



May 11, 2012 (Updated June 19, 2012)

Announcement 475

## Submission Process for Inpatient Facilities Requesting Roll Up of Prior Authorization Lines

**Attention provider types (PT) 11, 13, 51, 56, 63, 75 and 78:** To assist providers in resolving the need to have a prior authorization (PA) “rolled up” in the most efficient manner, HP Enterprise Services (HPES) is requesting that providers follow the process below to expedite your request to have a PA rolled up. HPES is manually rolling up PAs until an automated solution is implemented.

A PA requires “roll up” when the PA lines do not have the same start and end date or have the same revenue code listed on more than one line. The table below indicates an example of a PA that needs to be rolled up. The 0120 codes would be rolled up with a From Date of 1/1/2012 and a To Date of 1/5/2012. The dates of the 0160 code would be changed to match the 0120 codes, i.e., From Date 1/1/2012 and To Date 1/5/2012.

Line	Rev Code	Units Approved	From Date	To Date
1	0120	1	1/1/2012	1/2/2012
2	0160	1	1/2/2012	1/3/2012
3	0120	1	1/3/2012	1/4/2012
4	0120	1	1/4/2012	1/5/2012

Process to request a PA to be rolled up:

1. PTs 11, 13, 51, 56, 63, 75 and 78 that have a claim that denied for edit code 0155 (Prior authorization required) or edit code 0162 (Units billed exceed units authorized) or have a claim that has been cut back for edit code 0639 (Cut back to units authorized) are asked to follow the process below. Even though HPES is identifying PAs that need to be rolled up, if you wish to confirm PAs were rolled up or request PAs be rolled up please follow the process below.
2. The online PA system will retain the original requested or determined lines to maintain the integrity of the PA.
3. Submit your request for PA roll up in an Excel spreadsheet and include the following information:
  - a. PA number.
  - b. If your billed claim (paper or electronic) was cut back with edit code 0639 incorrectly and is still within timely filing, please include the ICN on the spreadsheet if you would like the adjustment handled by HPES. Claims that have been cutback incorrectly and are beyond timely filing should be sent to HPES via a paper claim with a cover letter requesting a special batch per Web Announcement **475**.

- c. If your billed paper claim was denied incorrectly with edit codes 0155 or 0162 and is within timely filing, please include the ICN on the spreadsheet so the claim can be reprocessed. Electronically submitted claims and claims outside of timely filing will need to be sent to HPES via a paper claim with a cover letter requesting a special batch per Web Announcement **475**.
4. Send your spreadsheet to [NVMMIS.PARollUps@hp.com](mailto:NVMMIS.PARollUps@hp.com).
5. Subject line "Roll Up Request."
6. Do not submit other types of PA changes, corrections or requests to this email address.
7. HPES will acknowledge receipt of your email request within 3 business days and respond again once the rollup has been completed. Please do not send duplicate emails as this may delay completion of your initial request.