

## FORWARDHEALTH PRIOR AUTHORIZATION DRUG ATTACHMENT FOR MULTIPLE SCLEROSIS (MS) AGENTS INSTRUCTIONS

ForwardHealth requires certain information to enable the programs to authorize and pay for medical services provided to eligible members.

ForwardHealth members are required to give providers full, correct, and truthful information for the submission of correct and complete claims for reimbursement. Per Wis. Admin. Code § DHS 104.02(4), this information should include, but is not limited to, information concerning enrollment status, accurate name, address, and member ID number.

Under Wis. Stat. § 49.45(4), personally identifiable information about program applicants and members is confidential and is used for purposes directly related to ForwardHealth administration such as determining eligibility of the applicant, processing prior authorization (PA) requests, or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of PA or payment for the services.

The use of this form is mandatory when requesting a PA for certain drugs. Attach additional pages if more space is needed. Refer to the Pharmacy service area of the ForwardHealth Online Handbook for service restrictions and additional documentation requirements. Provide enough information for ForwardHealth to make a determination about the PA request.

### INSTRUCTIONS

Prescribers are required to complete, sign, and date the Prior Authorization Drug Attachment for Multiple Sclerosis (MS) Agents form, F-00805. