



BED BUGS TREATMENT REQUEST PROCESS CHECKLIST

Member NAME: _____

All packets are required to have the following information:

REQUIRED DOCUMENTS	YES	NO
ISP listing: 1. Bed Bugs Treatment as a service stating the need 2. Date of funds request 3. The member's and Behavioral Health Professional's (BHP) signatures on the signature page	<input type="checkbox"/>	<input type="checkbox"/>
PROGRESS NOTE: Explain the specific reason for the bed bugs treatment request including: 1. Documentation of open conversation with recipient 2. Explain the specific reason WHY the recipient is unable to pay the bill 3. Explain STEPS that are being taken to assist the recipient in the future, showing the recipient is receiving assistance with budgeting/household finances (if applicable) 4. Explain what support services were offered or referred (provide copy of referral)	<input type="checkbox"/>	<input type="checkbox"/>
PROGRESS NOTE: Community resources explored (including clinical team's outreach to 3 or more resources within the community for possible assistance/pest control company to discuss the possibility of payment plans)	<input type="checkbox"/>	<input type="checkbox"/>
PROGRESS NOTE: Clinical team recommendation for payee (include application date if payee is recommended) *If necessity for a payee has been determined, the payee paperwork must be included in the packet.	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET: 1. Include ALL sources of HOUSEHOLD gross income and ALL expenses 2. Demonstrates ability to maintain going forward (must not be negative) 3. If budget is \$10 or less difference, report how the member can budget for future expenses	<input type="checkbox"/>	<input type="checkbox"/>
BILLING SERVICE TICKET	<input type="checkbox"/>	<input type="checkbox"/>
AHCCCS VERIFICATION: Verification of SMI status	<input type="checkbox"/>	<input type="checkbox"/>

All requests should be reviewed and approved by the Regional Director prior to submitting via email to:
SMIMemberServicesRequest@mercymaricopa.org