

INSTRUCTIONS FOR RTRU
(REFERENCE TABLE REVIEW AND UPDATE)

- 1) This form must be filled out completely, any missing items will be sent back for clarification.

Do not use: The Tracking # is for AHCCCS internal use only!

- 2) This section is to be filled out by the person who is requesting or receiving a request. The following areas need to be filled out:

Date: (Today's date)

Medical Coding Update (Yes, if this is an update to the system)

Behavioral Health Services Matrix Update: (Yes, if this is an update to the matrix)

Requestor Name: (Your name here)

Requestor E-Mail Address: (Email address for response)

CHANGE REQUEST:

- 3) This section is to be filled out by the requestor. The following areas need to be filled out by the completely to avoid delays and multiple emails:

Who is requesting: (Mark appropriate box)

Phone: (Your phone number)

Detailed reason for request: This area will expand as you type, it has an unlimited area for you to add your responses: (Be very specific - Date of service, CPT/HCPCS codes, provider type, modifiers, related policy, and related coding documentation to support your request, date you need this request to cover, etc. DO NOT SEND Medical Records, CRN #'s)

- 4) Once you complete this request in **Word format**, please send your request via email to:

CodingPolicyQuestions@azahcccs.gov

- 5) Do not fill out anything below this section!

SECTIONS BELOW ARE FOR AHCCCS INTERNAL USE ONLY: (RTRU TEAM OR MCU TEAM)

- 6) Once your request has been reviewed/processed you will be notified.
- 7) Most updates will appear in our system within 72 business hours. If the update needs to be sent to other areas outside of coding, there may be a delay to the 72 hours update.