How to Submit a Prior Authorization for Dentures: Medicaid Recipients with a "Spend Down"

On the month the recipient receives a Medicaid card because they have met their "spend down", schedule an appointment. Immediately, submit a prior authorization (PA) via the MITS Web Portal for the services you are requesting.

When submitting a PA through MITS you must upload an attachment, even if it is just a document that says "attachment." This will allow your PA to be entered into MITS for review. Please comment in the notes section if you are mailing or uploading your documents.

If you are mailing in x-rays, please label the x-rays with the PA number and patient billing number as well as attaching the EDMS cover sheet in case the cover sheet should get separated from the X-rays during mailing. Use the date of the first appointment you have scheduled with the patient as the "request" date for the PA. When a PA is approved it will be valid for the entire month. Regardless of when the PA is approved, the reviewer will go back to the date requested as the approval date.

It has been a long standing practice and policy in the Medicaid program for services that require multiple fittings and special construction, such as dentures, that the ***first date of service*** may be used as the date for prior authorization or billing. However the claim should not be submitted for payment until the consumers has received the item or service ***in full***.

Making Changes to a Prior Authorization that is Pending a Review

You can only change information in a PA that is in a "pending review status." To determine if the PA is in pending status, select the specific PA and open it. If there are no external texts from a reviewer you may amend this PA (this means the reviewer has not opened or began working the PA).

If there are comments from a reviewer asking for such things as additional documentation you ***will not*** be able to change the PA request. If the reviewer has already opened and sent comments, and you want to make a change to the PA, you will need to cancel the PA and submit a new PA. Be sure to complete the associated PA field with the cancelled PA number.

NOTE: If a PA has been approved and ALL you need is to change the the effective date of the PA you may call the Prior Authorization unit at 614-466-6734. There is no need to request an additional or new PA.

Adding attachments to existing PA requests

Scenario 1: Existing PA which does not have attachments added during creation of PA:
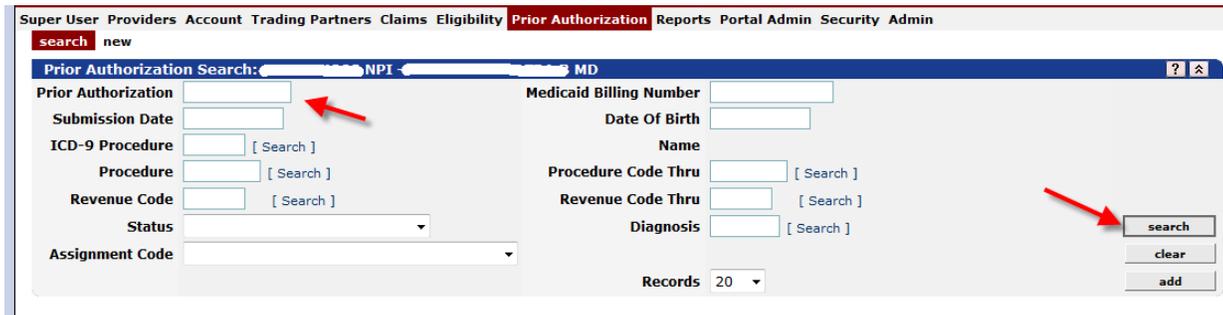
1. Log in to the MITS Web Portal

