



**NORTH CAROLINA MEDICAID PROGRAM**

**Instructions for Completion of MR-2**

To be used for prior approval, utilization/continued care review and on-site medical review. Complete or check (✓) ONLY those blocks appropriate to the patient at the time the form is completed. Check (✓) the appropriate block to indicate the type of review.

**INFORMATION**

**Identification**

1. **Patient Name:** Print last name, first name, middle initial. If no middle name, indicate NMN.
2. **Birthdate:** Enter month, day and year.
3. **Sex:** Enter Capital F to indicate female or M to indicate male.
4. **Admission Date:** (current location): Enter month, day and year.
5. **County and Medicaid Number:** Enter 2 digit county number and 9 digit and alpha suffix Medicaid number.
6. **Relative Name and Address:** Enter complete name and address.
7. **Facility Name and Address:** Enter complete name of facility and street address.
8. **Provider Number:** Enter 7 digit number for current level of care.
9. **Type of facility:** Enter ICF/MR, ICF, SNF or hospital, etc.
10. **Current Level of Care:** Enter current level of care provided.
11. **Recommended Level of Care:** Enter the level of care that is recommended.
12. **Prior Approval Number:** Enter 9 digit number for current level of care. Leave blank when requesting Prior Approval.
13. **Date Approved/Denied:** Leave blank for internal processing.
14. **Attending Physician and Address:** Enter complete name and address.

**DIAGNOSIS**

15. **Mental Retardation Level:** Check (✓) the degree of cognitive and adaptive retardation.
16. **Cause of Mental Retardation:** Enter the cause of retardation.
17. **Current Medical Diagnosis:** Enter medical diagnosis that are pertinent currently.

**PATIENT EVALUATION**

18. **Height:** Enter height or length (infants), if available; weight, blood pressure.
19. **Bowels:** Check (✓) continent or incontinent.
20. **Urinary:** Check (✓) continent, incontinent or catheter.
21. - 33. **Check (✓)** or complete those blocks appropriate to patient at this time.

**PLAN OF TREATMENT**

34. **Habilitation Plan:** Enter briefly the programs planned and/or implemented with goals / objectives.
35. **Diagnostic Procedures:** Enter procedure, date and results (for Utilization Review, enter procedures since last UR).
36. and 37. **Enter reason(s)** the patient requires placement at the recommend level of care: rehabilitation potential, and other pertinent comments about the patient's condition not indicated above.
38. **Physician's Signature:** The Physician must validate by signature the care needs presented on this patient.
39. **Date:** The MR-2 must be dated by the physician who signs the form.

**MAILING INSTRUCTIONS**

Utilization/Continued Care Reviews  
 Division of Medical Assistance  
 Attn: Utilization Control Section  
 1985 Umstead Drive  
 Raleigh, North Carolina 27603

Prior Approval  
 EDS  
 Attn: Prior Approval  
 Post Office Box 31188  
 Raleigh, NC 27622

MA2280 Figure 4b