



500 Nash Medical Arts Mall  
Rocky Mount, NC 27804  
Phone: 252-937-8141  
Fax: 252-443-9574

**THE BEACON CENTER**  
Local Management Entity for Mental Health,  
Developmental Disabilities & Substance Abuse Services  
[www.thebeaconcenter.net](http://www.thebeaconcenter.net)

Referral Line: 252-407-2474  
or 888-893-8640

---

*Karen Salacki, Area Director*

As The Beacon Center approaches the final stages of preparation to upgrade our computer system, scheduled to go live on July 1<sup>st</sup>, we would like to remind you of a few key items that will occur on Thursday, June 17<sup>th</sup>:

- Last checkwrite for FY 09/10
- 8:00 AM deadline for Provider billing to meet 6/17/10 EDS checkwrite
- 9:00 AM Carelink will be brought down and unavailable to all Providers until further notice  
*Note: Carelink should be available to Providers no later than 7/1/10. We will send an email notice to our provider network and post a notice on our website if the conversion is completed sooner.*
- Due to the system not being available, the deadline for year end submission of State-funded services provided prior to 6/30/10 will be extended until 7/27/10 at 5:00 p.m. for the last checkwrite in July.
- Information being submitted to Medical Records may be either dropped off at the LME or mailed to the attention of the Medical Records Department.
- All authorization requests will need to be submitted on the Service Authorization Request form (SAR) available on The Beacon Center's website ([www.thebeaconcenter.net](http://www.thebeaconcenter.net)) under Provider Resources/Forms in the UM/Services section.
- In addition to the SAR form, authorization requests should include the service order, current plan and any current plan revisions, as well as the NC-SNAP Assessment (if applicable), and should be faxed to either (252) 937-6631 or (252) 407-2434 to the attention of the UM Department.
- Please remember to include a cover letter with all faxed documents identifying where/who to send the information back to.
- Early submission of authorization requests prior to 6/17/10 is STRONGLY encouraged and recommended by the UM Department.

Questions or concerns about the system upgrade can be sent to Beverly Bunn at [beverlybunn@thebeaconcenter.net](mailto:beverlybunn@thebeaconcenter.net). We will also have staff available from 4:00 to 4:30 p.m. at the Provider Meeting on May 24, 2010 to answer questions.

Thank you for your patience during this period.

**“Lighting your way to a brighter future.”**  
Serving Edgecombe, Greene, Nash and Wilson Counties  
**Equal Opportunity Employer**