

## **Instructions to Complete Service Authorization Request Form for *Durable Medical Equipment (DME) or Oral Enteral Supplements***

- Provider is responsible for submitting all information on the form.
- **Required Documentation:**
  - DME:
    - ◆ DME requiring Certificates of Medical Necessity (CMN's) can be submitted with the dispensing RX. The request will be pended waiting the receipt of CMN or other information as requested.
  - Oral Enteral Supplements:
    - ◆ Criteria letter must be submitted with request as well as the prescription. Units submitted must be in calories, not cans per day.
- Fax completed form and documentation to Advanced Health's Medical Management Department at (541) 269-7147.
- If you have questions regarding this form or other related questions, please contact Advanced Health's Medical Management Department at (541) 269-7400.



Advanced Health  
 289 LaClair St, Coos Bay, OR 97420  
 Voice: 541-269-7400 • 800-264-0014  
 Fax: 541-269-7147 • TTY: 877-769-7400

## Durable Medical Equipment Authorization Request

**\*\*Expedited Request:** By selecting expedited request, you are implying that following a standard timeframe could seriously jeopardize this members' life or health. (A retro request is not an expedited request)

Is this an Expedited request: Yes  No

**• Fax Completed Form and chart notes to 541-269-7147 \*PLEASE NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED\***

Member Name: \_\_\_\_\_ Medicaid ID #: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requesting Provider: \_\_\_\_\_ PCP  Specialist  Other

Requesting Provider NPI#: \_\_\_\_\_

Provider's Phone Number: \_\_\_\_\_ Provider's Fax Number: \_\_\_\_\_

Prescribing Provider: \_\_\_\_\_ PCP: \_\_\_\_\_

Prescribing Provider NPI#: \_\_\_\_\_

Requested Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

PRIMARY ICD-10 Code: \_\_\_\_\_ Other Related ICD-10 Codes: \_\_\_\_\_, \_\_\_\_\_

Is this a retro-active request:  Yes  No If "Yes", enter the date of service: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*You must attach chart notes/operative report from that date.**

| Item / Service Requested | HCPCS Code / Modifiers | Quantity Requested |
|--------------------------|------------------------|--------------------|
|                          |                        |                    |
|                          |                        |                    |
|                          |                        |                    |
|                          |                        |                    |
|                          |                        |                    |
|                          |                        |                    |

**\*\*\*Submit additional codes/items on separate sheet.**

Required Documents Attached?:  Yes  No (EX: MD Notes Supporting Condition)

**PLEASE NOTE: INCOMPLETE FORMS WITHOUT REQUIRED DOCUMENTS WILL DELAY THE AUTHORIZATION PROCESS**

List Documents:

Other Information:

Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Disclaimer:** Prior Authorization does not guarantee payment. Depends on patient eligibility on date of service, contract terms, and compliance with rules, regulations and policies of DMAP, Medicare and Advanced Health as applicable. (Rev 12/20)