2. Go to PA> Search

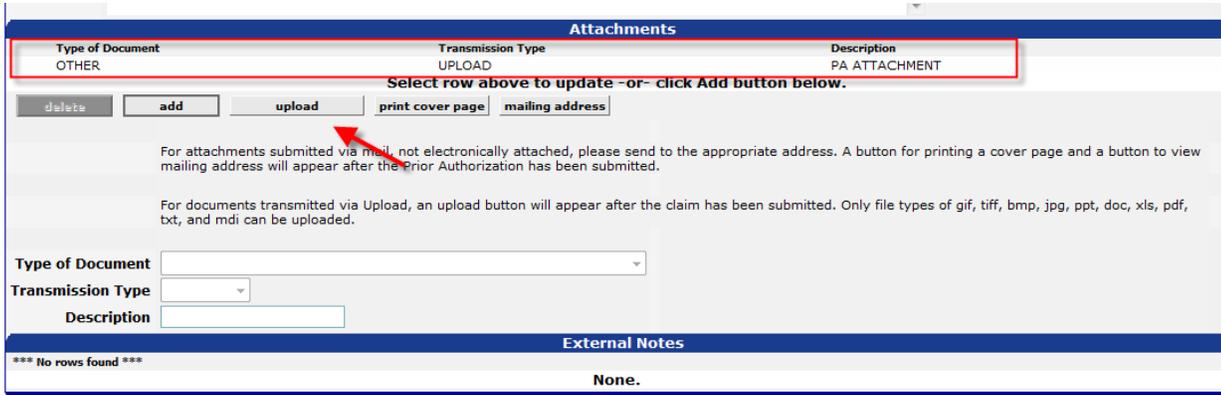3. Enter the PA number, click 'Search' button

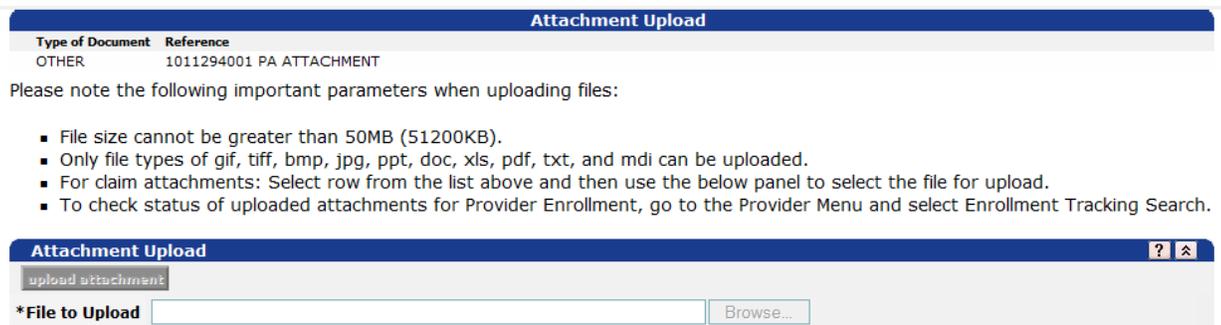4. Existing PA opens with 'Add' button enabled for attachments. Click on 'Add' button.

5. Attachments panel display. Click 'Add' button and enter information in all required fields. When all attachments have been added, click 'Save'
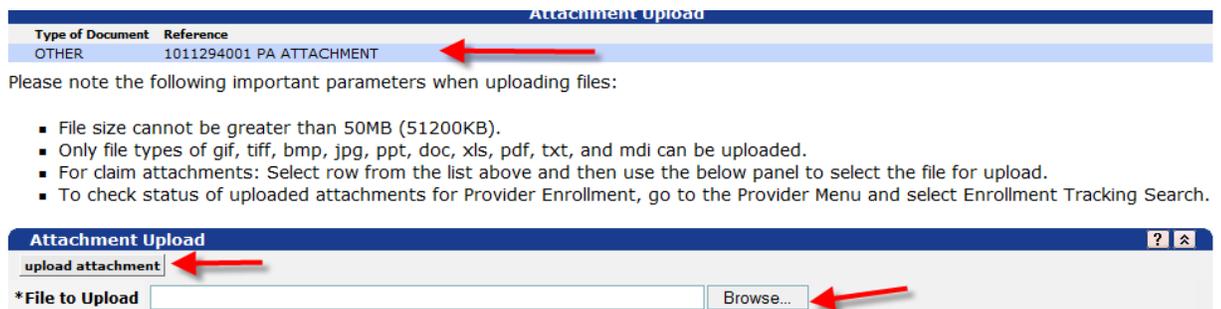

6. Review if any warnings or edits appear and clear them. Click 'Save'. 'Upload' button will display active. Click on 'Upload' button.

