



Provider Notice

From: Magellan Healthcare

Subject: Magellan's revamped and updated AUD form now available

Attention: Magellan's revamped and updated Authorization to Use and Disclose (AUD) Protected Health Information (PHI) form is now available via Magellan's outcomes and assessments system or online via MagellanofIdaho.com.

Magellan has revamped and updated its [Authorization to Use and Disclose PHI Form](#) (AUDs). The new form is now available using Magellan's outcomes and assessments system via Availity Essentials or online at MagellanofIdaho.com, on both the [Provider Forms](#) page and the [Member Handbooks and Forms](#) page. Magellan has also developed an [online AUD submission form](#) available on both Provider and Member forms pages as well.

REMINDER: The purpose of this form is for a member to authorize Magellan to share their PHI with a third party (for example, allowing Provider ABC to receive information about the member's services with Provider XYZ, or allowing a family member to receive information about the member, etc.). When completing the form, **ALL** sections of the form **MUST** be completed fully and accurately, otherwise it will be considered invalid, resulting in Magellan not being able to share the member's PHI in the manner designated on the form. Legal guardians must include with the consent/AUD form a copy of the legal custody order as proof of their authority to sign on behalf of the member and/or to have access to the member's PHI.

If the AUD form is invalid due to a problem such as sections being left blank, a missing expiration date, or lack of supporting documentation for legal guardians, the form will be rejected and returned with a Deficiency Letter explaining the problem(s). The letter will indicate what is needed to rectify the deficiency. Please remind members to follow the AUD form instructions which explain how to complete each section correctly. Magellan cannot share the member's PHI with a third party unless a valid AUD form is in place.

If you run into any system issues submitting the AUD form or attaching supporting documentation, please notify us so that we can troubleshoot.

Reminder that the AUD form can always be submitted by fax (888-656-2585) or by email to IdahoAUD@magellanhealth.com. The outcomes and assessments system is just another available avenue to submit AUD forms to expedite provider collaborations to view previous assessments.

Additional resource

Magellan has developed a resource to assist in completing the AUD form in Magellan's outcomes and assessments system. As part of the updated Idaho AUD form, the instructions have been incorporated so it is now one document. The new form with instructions can be found linked above.

- [Adding a member to a caseload with MND](#)

You can also find additional trainings and resources about Magellan's outcomes and assessments system by visiting the [Outcomes and Assessments System Training](#) page.

Questions?

If you have questions regarding Magellan's AUD Form or Magellan's outcomes and assessments system, please contact us at IdahoProvider@magellanhealth.com.