Submit Prior Authorization Request Online
Quick Reference

Business Rules

- Fields marked with an asterisk (*) are required and must be completed for the Prior Authorization Request to be submitted successfully
- Fields without an asterisk are conditional or optional fields, if the question applies to the situation for which PA is being requested, the field is required

Action	Submit Prior Authorization Request Online – Submit Prior Authorization Request	Notes
Submit PA Requests	1. After you have logged into CHAMPS with your SSO, click the PA tab at the top of the page 2. Click on the **PA Request List** hyperlink 3. Click "Add New Request"	• The PA Request List page displays all of the PA's that are associated to the Provider NPI that you logged into the system with • The PA Request List will maintain 3 years of historical data
Action	**Submit PA Request Online – Requestor, Subscriber Information**	**Notes**
Requestor Information	1. The Request Date is automatically populated for the Date the Requestor begins the Authorization 2. The Requestor ID/NPI is automatically populated from the Domain the User entered through the SSO portal 3. Optionally, enter **Would you like to add additional identification or contact information?** Select "Yes" or "No"	• "**NO"** is the default • If "**YES**" is selected, you **MUST** click on Show Details and complete any fields that apply

Action	Submit PA Request Online – Subscriber Information	Notes
Subscriber Information	1. Select from Drop down menu **Identification Code Qualifier** either MI-Member Identification Number or ZZ-Mutually Defined (SSN) 2. Enter in Identification Code field either **Member Identification Number** or **Social Security Number** 3. Select an option from the **Gender** drop-down list 4. Enter Member's **Date of Birth** 5. Enter any other optional information relevant to this PA entry 6. Select "Next" to continue with PA Request	• Identification Code field requires the Member Identification Code (10 digit Beneficiary ID) or Social Security Number • Use the two-digit month (mm), two-digit date (dd), and four-digit year (yyyy) format - mm/dd/yyyy
Action	**Submit PA Request Online – Diagnosis Information**	**Notes**
Diagnosis Information	1. Select "Add" on **Diagnosis Information** page 2. Enter the **Diagnosis Code** 3. Select appropriate Diagnosis **Type** from Drop-Down List 4. Optionally, enter the From Date 5. Optionally, enter the To Date 6. Select "Submit" 7. To add additional Diagnosis codes repeat steps 1-6 8. Select "Next" to continue with PA request	• Add Diagnosis in order of importance for this PA submission with the most important Diagnosis first • Use the two-digit month (mm), two-digit date (dd), and four-digit year (yyyy) format mm/dd/yyyy • Actor may enter one Principal Diagnosis, one Admitting Diagnosis, and up to six other Diagnosis codes as appropriate.

Action	Submit PA Request Online – Service Review Information	Notes
Service Review Information	1. Enter **Service From Date** 2. Enter **Service To Date** 3. Select **Service Type** from Drop-Down List 4. Select **Certification Type** from Drop-Down List 5. Select **Facility Code Qualifier** from Drop-Down List 6. Select **Facility Code Value** from Drop-Down List 7. Enter any other optional information relevant to this PA entry 8. Select **"Next"** to continue with PA Request	• Use the two-digit month (mm), two-digit date (dd), and four-digit year (yyyy) format - mm/dd/yyyy • If asking for a retroactive request, put retroactive dates in Service From and To date fields and an explanation in the Remarks section • Selecting Extension from the Certification Type dropdown will give you the ability to extend an existing PA
Action	**Submit PA Request Online – Service Provider Information**	**Notes**
Service Provider Information	1. Select "Add By ID" 2. Enter **Service Provider NPI** 3. Optionally enter additional information 4. Select "Submit" 5. Repeat steps 1-4 to optionally enter additional **Service Provider NPI's** 6. Select "**Next**" to continue with PA request	• More than one Servicing NPI can be added to the PA. • CHAMPS users can status the PA by logging into CHAMPS with either the Requestor Provider NPI or the Servicing Provider NPI.

Action	Submit PA Request Online – Procedure Information	Notes
Procedure Information	1. Select "Add" 2. Optionally, change **Service From & To Dates** by selecting "Change Service Date" 3. Enter **Code Qualifier** from Drop-Down List 4. Enter **From Date** 5. Enter **To Date** 6. Select **Servicing Provider** from Servicing Provider Drop-Down List 7. Optionally enter Modifiers 8. Optionally enter Quantity and Amount and any relevant remarks 9. Select "Submit" 10. Repeat Steps 1-9 to add additional Procedure Codes 11. Select "Next" to continue with PA request	• System automatically displays Service From and Service To Dates • Drop-Down list for Code Qualifier include: **ABR-Revenue Code** **BO-HCPCS Procedure Code** **BQ-ICD-9 Surgical Procedure Code** **NDC-National Drug Code** • Use the two-digit month (mm), two-digit date (dd), and four-digit year (yyyy) format - mm/dd/yyyy • Code Description will populate when a code has been entered.

Action	Submit PA Request Online – Request Navigator Information	Notes
Request Navigator Information	1. Optionally, make checkbox selection. If no selection is made skip to Step 10 2. If you wish to send electronic attachments with your PA select “Are you sending additional service information?” 2a.Select “Next” 2b.Select “Add” 2c.Select the type of report from the Attachment Report Type Drop- Down List 2d. Select either Electronic Only or Fax from the Mode of Transmission Drop-Down List 2e. Enter a description in the Attachment Description field 2f. Select “Submit” 2g. Select either “Upload Document or Print Fax Page” To Upload a Document: ▪ Click on the browse button ▪ Select the appropriate document ▪ Click “Upload Document” ▪ Click “Close.” ▪ To continue on with the PA request select “Next” To Fax a document (Under Construction): ▪ Click “Print Fax Page” ▪ Click the printer icon ▪ Click “Close,” Fax the attachment & Fax cover sheet to the facsimile number listed on the cover sheet ▪ To continue on with the PA request select “Next.” 3. If no checkbox selection is made, click “Next” to finalize PA request. This “Next” button will change the status of the PA from “Entering” to “Requested” at which point the PA request can no longer be modified by the Requestor. 4. PA submission receipt will open with PA tracking number 5. Select “Finish” to complete the PA request	• The Request Navigator questions are all conditional based on the information needed in the PA and the information entered in the PA request • The PA Tracking Number cannot be used for billing until the PA request has been approved. Once the PA request has been approved, the PA Tracking Number becomes a valid Prior Authorization number for billing.