



April 23, 2014

Announcement 725

Attention Provider Type 63 (RTC): New Instructions for Requesting Prior Authorization

HP Enterprise Services (HPES) is improving the prior authorization process for provider type 63 – Residential Treatment Centers (RTC) to assist with the claims adjudication process. **Only for provider type 63:** The dates of service on an RTC prior authorization (PA) are now a **through** date and not a **to** date.

The process for the provider remains unchanged for requests for **initial** review. When an RTC updates the PA (for revenue code 0100) in the Provider Web Portal online prior authorization system, they will request the *following* date from the last date on the PA. This will also be the requested start date on form FA-13 (Residential Treatment Center Concurrent Review). In the past, the provider was instructed to use the last date on the PA and create an overlap. The discharge date is no longer going to be reflected as the **to** date.

For example: Enter in the request DOS 01/01/14 and the number of days as 5.

Once this information is added, the **to** DOS is automatically calculated by the system and will appear as follows:

From Date	Number of Days	To Date
01/01/14	5	01/06/14

Once HPES authorizes the PA, what you will see is a *through* date which does not include the discharge day:

From Date	Number of Days	Through Date
01/01/14	5	01/05/14

There will no longer be a discharge date included in the number of days authorized.

When the provider requests a subsequent review, the provider will need to request the date **following** the last certified date:

From Date	Number of Days	Through Date
Line 1: 01/01/14	5	1/05/14
Line 2: 01/06/14	3	

Please note the concurrent review is due by the last day of the authorization. In this example, the concurrent review is due by 01/05/14.