

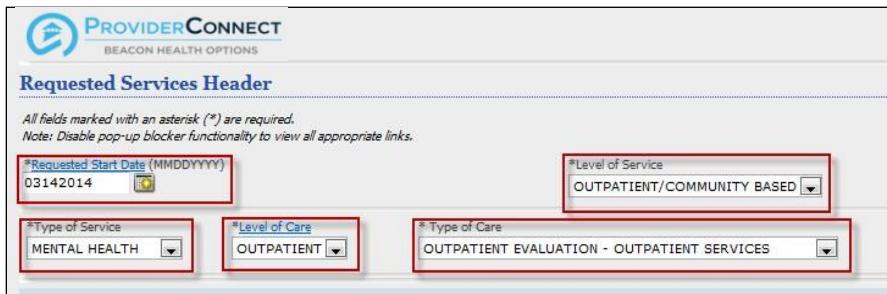
## Are you requesting the correct start date?

As a reminder, providers must change the Requested Start Date to reflect the initial date of service. Please ensure the date you are entering is the correct first date of service. Failure to enter the correct start date may result in an administrative denial, please see screenshots below on how to change the start date on initial authorization request.

### Key Step: Requested Services Page

This key step is to complete the requested start date of the service and the specific level of care that is being requested. This screen displays for all types of requests. However, the information entered determines which clinical screens will display and which authorization parameters will be applied to the request.

1. Enter the **Requested Start Date** (The Requested Start Date is the date for the authorization to begin in order to cover all requested services). **NOTE: The Requested Start Date will prepopulate. Dates of service prior to today will require you to update the field.**
2. Select the **Level of Service** (When the level of service is selected, the screen will update with the required fields specific to the level of service).
3. Select the **Type of Service**
4. Select the **Level of Care**
5. Select the **Type of Care**



PROVIDERCONNECT  
BEACON HEALTH OPTIONS

**Requested Services Header**

All fields marked with an asterisk (\*) are required.  
Note: Disable pop-up blocker functionality to view all appropriate links.

\*Requested Start Date (MMDDYYYY)  
03142014

\*Level of Service  
OUTPATIENT/COMMUNITY BASED

\*Type of Service  
MENTAL HEALTH

\*Level of Care  
OUTPATIENT

\*Type of Care  
OUTPATIENT EVALUATION - OUTPATIENT SERVICES

6. Attach a document (**CT BHP registered services do not require attached documents**)
7. Click the **Next Button**

