

7/8/2020

REMINDER: How to Correctly Complete A Prior Authorization Form

Dear Provider,

To help us process prior authorization requests more efficiently, please ensure you are completing your prior authorization forms correctly and accurately.

Only check off items in the Long Term Care (LTC) authorization requests box if the request is for authorization of a long-term care stay. If this is NOT an LTC REQUEST, do not select any of the checkboxes in this area.

Long Term Care (LTC) Required Information (Mark ✓ or X):							
<input type="checkbox"/> Transfer	<input type="checkbox"/> Initial	<input type="checkbox"/> Reauthorization	<input type="checkbox"/> Bed Hold	<input type="checkbox"/> Skilled Nursing	<input type="checkbox"/> ICF-DD	<input type="checkbox"/> Sub-Acute	
Requested Service Dates FROM:		MM-DD-YYYY		TO:		MM-DD-YYYY	

REQUEST

<input type="checkbox"/> URGENT
<input type="checkbox"/> ROUTINE

Mark ✓ or X

Only indicate "Urgent" if the service is urgent. Marking scheduled care requests for routine or non-urgent service results in HPSM re-processing the request which may delay response time.

Please email Julian Aldana, Provider Communications Specialist, with any questions at julian.aldana@hpsm.org.

Thank you,
Health Plan of San Mateo