Attachments		
Type of Document	**Transmission Type**	**Description**
OTHER	UPLOAD	PA ATTACHMENT

Select row above to update -or- click Add button below.

[delete] [add] [upload] [print cover page] [mailing address]

For attachments submitted via mail, not electronically attached, please send to the appropriate address. A button for printing a cover page and a button to view mailing address will appear after the Prior Authorization has been submitted.

For documents transmitted via Upload, an upload button will appear after the claim has been submitted. Only file types of gif, tiff, bmp, jpg, ppt, doc, xls, pdf, txt, and mdi can be uploaded.

Type of Document [_____ ▼]
Transmission Type [____ ▼]
Description [_____]

External Notes
*** No rows found ***
None.

7. Attachment upload panel will display

Attachment Upload	
Type of Document	**Reference**
OTHER	1011294001 PA ATTACHMENT

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, doc, xls, pdf, txt, and mdi can be uploaded.
- For claim attachments: Select row from the list above and then use the below panel to select the file for upload.
- To check status of uploaded attachments for Provider Enrollment, go to the Provider Menu and select Enrollment Tracking Search.

| Attachment Upload	? ⌃
[upload attachment]	
*File to Upload [_____] [Browse...]	

8. Select a row or line by placing cursor over it and clicking, then click document from list on the Attachment upload panel. The 'Upload Attachment' button and the 'Browse' button will be enabled.

Attachment Upload	
Type of Document	**Reference**
OTHER	1011294001 PA ATTACHMENT

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, doc, xls, pdf, txt, and mdi can be uploaded.
- For claim attachments: Select row from the list above and then use the below panel to select the file for upload.
- To check status of uploaded attachments for Provider Enrollment, go to the Provider Menu and select Enrollment Tracking Search.

Attachment Upload	? ⌃
[upload attachment]	
*File to Upload [_____] [Browse...]	

9. Use the Browse button to search for a document:

Attachment Upload	
[upload attachment]	
*File to Upload C:\Users\chavezve\Desktop\PA attachment.txt	[Browse...]

