

Provider Notice



From: Magellan Healthcare

Subject: When to request authorization for services

When to submit a request for authorization?

Some services require prior authorization, some require a notice of admission, and others don't require any authorization at all.

- Prior authorization – an authorization request that is submitted before services start.
- Notice of admission – an authorization request submitted within 24 to 72 hours of admission or the start of services. **Upon submission the clinical documentation is reviewed for medical necessity.**

Magellan's provider handbook includes information detailing which services require prior authorization and which services require notice of admission, examples include:

SERVICE NAME	Prior Authorization Required	Notice of Admission Required
Inpatient (acute, subacute, IMD)		✓
Partial Hospitalization (PHP)	✓	
Homes for Adult Residential Treatment (HART)	✓	
Idaho Wraparound Intensive Service (IWInS)		✓

For a comprehensive list of services and authorization requirements please visit the [Initiating Care](#) page under the Services Requiring Prior Authorization section.

How to ensure timely submission

Examples of when to submit a notice of admission

Example #1 - Member admission date is April 1 and member is still receiving services.

- Notice of admission submission date should be *between* April 1 and April 4.
- If the notice of admission is not submitted before April 4, the request will be denied for late notification.

Example #2 - Member admission date is April 1 and member discharged April 3.

- Notice of admission submission date should be *before* April 3.
- If the notice of admission is not submitted prior to discharge, this would then be considered a retrospective request.

Examples of when to submit a prior authorization

Example #1 – Member is referred to a service that requires prior authorization.

- Prior authorization request should be submitted *before* services begin.
- If the prior authorization request is not submitted prior to services beginning, the request will be denied for late notification.

Examples of when to submit for additional days/concurrent review

Example #1 – Member has an authorization for inpatient (IP) level of care.

- Request for additional days should be submitted on or before the last covered day.
 - IP example: approved from March 29 to April 10, concurrent review request and clinical documentation need to be received no later than April 9.

Example #2 – Member has an authorization for outpatient (OP) level of care.

- Request for additional units should be submitted before all units have been utilized.
 - OP example: approved from April 22 to May 5, concurrent review request and clinical documentation need to be received no later than May 5.

Questions?

Please contact Magellan at IdahoProvider@MagellanHealth.com.