

PRIOR AUTHORIZATION REQUEST FORM



Fax to 909-235-4414 (or) 844-308-7505

Tier 1 Providers: You can submit prior authorizations request via our interactive provider portal [PAS](#). PAS is an easy and faster way to submit prior authorization requests and view determinations.

Note: Failure to complete all fields marked with an asterisk (*) may result in delays beyond our standard determination timelines.

Contact Name	Phone	Fax	Date
Patient Name		Hospital of Employment (Subscriber)	
*Home Address		*Phone	
*Date of Birth		*Member ID Number	
*Referring Provider & Phone Number		Primary Care Provider & Phone Number	
*Referred To			
*Referral Place of Service, Phone/Address			
Retro Active Request? Yes No Retrospective Date(s) of Service			
*ICD-10 Code _____			
*Diagnosis _____			
*CPT/HCPCS Code & Qty _____			
*Description of Service & Qty _____			
* Inpatient? Yes No			
Referring Providers Notes		Return Fax # _____	
*Referring Providers Signature			Date
** Please attach clinical documentation along with this completed form. Clinical documentation includes signs, symptoms, history, diagnostic test results, consultant recommendations (if applicable), and plan of treatment. Requests cannot be processed without this documentation. **			

DisclaimerStatement: Prior authorization determination is not a guarantee of payment for services. Eligibility must be verified at the time of service and are subject to all terms, conditions and limitations of the Summary Plan Description.

Determination Timelines:

Urgent: Up to 72hrs
 Routine: 7-10 business days
 Retro: Up to 30 business days

Questions:

Authorization Questions: call toll free 877-234-5227
Member Eligibility and Benefit Summary: call toll free 888-773-7218