

AUTHORIZATION MANAGER TIPS

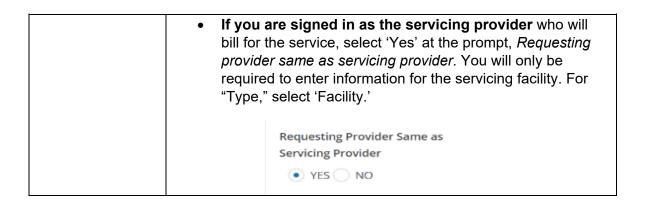
Surgical Day Care and DME

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
DME and outpatient (service) surgery requests	 Request type: Service Request Place of service: 11- Office 12- Home 22 - On Campus - Outpatient Hospital 24 - Ambulatory Surgical Center Review type: Initial Add Servicing/Facility Provider: Add physician as the servicing provider 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 After submitting, a new window opens. Populate details as follows: Quantity: Enter number being requested Units: Always select units Frequency: As prescribed Start date: Requested start date for service
	 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, No Authorization Required. An inquiry number will appear for your records.



RELATED RESOURCES

Authorization Manager Guide

Attach clinical to an existing case (2 min video)

Accessing Case and Printing Correspondence (1 min video)

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