APPENDIX 14
SUMMARY OF PRIOR AUTHORIZATION GUIDELINES
FOR THE PRIOR AUTHORIZATION EVALUATION AND TESTING ATTACHMENT (PA/ETA)

Prior authorization for evaluation and testing is targeted for necessary testing and evaluation subsequent to a differential diagnostic examination. These situations include:

- A significant change in a recipient's clinical status, which requires evaluation in order to ascertain the need for a change in the treatment plan.
- New information appears during treatment (e.g., abuse) which requires more in-depth assessment.
- A change, or potential change, in the recipient's environment (parental separation, possible need for more restrictive placement) for which evaluation is needed to plan intervention.
- Assessment is ordered by the court (e.g., for competency hearing).

Except in extraordinary circumstances, authorization is only granted to psychiatrists and psychologists.

In requesting authorization the provider must:

- Clearly document the need for the evaluation and its potential benefit to the recipient.
- Indicate the specific techniques and instruments which are used in the evaluation. These techniques must conform to usual standards of practice.
- Document other evaluations the provider is aware of which have been performed during the previous two years and demonstrate that the requested evaluation is not duplicative of these.

Requests may be returned to the provider if the information submitted does not allow processing of the prior authorization request. Returned requests are not denials. Providers should attempt to provide all the information requested on the attachment form (PA/ETA).

When all conditions are met, authorization is generally granted for the requested number of hours as long as this time corresponds with the usual and customary time to conduct such evaluations. Providers are reimbursed according to the rates of reimbursement which apply to their provider type and specialty for the evaluation procedure code being billed. Providers are allowed one month to complete evaluations unless they specifically request a longer period of time and document the rationale for this.

Evaluations which are court-ordered following a criminal conviction are not covered WMAP services.