PRIOR AUTHORIZATION REQUEST FORMS AND USAGE

All requests for prior authorization received on and after January 1, 1988 must be submitted on the following revised forms. Refer to the following chart for the appropriate request and attachment forms to be used when requesting authorization for specific services.

Service	Prior Authorization Form Required	Special Consideration
Chiropractic	Prior Authorization Request Form (PA/RF) & Chiropractic (PA/CA)	Use when requesting prior authorization to extend treatment beyond twenty manipulations per spell of illness.
Dental/Orthodontia	Dental Prior Authorization Request Form (PA/DRF) & Dental Services Attachment (PA/DA)	Do not complete PA/DA if requesting orthodontic services.
	Dental Prior Authorization Request Form (PA/DRF) & Orthodontic Services Attachment (PA/OA)	Use to report orthodontic services only.
Drug DME DMS (includes PT, OT, Speech and Home Health DME)	Prior Authorization Request Form (PA/RF) & Drug/Disposable Medical Supplies Attachment (PA/DGA)	- Use to request any drug requiring prior authorization. - Use to request disposable medical supply item requiring prior authorization.
	Prior Authorization Request Form (PA/RF) & Durable Medical Equipment (PA/DMEA)	Use to request any DME item requiring prior authorization.
Hearing Aid	Physicians Otological Report (PA/OF)	Must be completed by referring physician. Audiologist must submit PA/OF with PA/ARF1 and PA/ARF2 when requesting authorization for hearing aid(s).

Prior Authorization
Request Forms and Usage
Page 2

Service	Prior Authorization Form Required	Special Consideration
Hearing Aid (continued)	Audiological Report for Hearing Aid Request (PA/ARF1) & Hearing Aid Request Form (PA/ARF2)	Audiologists uses PA/ARF1 and PA/ARF2 to request hearing aid (must also include PA/OF).
Home Health (includes Independent Nurses)	Prior Authorization Request Form (PA/RF) & Home Health Attachment (PA/HHSA)	- Use to request home health aide/RN/LPN services provided by a home health agency. - Use to request nursing services provided by RN/LPN in independent practice.
	Prior Authorization Request Form (PA/RF) & Home Health Attachment (PA/HHTA)	- Use to request therapy (PT, OT, Speech) services provided by a home health agency.

NOTE:

1. If recipient will receive <u>only</u> home health therapy services, attach to the Prior Authorization Request Form (PA/RF) and submit to EDS.

2. If recipient will receive home health services <u>in addition</u> to home health therapy services, attach <u>both</u> attachment forms (PA/HHSA and PA/HHTA) to the Prior Authorization Request Form (PA/RF) and submit to EDS.

Hospital	Prior Authorization Request Form (PA/RF) & Physician Attachment (PA/PA)	Use when requesting prior authorization for - transplants - AIDS services - ventilator services
Mental Health	Prior Authorization Request Form (PA/RF) & Psychotherapy Attachment (PA/PSYA)	Use to request all psychotherapy services requiring prior authorization.

Prior Authorization
Request Forms and Usage
Page 3

Service	Prior Authorization Form Required	Special Consideration
Mental Health (continued)	Prior Authorization Request Form (PA/RF) & AODA Attachment (PA/AA) (Alcohol and Other Drug Abuse)	Use to request all AODA services requiring prior authorization.
	Prior Authorization Request Form (PA/RF) & Day Treatment Attachment (PA/DTA)	Use to request day treatment services requiring prior authorization.
Out-of-State	Prior Authorization Request Form (PA/RF) & Physician Attachment (PA/PA)	Use when requesting out-of-state nursing home services (process type 999).
Personal Care	Prior Authorization Request Form (PA/RF) & Personal Care Attachment (PA/PCA)	Use to request any personal care services requiring prior authorization.
Physician (includes family planning and rural health clinics)	Prior Authorization Request Form (PA/RF) & Physician Attachment (PA/PA)	Use when requesting any physician service requiring prior authorization.
Therapy (includes Rehabilitation Agencies)	Prior Authorization Request Form (PA/RF) & Therapy Attachment (PA/TA) (physical, occupational, speech and audiological)	Do not complete PA/TA when requesting a spell of illness (complete PA/SOI). Use PA/TA when requesting prior authorization to extend treatment beyond forty-five treatment days for the <u>same</u> spell of illness.
	Prior Authorization Request Form (PA/RF) & Spell of Illness Attachment (PA/SOI) (physical, occupational, speech)	Use to request a new spell of illness <u>only</u>.

Prior Authorization
Request Forms and Usage
Page 4

Service	Prior Authorization Form Required	Special Consideration
Transportation	Prior Authorization Request Form (PA/RF) & Physician Attachment (PA/PA)	Use when requesting any transportation service requiring prior authorization (process type 999).
Vision	Prior Authorization Request Form (PA/RF) & Vision Attachment (PA/VA)	Use to request any vision service requiring prior authorization.

The timely determination of authorization is significantly enhanced by the completeness and quality of the documentation submitted by providers when requesting prior authorization. Carefully complete the Prior Authorization Request Form (PA/RF), attach appropriate prior authorization attachment form and submit to the following address:

E.D.S. Federal Corporation
Prior Authorization Unit
Suite 88
6406 Bridge Road
Madison, WI 53784-0088