WV MEDICAID OUT-OF-NETWORK PRIOR AUTHORIZATION FORMS

Kepro Confidential Fax: **1.866.209.9632** | Kepro Telephone: 1.800.346.8272 | Kepro Secure Email: **wvmedicalservices@kepro.com**

IMPORTANT ANNOUNCEMENT REGARDING REQUESTS FOR OUT-OF-NETWORK SERVICES FOR WV MEDICAID MEMBERS

All Out-of-Network services requested (EXCEPT where indicated in policy) shall require prior authorization by the Utilization Management Contractor (UMC) or the Bureau for Medical Services (BMS) before services are provided. Referrals for out-of-network shall be requested by an enrolled West Virginia Medicaid provider with required documentation of the established criteria as noted below. Out-of-Network services, with the exception of confirmed emergent situations, shall not be reimbursed when the requested service is available in West Virginia. **The treating physician and facility shall enroll as a West Virginia provider to be eligible for reimbursement, accept West Virginia Medicaid's reimbursement as payment in full, and attach a copy of the approval form to the BMS' Fiscal Agent, billing form for payment consideration.** An approval of services does not guarantee payment. West Virginia Medicaid does not negotiate fees. This form shall be returned to the referring provider with the UMC/BMS determination.

Kepro, the current Utilization Management Contractor (UMC) for the West Virginia Bureau for Medical Services processes all Out-of-Network requests for all **Non Managed Care(MCO)** Medicaid members. ***Kepro does not process OON requests for Managed Care Organization (MCO) WV Medicaid members.***

A few reminders about Out-of-Network requests for Medical Services for WV Medicaid members:

- **ALL Out-of-Network** services requested for WV Medicaid members require prior authorization by the Utilization Management Contractor (UMC) or the Bureau for Medical Services (BMS) **before** services are provided.

- Out-of-Network services **must** be requested by **an enrolled West Virginia Medicaid provider** with **required documentation of medical necessity** (completed request form for the relevant service type and completed OON request form) AND **justification of why requested service(s)** cannot be obtained from an in-network provider (complete relevant sections on the OON request form).

- **Out-of-Network services, with the exception of confirmed emergent situations, shall not be authorized or reimbursed when the requested service is available in West Virginia.**

- The treating Out-of-Network physician and facility **must enroll** as a West Virginia provider to be eligible for reimbursement, accept West Virginia Medicaid's reimbursement as payment in full, and attach a copy of the approval form to the BMS' Fiscal Agent billing form for payment consideration OR bill under the authorization number granted by the UMC if the request is entered into their systems.

- **As in all cases, prior authorization does not guarantee payment**.

- For requests that have historically been directed to BMS—BMS will forward the request to Kepro or direct the caller to fax the request for *Out-of-Network* service and all supporting documentation to Kepro.

All Out-of-Network request will now be processed on the Kepro Medical Atrezzo Provider Portal by the UMC contractor to reach the determination of medical necessity—to decrease the time necessary to address these requests they may now be:

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Referring/Ordering Provider

(Per policy the Referring/Ordering Provider must be actively enrolled with WV Medicaid)

Name:	
NPI:	
Address:	
City, State, Zip:	
Contact Name:	**Phone Number:**
Confidential Fax Number:	
PROVIDER SIGNATURE:	**Date:**

Out-of-Network Servicing Provider/Practitioner

(Per policy the Servicing Provider/Practitioner must agree to enroll with WV Medicaid)

Name:	
NPI:	
Address:	
City, State, Zip:	
Contact Name:	**Phone Number:**
Confidential Fax Number:	
THIS PROVIDER AGREES TO ENROLL WITH WV MEDICAID:	**YES___ NO___** ***It is the responsibility of the provider to enroll in WV Medicaid the approval number cannot be issued thus the claim cannot be paid— even when a service has medical necessity review criteria, if the provider is does not enroll in WV Medicaid.***

Out-of-Network Facility/Location

(Per policy the Servicing Facility/Location must also agree to enroll with WV Medicaid in conjunction to the Provider/Practitioner)

Name:	
NPI:	
Address:	
City, State, Zip:	
Contact Name:	**Phone Number:**
Confidential Fax Number:	
THIS PROVIDER AGREES TO ENROLL WITH WV MEDICAID:	**YES___ NO___** ***It is the responsibility of the provider to enroll in WV Medicaid the approval number cannot be issued thus the claim cannot be paid— even when a service has medical necessity review criteria, if the provider is does not enroll in WV Medicaid.***

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Member Medicaid Number _____

Member SSN _____

Member First Name _____

Member Last Name _____

DOB _____

Parent/Guardian (if Minor) _____

Member Address _____

_____

City, State, ZIP _____

WV County of Residence _____

MEDICAL JUSTIFICATION FOR REFERRING OUT-OF-NETWORK (OON)

Please briefly describe the service(s) being requested:

You may supply further documentation in the form of an attachment/enclosure with this request to construct medical necessity.

