

Pre-Certification Referral Form

Please complete all sections and fax with all clinical records to support medical necessity to:

Standard fax: (214) 452-1905

Urgentfax: (866) 811-0455

CMS Defines an expedited request as a request in which waiting for a decision under the standard time frame could place the member's life, health or ability to regain maximum function in serious jeopardy.

A. MEMBER INFORMATION:

| | | | |
|------------------------------------|---------------------|---------------|------------|
| Member Name: (Last, First, Middle) | Member ID Number # | Date of Birth | |
| Primary Care Physician (PCP) | Provider / NPI ID # | Phone Number | Fax Number |
| Referring Physician | Provider / NPI ID # | Phone Number | Fax Number |

B. ICD-10-CM DIAGNOSIS CODE:

| | <u>CODE</u> | <u>DESCRIPTION</u> |
|-----------|-------------|--------------------|
| Primary | _____ | _____ |
| Secondary | _____ | _____ |
| Other | _____ | _____ |
| Other | _____ | _____ |

C. CPT/HCPCS CODE:

| | <u>CODE</u> | <u>DESCRIPTION</u> | <u>QTY</u> | <u>UNITS</u> |
|----|-------------|--------------------|------------|--------------|
| 1) | _____ | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ | _____ |
| 4) | _____ | _____ | _____ | _____ |

D. REFERRED TO PHYSICIAN / ANCILLARY / FACILITY:

REFERRAL PRIORITY: STANDARD URGENT

Urgent referrals are only to be submitted if the normal time frame for authorization will 1) be detrimental to the patient's life or health, jeopardize patient's ability to regain maximum function, or 3) result in loss of life, limb, or other major bodily function. All referrals not meeting urgent criteria will be downgraded to a routine referral request and follow routine turn-around times.

| | | | |
|--------------------------------|--|--------------|------------|
| Referred to Physician | Provider / NPI ID # | Phone Number | Fax Number |
| Referred to Physician Address | Name and Direct Contact # completing this form | | |
| Referred to Ancillary/Facility | Facility / NPI ID # | Phone Number | Fax Number |
| Referred to Facility Address | | | |

E. SERVICE INFORMATION:

| | | | | | |
|---------------------------------|---|--|-------------------------------------|------------------------------|----------------------|
| <input type="checkbox"/> Office | <input type="checkbox"/> Ambulatory Surgical Center | <input type="checkbox"/> Outpatient Hospital | Requested Date of Service | | |
| <input type="checkbox"/> Home | <input type="checkbox"/> DME | <input type="checkbox"/> Inpatient/Acute | <input type="checkbox"/> Rehab/LTAC | <input type="checkbox"/> SNF | Scheduled Admit Date |