



AUTHORIZATION MANAGER TIPS

- Surgical Day Care and DME

INTRODUCTION

Providers can use Authorization Manager to request authorization for Durable Medical Equipment (DME) and outpatient surgeries. This Quick Tip explains how to correctly complete a request.

REQUIRED INFORMATION

FOR	THE FOLLOWING INFORMATION IS REQUIRED
<p>DME and outpatient (service) surgery requests</p>	<ul style="list-style-type: none"> • Request type: Service Request • Place of service: <ul style="list-style-type: none"> ○ 11- Office ○ 12- Home ○ 22 – On Campus – Outpatient Hospital ○ 24 – Ambulatory Surgical Center • Review type: Initial • Add Servicing/Facility Provider: <ul style="list-style-type: none"> ○ Add physician as the servicing provider <ul style="list-style-type: none"> ○ If you are the servicing provider, see below ○ Add facility as the facility (skip if being done in the office) • Diagnosis- Add diagnosis code or description • Procedure- Add CPT/HCPCs code <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 service <p>Notes</p> <ul style="list-style-type: none"> • When prompted, attach clinical files such as documents or images. All file formats can be uploaded except executables (.exe files). • Extension requests must be faxed in. • You will be required to complete the InterQual criteria for some procedures. You may receive an auto-approval if certain criteria are met. • IONM requests will require a separate case from the primary procedure if performed by a third party. • If an authorization is not required, you will receive the message, <i>No Authorization Required</i>. An inquiry number will appear for your records.

	<ul style="list-style-type: none">• If you are signed in as the servicing provider who will bill for the service, select 'Yes' at the prompt, <i>Requesting provider same as servicing provider</i>. You will only be required to enter information for the servicing facility. For "Type," select 'Facility.' <p style="text-align: center;">Requesting Provider Same as Servicing Provider</p> <p style="text-align: center;"><input checked="" type="radio"/> YES <input type="radio"/> NO</p>
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**RELATED
RESOURCES**

- [Authorization Manager Guide](#)
- [Attach clinical to an existing case \(2 min video\)](#)
- [Accessing Case and Printing Correspondence \(1 min video\)](#)