10. Click 'Upload Attachment' button. Upload success confirmation will display with attachment tracking reference number:
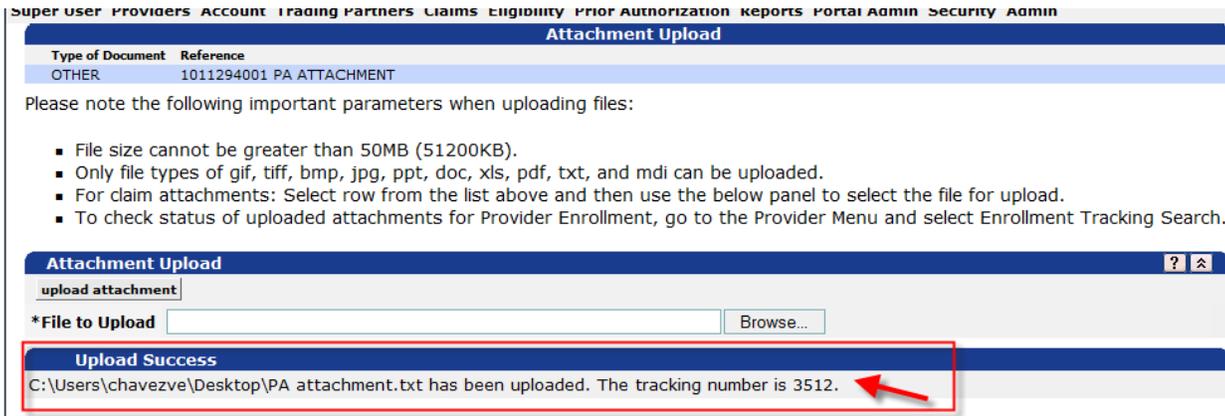
Scenario 2: Adding attachments to an existing PA which was created and submitted with previous attachments:
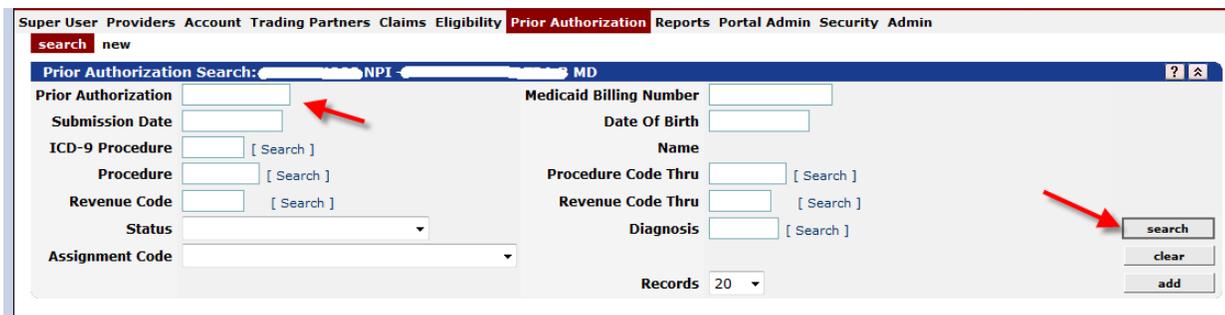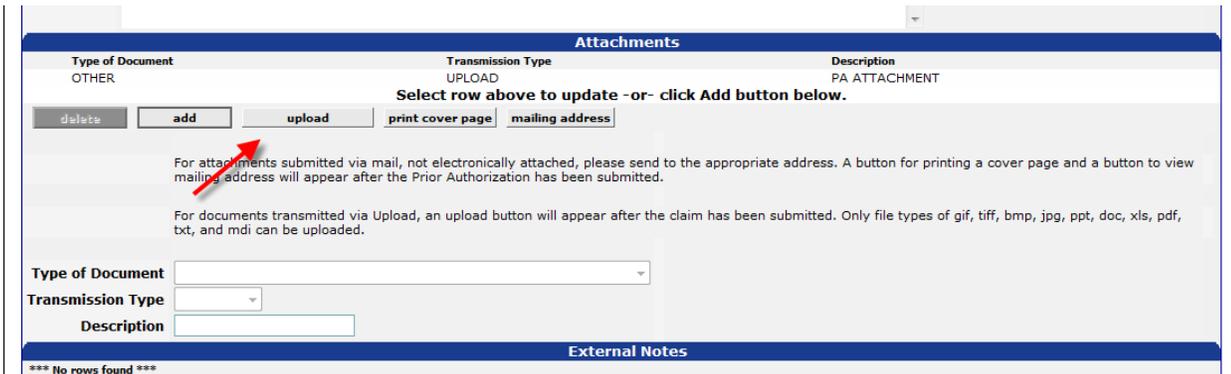
1. Log in to the MITS Portal
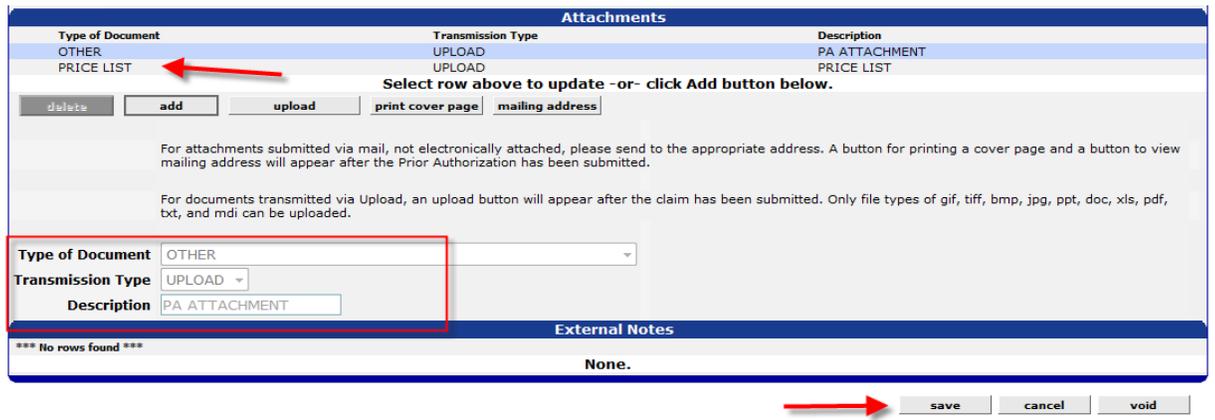

