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Requesting PAs with multiple units or services using the same procedure code for the same date of service through the web portal

This MITS communication provides instruction to providers regarding the submission of Prior Authorization (PA) requests that include multiple units or different services using the same procedure code for the same date of service.

The MITS PA sub-system **allows** the same procedure code to be entered on multiple lines on a PA request, but the MITS **claim system does not allow** payment of the same PA approved procedure code on the same date of service on multiple claim lines. ***The claim submission must match the approved PA.***

When requesting a PA line with multiple services including multiple units or different services using the same procedure code for the same date of service, providers should follow these instructions:

1. When submitting a PA request listing a miscellaneous code or any other procedure code for multiple units for the same date of service, enter the procedure code only one time. Request the appropriate number of units and enter the total combined charges for all services to be billed under that procedure code on the same line. Do not list each service requested under the same procedure code individually on separate lines.
2. Providers should continue to itemize each service including the specific description and usual customary reasonable charge (UCR), manufacturer suggested retail price (MSRP) or invoice price for each service in the Provider Notes Panel as appropriate.

Please Note: Price quotes are not accepted.

3. Providers must continue to attach a detailed itemized list of all requested items including description, requested dollar amounts and price lists as well as all documentation to support the PA request.
4. On completion of the review, approved services will be posted by procedure code listing the approved units and approved allowable on a single line.

Example: 2 units K0108 \$100.00

If all requested units or dollars are not approved, the adjusted units and reduced allowable will be reflected in the approved amounts.

5. All requested services that have not been approved will be listed by description separately and posted in the External Text field of the PA.

Keep informed and keep in touch.

Visit the ODJFS MITS Website at <http://jfs.ohio.gov/mits/info.stm>.