

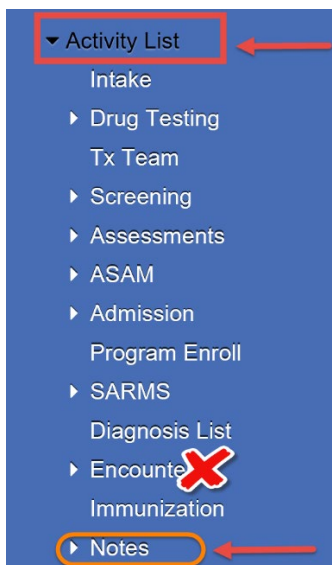
When a NOABD notice is given to a client, it must be documented in SanWITS.

See the SUDPOH, section Appendix G.6 for details on NOABD notices.

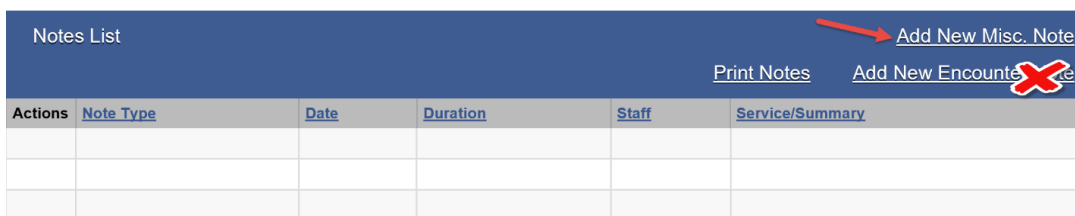
NOABD forms are located on the Optum website at [www.optumsandiego.com](http://www.optumsandiego.com).

### INSTRUCTIONS

1. Go to Notes on the navigation pane, (click Activity List, then scroll down to Notes)



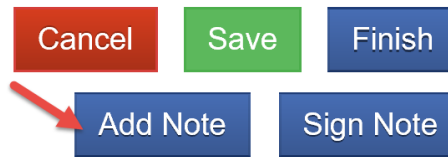
2. Click on Add New Misc. Note



- Note Type = select the appropriate NOABD type from the drop-down menu (see below)
  - Denial of Authorization Notice
  - Modification Notice
  - Termination Notice
  - Timely Access Notice
  - Authorization Delay Notice
  - Financial Liability Notice
  - Payment Denial Notice
- Add appropriate date for when the notice was given

- Frequency = Incidental
- Summary = NOABD

3. Then Click on Add Note



- Fill out the 2 items on the note template and click Finish

1. Date NOABD mailed or given to the client:
2. Briefly explain reason for NOABD:

4. Click Sign Note



5. Save and Finish

**Note:** Contact SUD Support at [SUDEHRSupport.HHSA@sdcounty.ca.gov](mailto:SUDEHRSupport.HHSA@sdcounty.ca.gov) for questions regarding SanWITS data entry

Contact QIMatters at [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov) with questions regarding the NOABD process and policy