

# 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 7 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<br>PCP's ClinicName: |          | <input type="checkbox"/> Ordering provider is Specialist<br>Specialty: |                                                                                                                                                                      |
| 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<br><input type="checkbox"/> Non-Participating                                                                                                        | Tax ID:<br>NPI:<br><b>GROUP NPI:</b> | Specialty:                                                             |          | Contact Phone #:                                                       | Contact Fax #:                                                                                                                                                       |
| <input type="checkbox"/> Authorization For Provider <input type="checkbox"/> Authorization for Facility <input type="checkbox"/> Authorization for Both                                     |                                      |                                                                        |          |                                                                        |                                                                                                                                                                      |
| Facility Name:                                                                                                                                                                              |                                      |                                                                        | Address: |                                                                        |                                                                                                                                                                      |
| <input type="checkbox"/> Participating<br><input type="checkbox"/> Non-Participating                                                                                                        | Tax ID:<br>NPI:                      | Specialty:                                                             |          | Contact Phone #:                                                       | Contact Fax #:                                                                                                                                                       |
| <input type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient Please indicate <b>CLINICAL</b> urgency of request: <input type="checkbox"/> Routine <input type="checkbox"/> Urgent |                                      |                                                                        |          |                                                                        |                                                                                                                                                                      |
| Diagnosis: Primary: Code (_____) Description: _____<br>Secondary: Code (_____) Description: _____                                                                                           |                                      |                                                                        |          |                                                                        | Date of Service:                                                                                                                                                     |
| Services being requested:<br>CPT/HCPCS #1 _____ Description: _____<br>CPT/HCPCS #2 _____ Description: _____<br>CPT/HCPCS #3 _____ Description: _____                                        |                                      |                                                                        |          |                                                                        | <input type="checkbox"/> New request<br><input type="checkbox"/> Extension Request*<br>#Visits: _____ Duration: _____<br>*Last Date of service if an extension _____ |