

# FAX

## Medical benefit prior authorization/unavailable service request form

Please read the instructions below **before** filling out the form.

1. Select the box at the top of the form to indicate whether you are submitting a prior authorization request or an unavailable service request.

- a. **Prior Authorization Request**

Prior authorization is required when a physician recommends hospitalization or certain other types of medical services that need to be deemed medically necessary and appropriate by the Employee Health Plan. You do not need to obtain prior authorization for routine health care performed in a provider's office, urgent care center, or emergency room.

Prior authorization is needed for diagnostic testing, out-patient procedures, non-emergency hospitalizations, surgeries, infusions and high-cost specialty injectable medications etc., in accordance with the list located in the Summary Plan Document. In the case of emergencies or urgent situations, a retrospective prior authorization will be carried out. All emergency or urgent admissions are subject to review for medical necessity and are reviewed on a case-by-case basis.

*Please note: Infusions and high cost/specialty injectable medications that are being billed through the medical benefit (aka "buy-and-bill") should be requested using this form. If using a specialty pharmacy, contact the member's pharmacy benefit manager for prior authorization.*

Prior authorizations are required for consultations with certain non-Adventist Health provider specialists, including surgeons, oncologists, pain management specialists and dentists, among others. Refer to the Summary Plan Document for additional information or call 800-441-2524 with any questions.

For a list of services that require prior authorization, please refer to the Prior Authorization Matrix or the Summary Plan Document available in Member Resources on [AdventistHealth.org/EmployeeHealthPlan](http://AdventistHealth.org/EmployeeHealthPlan).

- b. **Unavailable Service Request**

An unavailable service request form (USRF) is an official request to the Employee Health Plan to have a service done outside of the Adventist Health Employee Health Plan network due to the unavailability of the service in our network.

There are two instances in which you need to submit a USRF:

1. **If you need a service that is not provided at an Adventist Health facility.**

We provide 100% coverage at the facilities in our Adventist Health network. If you need a service that is not provided at one of our facilities, you need an approved USRF. Although a service may be unavailable within our Adventist Health network, services at an appropriate PPO facility are covered at 80%.

2. **If you need a physician that is neither an Adventist Health physician nor a contracted non-Adventist Health PPO physician.**

This instance is extremely rare, but it does happen, and you will need an approved USRF if you would like to receive coverage.

Failure to obtain an approved USRF before obtaining services outside of the Adventist Health network, may result in no coverage.

Please remember any service with a non-Adventist Health PPO provider will result in a higher out of pocket cost.

**DISCLAIMER:** Covered employees who do not have ready access to an Adventist Health facility (such as members at the Corporate office and WHR employees) can use non-Adventist Health PPO contracted facilities and receive 80% coverage without submitting a USRF. Note: Prior authorization is required for some services.

If you have any questions about submitting a USRF, **please call us at 1-800-441-2524.**

2. Work with your provider to fill out this form.
3. Include all current clinical/diagnostic documents.
4. Fax or mail to:

Adventist Health  
PO Box 619031  
Roseville, Ca. 95661  
P: 1-800-441-2524  
F: 916-406-2301

5. **Follow-up:**

Please have your provider's office **call 800-441-2524** or visit [AdventistHealth.org/EmployeeHealthPlan](http://AdventistHealth.org/EmployeeHealthPlan) for a full list of services that require prior authorization.



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Request type: Select one and indicate if request is routine or medically urgent. (See page 1 for explanations.)

**Prior Authorization Request**    
  **Unavailable Service Request**    
  Routine    
  **Medically Urgent**

EMPLOYEE/MEMBER INFORMATION				
Today's Date:		Subscriber/Member ID:		Group Number:
Subscriber Name:			Relationship to patient: Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Registered Domestic Partner <input type="checkbox"/>	
PATIENT INFORMATION				
Patient Name:			Date of Birth:	Sex: M: <input type="checkbox"/> F: <input type="checkbox"/>
Phone:	Address:		City/State/Zip:	
Reason for requesting out-of-network services:				
FOR PROVIDER'S OFFICE ONLY				
Please complete all fields to ensure Adventist Health has the most current information on file.				
<b>Requesting Provider:</b>			<b>NPI:</b>	<b>TIN#:</b>
Requesting Provider Contact:			Phone:	Fax:
Address:			City/State/Zip:	
<b>Treating Provider:</b>			<b>NPI#:</b>	<b>TIN#:</b>
Treating Provider Contact:			Phone:	Fax:
<b>Contracted with:</b> <input type="checkbox"/> Adventist Health <input type="checkbox"/> California Foundation for Medical Care <input type="checkbox"/> First Choice <input type="checkbox"/> First Health <input type="checkbox"/> Not contracted <input type="checkbox"/> Letter of Agreement				
<b>Servicing Facility:</b>			<b>NPI#:</b>	<b>TIN#:</b>
Address:			City/State/Zip:	
Phone:			Fax:	
<b>Contracted with:</b> <input type="checkbox"/> Adventist Health <input type="checkbox"/> First Choice <input type="checkbox"/> First Health <input type="checkbox"/> Not contracted <input type="checkbox"/> Letter of Agreement				
<b>Place of Service:</b> <input type="checkbox"/> Outpatient <input type="checkbox"/> Inpatient <input type="checkbox"/> Office               Anticipated date of service:				
<b>Rehab:</b> <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Speech Therapy               Total # of visits requested:				
<b>Behavioral Health:</b> <input type="checkbox"/> RTC <input type="checkbox"/> PHP <input type="checkbox"/> IOP               Total # of days requested:				
<b>DME:</b> Rental: <input type="checkbox"/> Length of rental time:               Purchase: <input type="checkbox"/> Date of rental or purchase:		<b>DME total charge: \$</b> <b>Prosthetics/orthotics total charge: \$</b>		
DIAGNOSIS		PROCEDURE/SERVICE/DME		
*Diagnosis description	*ICD-10 code:	*Procedure/service/DME description	*Quantity	*CPT/HCPCS code:
<ul style="list-style-type: none"> <li>This authorization determination is based on medical necessity only. Eligibility and benefits need to be confirmed by calling 800-441-2524.</li> <li>All services are to be provided within the Adventist Health identified network(s) unless otherwise approved.</li> </ul>				

PATIENT

PROVIDER