



# AUTHORIZATION MANAGER TIPS

- PPO Home Health Care

## INTRODUCTION

Use this tip when you submit a PPO home health care request using the Authorization Manager tool. To correctly complete an authorization request, providers are required to include certain information.

## REQUIRED INFORMATION

FOR	THE FOLLOWING INFORMATION IS REQUIRED
<p><b>Home health care for PPO members</b></p>	<ul style="list-style-type: none"> <li>• <b>Request type:</b> Service Request</li> <li>• <b>Place of service:</b> 12-Home</li> <li>• <b>Review type:</b> Initial</li> <li>• <b>Add Servicing/Facility Provider:</b> Homecare provider ID or NPI number (type = Servicing Provider)</li> <li>• <b>Diagnosis:</b> Enter diagnosis code or description</li> <li>• <b>Procedure:</b> Enter a code based on discipline, see examples below:               <ul style="list-style-type: none"> <li>○ <b>Physical Therapy</b> - G0151</li> <li>○ <b>Occupational Therapy</b> - G0152</li> <li>○ <b>Skilled Nursing</b> - G0162</li> <li>○ <b>Speech Therapy</b> - G0161</li> <li>○ <b>Social Work</b> - S9127</li> <li>○ <b>Home Health Aide</b> - G0156</li> </ul> </li> </ul> <p>Please note: The CPT code does not need to match the claim if the provider is billing for the same service.</p> <p><b>After submitting, a new window opens. Populate details as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Quantity:</b> As needed</li> <li>• <b>Units:</b> Units (equal to visits)</li> <li>• <b>Frequency:</b> As prescribed</li> <li>• <b>Start date:</b> Requested start date for service</li> </ul> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• For PPO members, each discipline requires a separate Authorization.</li> <li>• Extension requests must be faxed in.</li> <li>• For PPO, you may initially request up to 12 units per discipline. For an EPO member, you may request up to 12 visits total.</li> <li>• If you are signed in as the servicing provider who will bill for the service, select 'Yes' for <i>Requesting Provider Same as Servicing Provider</i>. You can skip adding the servicing provider info.</li> </ul> <div style="text-align: right; margin-top: 20px;"> <p>Requesting Provider Same as Servicing Provider</p> <p><input checked="" type="radio"/> YES <input type="radio"/> NO</p> </div>

**RELATED  
RESOURCES**

[Authorization Manager Guide](#)

[Accessing Case Details and Printing Correspondence](#)

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