



Detroit Wayne Mental Health Authority

707 W. Milwaukee St.
Detroit, MI 48202-2943
Phone: (313) 344-9099
www.dwmha.com

FAX: (313) 833-2156
TDD: (800) 630-1044 RR/TDD: (888) 339-5588

Autism Benefit Back-Up Authorization Process

1. If the MH-WIN authorization process is not functioning, the following processes should be completed:
2. Complete the '*Autism Back-Up Authorization Request Form*'. Fill the fields out the same way that you would fill out the MH-WIN electronic authorization request.
3. Methods of form submission:
 - A. **Primary Option** – *(Use this method if unable to access MH-WIN Authorization Request Function)*
 - i. Scan and upload form to the MH-WIN Scanned Document Section
 - ii. E-mail PIHPauthorizations@dwmha.com indicating form has been scanned in with the case #
 - B. **Secondary Option** – *(Use this method if unable to access MH-WIN)*
 - i. E-mail form through secure e-mail system to PIHPauthorizations@dwmha.com
 - C. **Tertiary Option** – *(Use this method if unable to access computer system)*
 - i. Fax form to (313)989-9312 (fax)

Board of Directors

Herbert C. Smitherman, Jr., MD, Chairperson
Marsha Bianconi
Constance Rowley

Dr. Cheryl Munday, Vice-Chairperson
Angelo Glenn
Dr. Iris Taylor

Bernard Parker, Treasurer
Timothy Killeen
Terence Thomas

Dr. Cynthia Taueg, Secretary
Frank Ross
Heather Underwood

Thomas Watkins, President/CEO





Autism Benefit Back-Up Authorization Request Form

Consumer Name	Member ID	Date of Birth

MCPN	Supports Coordination Provider	Autism Provider

Requester Notes:

Authorizations To Be Requested:

Service Code & Modifiers	Number of Units Requested	Frequency
Authorization Effective Date:		Authorization Expiration Date:

Service Code & Modifiers	Number of Units Requested	Frequency
Authorization Effective Date:		Authorization Expiration Date:

Service Code & Modifiers	Number of Units Requested	Frequency
Authorization Effective Date:		Authorization Expiration Date:

Requester Signature **Date**

Authorizing Agent Decision & Notes:

Authorizing Agent Signature/Credentials **Date**