



Prior Authorization (PA) is a routine process used by insurers to confirm that certain services are used correctly and only when medically necessary. Review the PA guidelines on the insurer’s website or contact the insurer’s customer service for process information including forms and contacts. PA requirements differ between insurers, so be sure to verify what your patient’s insurer requires prior to submitting your PA.

The checklist below highlights items and information that may be needed to obtain a PA decision from an insurer. The checklist is neither medical guidance nor a suggestion that you submit an appeal.

The information provided on this checklist is general in nature and is not intended to be conclusive or exhaustive. As the patient’s healthcare provider, you are responsible for applying your clinical judgment regarding appropriate care and treatment of each patient.

If this information is not part of the PA request form, it may be beneficial to provide to the insurer a Letter of Medical Necessity that includes:

- Rationale for treatment – insert a summary statement of medical need and the reason(s) for the medication/service being requested
- Summary of the patient’s diagnosis – Diagnosis (ICD-10-CM) and date of diagnosis
 - Patient medical records
- Summary of the patient’s history
 - Recent symptoms and condition
 - Physician opinion of patient prognosis or disease progression

Note: Exercise medical judgment and discretion when providing a diagnosis and characterization of the patient’s medical condition

If the following information is not part of the PA request form, it may be beneficial to provide to the insurer:

- Patient name, date of birth, insurance policy number, and other relevant information
- Physician and facility information (name, provider ID number, and tax ID number)
- Relevant procedure and HCPCS codes for products/services to be provided/performed
- NCCN Clinical Practice Guidelines in Oncology (NCCN Guidelines®)
 - Physician opinion of patient prognosis or disease progression

Note: Exercise medical judgment and discretion when providing a diagnosis and characterization of the patient’s medical condition

Cover sheet:

- Utilize the proper cover sheet for your insurer and MAC region
- On the cover sheet, you may be required to request a copy of the decision letter – check your local MAC to verify

NCCN Guidelines:

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