

BMS GUIDELINE FOR SIGNATURES STARTING JUNE 1ST, 2023

PROGRAM FORMS	SIGNATURES REQUIRED	SPECIAL INSTRUCTIONS
ADW Initial MNER	Signatures Required.	
ADW Annual MNER	Paper Form NOT Required/Signatures Not Required.	Update information in CareConnection© and submit electronically.
Personal Care Initial MNER Personal Care Initial Dual-MNER's TBIW/ADW/and IDD	Signatures Required. Signatures Required.	
Personal Care Annual MNER	Paper Form NOT Required/Signatures NOT required.	Update information in CareConnection© and submit electronically.
Annual IDD/PC Dual MNER Annual ADW/PC Dual MNER Annual TBI/PC Dual MNER	Paper Form NOT Required/Signatures NOT required.	Update Information in CareConnection© and submit electronically.
TBIW Initial MNER	Signatures Required.	
TBIW Annual MNER	Signatures Required*	*Effective July 1, 2023, the Annual MNER for TBIW is no longer required.
Freedom of Choice Form ADW/TBIW/PC	Signatures required.	Kepro: Can accept verbal or written signatures.
Provider Selection Form(s) TBIW/ADW/PC	Signatures required.	ADW: Verbal with prior approval from BoSS. TBIW: Verbal with prior approval from Kepro. PC: Verbal with prior approval from BoSS.
SDM Form (TBIW/ADW)	Signatures Required.	Kepro: can accept verbal or written signatures.
Transfer Request Form (TBIW/ADW/PC)	Signatures Required.	ADW: Verbal with prior approval from BoSS. TBIW: Verbal with prior approval from Kepro. PC: Verbal with prior approval from BoSS.
Member Assessment Signature Page TBIW/ADW/PC	Signatures Required.	
Member Service Plan Signature Page (TBIW/ADW/PC)	Signatures Required.	ADW: May use alternate signature page.