

# GREATER COLUMBIA BEHAVIORAL HEALTH, LLC BH-ASO

101 N. Edison Street, Kennewick, WA 99336 - Phone: 509-737-2475 or 1-888-545-3022  
Fax: 509-783-4165 or Secure Authorization Fax: 509-460-5238 - website: [gcbhllc.org](http://gcbhllc.org)

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## FINANCIAL BILLING AND PAYMENT GUIDE

The process for billing and requesting payment from Greater Columbia Behavioral Health BH-ASO for all non-Medicaid Individuals who reside within the GCBH BH-ASO Regional Service Area (RSA) that have been detained Involuntarily (ITA'd) for Behavioral Health Services at one of the following facility types: E&T, Inpatient, SUD Residential or Secure Detox. See appropriate protocol on the website at: [www.gcbhllc.org/supplemental-service-guide](http://www.gcbhllc.org/supplemental-service-guide)

### 1. Enter into a Contract

- Obtain ASO Authorization Number for ITA'd Individual from the GCBH Authorization Team;
- Submit Discharge Paperwork to GCBH Authorization Team;
- Submit Supplement and Service Encounter Data thru Raintree System;
- Submit Fully Completed UB04 HealthClaim Form;
  - If there is an applicable Third Party Payer, submit EOB (Explanation of Benefits) with UB04 HealthClaim Form

**OR**

### 2. Enter into an Annual Single Case Agreement

- Obtain ASO Authorization Number for ITA'd individual from GCBH Authorization Team;
- Complete Individual SCA Form B for unique individual;
- Submit Discharge Paperwork to GCBH Authorization Team;
- Submit Fully Completed UB04 HealthClaim Form;
  - If there is an applicable Third Party Payer, submit EOB (Explanation of Benefits) with UB04 HealthClaim Form

*All voluntary authorizations are for individuals who reside within the Greater Columbia RSA, meet medical necessity criteria, and are not eligible for Medicaid. Voluntary requests are based within funds available and require a prior authorization to admission.*

**Submission of Billings (Options):**

1. Secure email to: [Karenr@gcbh.org](mailto:Karenr@gcbh.org) and [Jenniferd@gcbh.org](mailto:Jenniferd@gcbh.org)
2. Fax to: 509-783-4165
3. Hard Copy Mail:

Greater Columbia Behavioral Health ASO  
Attn: Finance Dept.  
101 N. Edison Street  
Kennewick, WA 99336

Please contact the Greater Columbia Behavioral Health ASO Finance Department if you have further questions.

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**\*\*Note – Incomplete or Inaccurate UB04 HealthClaim Forms will result in a delay of payment processing.**