Can this service be provided by an enrolled WV Medicaid In-Network provider? Yes___ No___ If no, why not?

You may supply further documentation in the form of an attachment/enclosure with this request to construct medical necessity.

Members expected Out-of-Network treatment plan:

You may supply further documentation in the form of an attachment/enclosure with this request to construct medical necessity.

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REQUEST DATE: **AUTHORIZATION/SERVICE START DATE:**

TYPE OF REQUEST

☐ **INPATIENT ADMISSION** ☐ **OUTPATIENT SURGERY** ☐ **OTHER**

☐ **CONSULT**

Upon medical necessity approval for the initial consult of this applicant the Out-of-Network provider agreeing to consult the patient and enroll as a WV Medicaid Provider must submit this form for each/all subsequent care that is required for treatment. Each application will be reviewed on a case-by-case basis.

Explanation of Type of Services being requested—Kepro may need to contact you for more information based on the services requested under "other"

AUTHORIZATION INFORMATION

☐ **Prior Authorization** ☐ **Retrospective Request**

(mark the reason for retrospective request below and supply all relevant documentation to support)

☐ **After hours/weekend admission** ☐ **Failure to Request** ☐ **Denied by Member's Primary Payer** ☐ **Retrospective Medicaid Eligibility**

☐ **Other** ***Explanation***

For Members under age 21, is this request an EPSDT referral? ☐ **Yes** ☐ **NO** **If yes, please submit the most current EPSDT form on file**

Type of Admission/Procedure: ☐ **Emergency/Medically Urgent** ☐ **Non-Urgent** ☐ **Elective** ☐ **Non-Elective** ☐ **Direct Admit** ☐ **Office**

PLACE OF SERVICE

☐ 11-Office
☐ 12-Home
☐ 15-Mobile Unit
☐ 20-Urgent Care Facility
☐ 21-Inpatient Hospital
☐ 22-Outpatient Hospital
☐ 23-Emergency Room-Hospital
☐ 24-Ambulatory Surgical Center
☐ 25-Birthing Center
☐ 26-Military Treatment Facility
☐ 49-Independent Clinic
☐ 81-Independent Laboratory

DIAGNOSIS AND SERVICE CODES REQUESTED

ICD-10+DESCRIPTION	CPT/HCPCS SERVICE CODE + DESCRIPTION FOR THIS DX:
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PHYSICIAN ORDERS

Are Physician's Order(s) included: ☐ **Yes** ☐ **No If No, why?**

RELEVANT DIAGNOSTIC (LAB.IMAGING.RADIOLOGY) STUDIES PREVIOUSLY PERFORMED

Do you have any relevant diagnostic (Lab.Imaging.Radiology) data? ☐ **Yes** ☐ **No If yes, please attach with this request.**

CANCER RELATED DX

Is this request pertaining to a Cancer Diagnosis? ☐ **YES** ☐ **NO**

If Yes, Date of Diagnosis: _____

If Yes, Family History of Cancer: ☐ **YES** ☐ **NO** **Personal History of Cancer:** ☐ **YES** ☐ **NO**

If Yes, Family Member with a known BRCA1/BRCA2 Mutation: ☐ **YES** ☐ **NO**

If Yes, Findings:

If Yes, Diagnosis Ruled Out:

If Yes, this service request is related to:

☐ **Disease Progression** ☐ **Metastasis** ☐ **New Diagnosis** ☐ **New Symptoms**

☐ **Recurrence** ☐ **Restaging** ☐ **Treatment Planning**

If Yes, Current Course of Treatment:

CONSERVATIVE TREATMENT HISTORY

Please describe any/all conservative treatment history tried, succeeded, and/or failed that is relevant to the services requested.

You may supply further documentation in the form of an attachment/enclosure with this request to construct medical necessity.

MEDICATIONS

Is member currently taking medications? ☐ **YES** ☐ **NO** ***If yes, please attach a medication list showing each medication name, strength, route, prescribed reason & date, quantity, and frequency.*** **Please indicate any additional notes here:**