

### Prior Authorization of DME services requiring state licensure or registration

This communication is to assist DME providers to understand how to submit a prior authorization (PA) request for a service requiring HME licensure or registration by the Ohio Respiratory Care Board (ORCB).

Chapter 4752 of the Ohio Revised Code requires licensure or certification for Ohio DME/HME providers choosing to sell or rent equipment that fall into the categories of life sustaining equipment, technologically sophisticated equipment, or other equipment as defined therein, effective September 15, 2005 through the ORCB.

All ORCB HME licenses and registrations expire on the same date every two years. The expiration date for the current license and registration period is June 30, 2012.

The MITS system has automated a manual process that does not allow providers to enter a PA request for a date of service or time period beyond their active licensure span on file with the Department. Providers can only be submit PA requests for time periods within their licensure span. In cases of a service requiring licensure and PA that could extend beyond the current licensure span, the initial PA request should be requested to the end of the current licensure span and if needed a second PA (referencing the initial PA) should be submitted after the licensure span has been extended.

The MITS website is a tremendous resource for providers. Providers should bookmark and visit the website **often** at <http://jfs.ohio.gov/mits/index.stm>. New information is added frequently to the:

- **MITS Home Page:** Known issues and links to “Answer Keys” and other MITS updates and important information;
- **Provider Training Page:** eLearning tutorials, portal user manuals, training materials;
- **Information Releases Page:** Topic-specific documents to assist providers navigate MITS functionality;
- **Implementation Notices Page:** System down and/or payment issues; urgent notices.