



# Texas Standard Prior Authorization Request Form for Health Care Services

NOFR001 | 0415

Texas Department of Insurance

***Please read all instructions below before completing this form.***

*Please send this request to the issuer from whom you are seeking authorization. **Do not send this form** to the Texas Department of Insurance, the Texas Health and Human Services Commission, or the patient's or subscriber's employer.*

Beginning September 1, 2015, health benefit plan issuers must accept the Texas Standard Prior Authorization Request Form for Health Care Services if the plan requires prior authorization of a health care service.

In addition to commercial issuers, the following public issuers must accept the form: Medicaid, the Medicaid managed care program, the Children's Health Insurance Program (CHIP), and plans covering employees of the state of Texas, most school districts, and The University of Texas and Texas A&M Systems.

**Intended Use:** Use this form to request authorization **by fax or mail** when an issuer requires prior authorization of a health care service. An Issuer may also provide an **electronic version of this form** on its website that you can complete and submit electronically, through the issuer's portal, to request prior authorization of a health care service.

**Do not use this form to:** 1) request an appeal; 2) confirm eligibility; 3) verify coverage; 4) request a guarantee of payment; 5) ask whether a service requires prior authorization; 6) request prior authorization of a prescription drug; or 7) request a referral to an out of network physician, facility or other health care provider.

## **Additional Information and Instructions:**

### **Section I – Submission:**

An issuer may have already entered this information on the copy of this form posted on its website.

### **Section II – General Information:**

**Urgent reviews:** Request an urgent review for a patient with a life-threatening condition, or for a patient who is currently hospitalized, or to authorize treatment following stabilization of an emergency condition. You may also request an urgent review to authorize treatment of an acute injury or illness, if the provider determines that the condition is severe or painful enough to warrant an expedited or urgent review to prevent a serious deterioration of the patient's condition or health.

### **Section IV – Provider Information:**

- If the Requesting Provider or Facility will also be the Service Provider or Facility, enter "Same."
- If the requesting provider's signature is required, you may not use a signature stamp.
- If the issuer's plan requires the patient to have a primary care provider (PCP), enter the PCP's name and phone number. If the requesting provider is the patient's PCP, enter "Same."

### **Section VI – Clinical Documentation:**

- Give a brief narrative of medical necessity in this space, or in an attached statement.
- Attach supporting clinical documentation (medical records, progress notes, lab reports, etc.), if needed.

**Note:** Some issuers may require more information or additional forms to process your request. If you think more information or an additional form may be needed, please check the issuer's website before faxing or mailing your request.

**Note:** If the requesting provider wants to be called directly about missing information needed to process this request, you may include the provider's direct phone number in the space given at the bottom of the request form. Such a phone call cannot be considered a peer-to-peer discussion required by 28 TAC §19.1710. A peer-to-peer discussion must include, at a minimum, the clinical basis for the URA's decision and a description of documentation or evidence, if any, that can be submitted by the provider of record that, on appeal, might lead to a different utilization review decision.

# TEXAS STANDARD PRIOR AUTHORIZATION REQUEST FORM FOR HEALTH CARE SERVICES

## SECTION I — SUBMISSION

Clear Form

Print

Issuer Name:	Phone:	Fax:	Date:
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## SECTION II — GENERAL INFORMATION

Review Type: <input type="checkbox"/> Non-Urgent <input type="checkbox"/> Urgent	Clinical Reason for Urgency:
Request Type: <input type="checkbox"/> Initial Request <input type="checkbox"/> Extension/Renewal/Amendment	Prev. Auth. #:

## SECTION III — PATIENT INFORMATION

Name:	Phone:	DOB:	<input type="checkbox"/> Male <input type="checkbox"/> Female
			<input type="checkbox"/> Other <input type="checkbox"/> Unknown
Subscriber Name (if different):	Member or Medicaid ID #:	Group #:	

## SECTION IV — PROVIDER INFORMATION

Requesting Provider or Facility		Service Provider or Facility	
Name:		Name:	
NPI #:	Specialty:	NPI #:	Specialty:
Phone:	Fax:	Phone:	Fax:
Contact Name:	Phone:	Primary Care Provider Name (see instructions):	
Requesting Provider's Signature and Date (if required):		Phone:	Fax:

## SECTION V — SERVICES REQUESTED (WITH CPT, CDT, OR HCPCS CODE) AND SUPPORTING DIAGNOSES (WITH ICD CODE)

Planned Service or Procedure	Code	Start Date	End Date	Diagnosis Description (ICD version___)	Code

Inpatient  Outpatient  Provider Office  Observation  Home  Day Surgery  Other: \_\_\_\_\_

Physical Therapy  Occupational Therapy  Speech Therapy  Cardiac Rehab  Mental Health/Substance Abuse

Number of Sessions: \_\_\_\_\_ Duration: \_\_\_\_\_ Frequency: \_\_\_\_\_ Other: \_\_\_\_\_

Home Health (MD Signed Order Attached?  Yes  No) (Nursing Assessment Attached?  Yes  No)

Number of Visits: \_\_\_\_\_ Duration: \_\_\_\_\_ Frequency: \_\_\_\_\_ Other: \_\_\_\_\_

DME (MD Signed Order Attached?  Yes  No) (Medicaid Only: Title 19 Certification Attached?  Yes  No)

Equipment/Supplies (include any HCPCS Codes): \_\_\_\_\_ Duration: \_\_\_\_\_

## SECTION VI — CLINICAL DOCUMENTATION (SEE INSTRUCTIONS PAGE, SECTION VI)

*An issuer needing more information may call the requesting provider directly at: \_\_\_\_\_*

## PRIOR AUTHORIZATION FAX COVER SHEET

TO:	CARE COORDINATION DEPARTMENT	FROM:	
FAX:	LOCAL: 254-298-3450	PHONE:	
	TOLL FREE: 800-626-3042		
PHONE:	LOCAL: 254-298-3088	FAX:	
	TOLL FREE: 888-316-7947		
PAGES:	of pages including cover	DATE:	
RE:	PRIOR AUTH REQUEST	CC:	

**INSTRUCTIONS:** Use this fax cover sheet with the Texas Standard Prior Authorization Request for Health Care Services Form to request innetwork services and with the SWHP Out of Network Prior Authorization Form if requesting out of network services. To facilitate mailing written notices to the correct location, it is critically important to provide the requesting provider/facility and the service provider/facility addresses below.

Requesting Provider/Facility Location Address	Service Provider/Facility Address

**Comments:**

**CONFIDENTIALITY NOTICE:**

This facsimile and all attachments are confidential and may be protected by the attorney client or other privileges. Any review, use, disclosure or distribution by persons other than the intended recipient is prohibited and may be unlawful.

If you are the correct recipient and need further information, please contact the sender.

If you believe this facsimile has been sent to you in error, please notify Baylor Scott & White Health's Corporate Compliance Department at 866-218-6920. Please do not make any copies or disclose this facsimile. Baylor Scott & White Health and its subsidiaries and affiliates hereby claim and preserve all applicable privileges related to this information. Thank you.