

Prior Authorization Request Form



Please submit your request via fax or phone:

Referrals and Authorization Department

Phone: 1-888-477-4663

Fax: 1-315-870-7788

TOMORROW'S HEALTHCARE TODAY

With your submitted form, please attach supporting clinical documentation

- Incomplete forms and requests without clinical information will delay processing
- A Prior Authorization is not a guarantee of payment; Payment is subject to member eligibility and benefits at the time of service
- Please allow 14 days for processing

Provider Pre-Service Organization Determination (check only if requesting pre-service determination for a Part C Medicare Advantage beneficiary)

| ORDERING PROVIDER INFORMATION | | | | | |
|---|---------|--|------------------|---|----------------|
| First Name: | | Last Name: | | Contact Phone #: | Contact Fax #: |
| Contact Person at this office: | | <input type="checkbox"/> Ordering provider is PCP PCP's Clinic Name: | | <input type="checkbox"/> Ordering provider is Specialist Speciality: | |
| PATIENT INFORMATION | | | | | |
| First Name: | | Last Name: | | MI: | Date of Birth: |
| Member ID: | | ICD 10 Codes: | | | |
| SERVICE PROVIDED BY | | | | | |
| First Name: | | Last Name: | | Address: | |
| <input type="checkbox"/> Participating <input type="checkbox"/> Non-Participating | Tax ID: | Specialty: | Contact Phone #: | Contact Fax #: | |
| | NPI: | | | | |
| Facility Name: | | | Address: | | |
| <input type="checkbox"/> Participating <input type="checkbox"/> Non-Participating | Tax ID: | Specialty: | Contact Phone #: | Contact Fax #: | |
| | NPI: | | | | |
| <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient | | Please indicate CLINICAL urgency of request: <input type="checkbox"/> Routine <input type="checkbox"/> Urgent | | | |
| Diagnosis: Primary: Code (_____) Description: _____ Secondary: Code (_____) Description: _____ | | | | Date of Service: | |
| Services being requested: | | | | <input type="checkbox"/> New request <input type="checkbox"/> Extension | |
| CPT /HCPCS #1 _____ | | Description: _____ | | Request* | |
| CPT /HCPCS #2 _____ | | Description: _____ | | # Visits: _____ Duration: _____ | |
| CPT /HCPCS #3 _____ | | Description: _____ | | *Last Date of service if an extension _____ | |