

Medicaid Authorization for Seating Clinic Appointment

Thank you for requesting an appointment in the Shepherd Center Seating Clinic. Georgia Medicaid requires prior approval before an appointment can be scheduled. Please complete the following steps to help us to obtain Medicaid Authorization for your visit.

Medicaid Authorization Process

Call the Shepherd Center Scheduling Department (**404-352-2020**) and **ask for outpatient scheduling** to begin the process.

If you have Medicaid as your only insurance coverage, then you must see your primary care physician listed on your Medicaid card or your primary care physician and obtain a referral for **“PT evaluation for seating and mobility.”**

Your physician can complete the referral form (available on previous Web page) and fax the information to **404-350-7356**.

Your physician will need to send a copy of your medical history and/or recent progress note(s) that list your chronic (long term) and acute (short term) illness. This documentation must justify a need to be seen by a therapist for a wheelchair or seating evaluation.

Once we receive this information from your doctor, a request for authorization will be sent to Medicaid. This process takes 2-3 weeks.

If Shepherd Center receives authorization for the evaluation, the scheduling department will contact you to schedule an appointment.

Medicaid only authorizes 1 visit within a certain time frame. It is very important that you keep your appointment. Please arrange transportation so that you can keep this appointment. If you cancel or miss the appointment for any reason, we will be unable to re-schedule you another appointment without getting a new Medicaid authorization.

If you have questions about this process, please call the Seating Clinic at 404-350-7759.