



AUTHORIZATION MANAGER TIPS

- Medications for Federal Employee Program (FEP) members

INTRODUCTION

Providers can use Authorization Manager to request authorization for medications that you buy and bill us for, and that are administered in the office using the member's medical benefits.

Use this tip when you submit your FEP request for medication authorization to ensure you include required information.

REQUIRED INFORMATION FOR MEDICATION REQUESTS

FOR	THE FOLLOWING INFORMATION IS REQUIRED
Medication	<ul style="list-style-type: none"> • Request type: Service Request • Place of service: <ul style="list-style-type: none"> ○ 11-Office or ○ 24-Ambulatory Surgical Center • Review type: Initial • Add Servicing/Facility Provider: <ul style="list-style-type: none"> ○ Add the physician as the servicing provider ○ Add facility if administered at a facility; otherwise, do not add • Diagnosis- Add diagnosis code or description • Procedure- Appropriate "J" code to designate the medication you're requesting <p>After submitting, a new window opens. Populate details as follows:</p> <ul style="list-style-type: none"> • Quantity: Enter number being requested • Units: Always select units • Frequency: As prescribed • Start date: Requested start date for medication <p>Notes</p> <ul style="list-style-type: none"> • Attach clinical when prompted • If you are signed in as the servicing provider who will bill for the service, select yes for the question below and you will only be required to enter the servicing provider with the type being facility <div style="text-align: right;"> <p>Requesting Provider Same as Servicing Provider</p> <p><input checked="" type="radio"/> YES <input type="radio"/> NO</p> </div>

QUESTIONS?

Call Pharmacy Operations at **1-800-366-7778**.

RELATED RESOURCES

[Authorization Manager Guide](#)

[Accessing Case Details and Printing Correspondence](#)

[Adding Clinical to an Existing Authorization](#)

[Medications for Commercial and Medicare Advantage members](#)

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