

Oklahoma Health Care Authority

Here When It Counts

Prior Authorization Process

Sylvia Lopez, M.D.

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www.okhca.org



Prior Authorization (PA) Process

- Dental
 - General Dentistry
 - Orthodontic
- Medical
 - Inpatient Behavioral Health
 - General Medical Services
 - Radiology
 - Durable Medical Equipment
- Pharmacy

PA Process

It is critical for providers to understand that the OHCA cannot process any Prior Authorization request without first receiving all the necessary documentation. This documentation must be attached to the required forms. It should include factual, clinical information about the patient's condition. Records should address the duration and frequency of services.

PA Process

Requests submitted online have 10 calendar days to provide any additional documentation or the PA will automatically be denied.

All other requests (with the exception of high-tech imaging) have a 30-day retro time period.

PA Requests

HCA-12A Form (PA Form)

- Must be signed by the referring/requesting physician or must attach a signed prescription
- Required information:
 - Complete all member information including patient name and ID number
 - Length of treatment, diagnoses codes and description of service(s)
 - Information on servicing provider
 - Date span of rendered services
 - Appropriate HCPCS code and appropriate modifier, if any
 - Total units requested

PA Requests

HCA-13A Form (FAX coversheet)

- Must be submitted with a PA request. If multiple requests for multiple members, please submit a form for each member.
- Required information:
 - This form is the only FAX coversheet accepted by the OHCA and it must be the first page submitted
 - Provider Number or NPI
 - The member's ID is required but not the name
 - Include the PA number if applicable (i.e. Amended requests, Additional documentation or Initial requests submitted online)
 - Check reason for submission
 - Sign and include phone number of the sender

Dental PA Requests

- ADA 2006 Claim Form
- Documentation

Medical Services Requests

- Hyperbaric oxygen
- High Risk OB services
- Transplants
- Plastic surgery
- Audiology
- Physical Therapy
- Speech Pathology services

Durable Medical Equipment Requests

- ABI Vest
- Respiratory equipment
- Apnea monitors
- CPAP/BiPAP
- Prosthetics
- Urinary catheters
- Diabetic supplies including insulin pumps
- Wheelchairs, standers
- Wound care supplies

Radiology Services Requests

- MedSolutions - Current vendor for this PA process
- All non-emergency room, outpatient CT and MRI requests
- PET scans also require a PA through MedSolutions