2. Go to the PA> Search panel

3. Enter the existing PA number, click 'Search 'button.

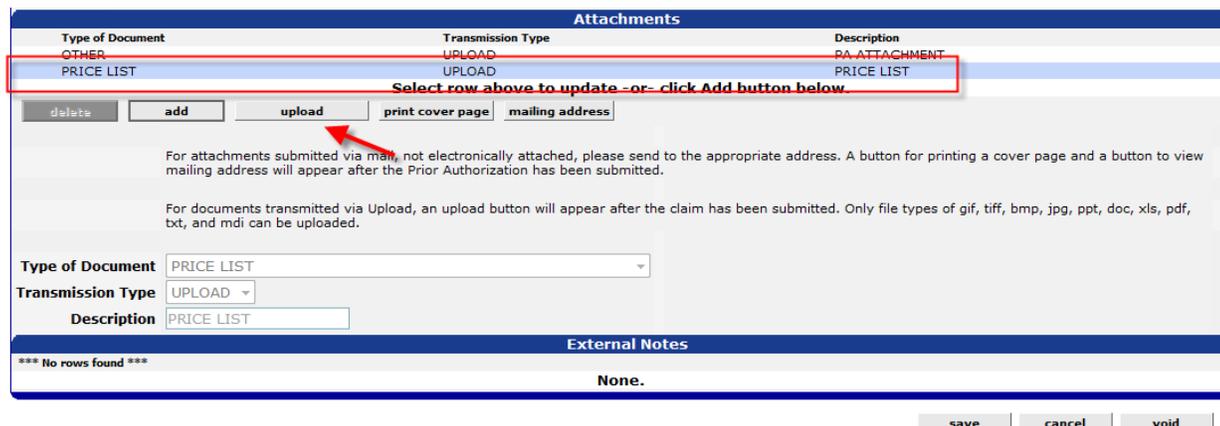4. Existing PA with previous attachments opens.   Previous attachments are visible. 'Add' and 'Upload' buttons are visible and enabled:

5. Click 'Add' button and enter information in all required fields. Click 'Save' button. A new line will appear and the new attachment will display:

6. Select the new attachment from the list. Click 'Upload' button:

7. Attachments Upload panel will display with a new attachment listed:

8. Select attachment from the list. 'Upload attachment' and 'Browse' buttons will enable.

9. Use the 'Browse' button to search for the new document.

10. - Click 'Upload attachment' button. Upload Success with tracking reference number displayed.

	Attachment Upload	
Type of Document	**Reference**	
OTHER	1011294001 PA ATTACHMENT	
PRICE LIST	1011294001 PRICE LIST	

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, doc, xls, pdf, txt, and mdi can be uploaded.
- For claim attachments: Select row from the list above and then use the below panel to select the file for upload.
- To check status of uploaded attachments for Provider Enrollment, go to the Provider Menu and select Enrollment Tracking Search.

Attachment Upload   [?] [≫]

upload attachment

*File to Upload [   ] Browse...

Upload Success

C:\Users\chavezve\Desktop\PA Price List.txt has been uploaded. The tracking number is 3514.