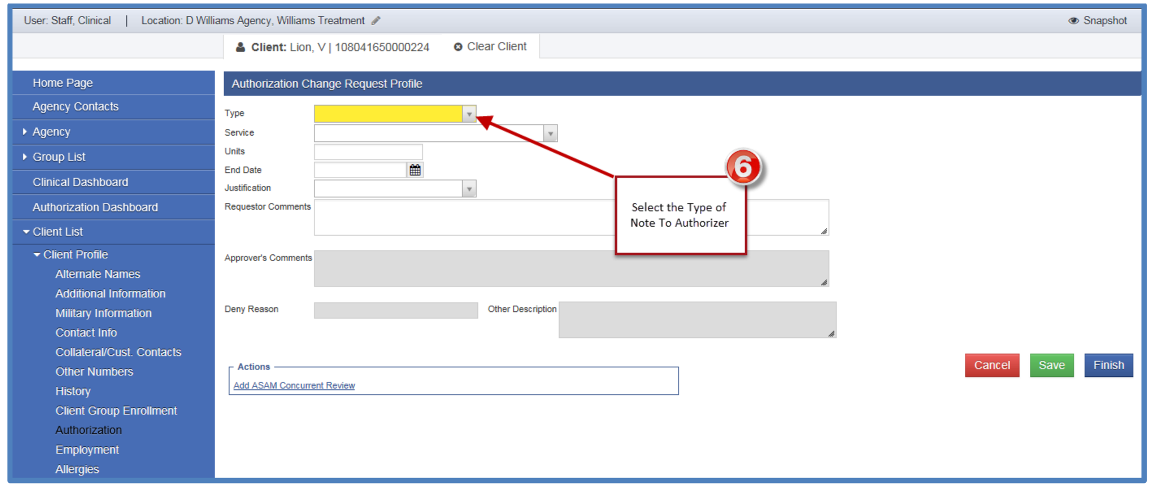
4. Click **Requests** under the Actions box.



5. The Authorization Change Request List displays. Click **Add New**.



6. The Authorization Change Request List displays. Select **<u>Note to Authorizer</u>**.



7. Enter **<u>Comments</u>**.
   - **Transfer an ATR 4 client from Assessment to a treatment LOC at a different facility at my agency:** document the date the GRRS is consented to DHW Contractor, and include the recommended LOC.

8. Click **<u>Save</u>** and **<u>Finish</u>**.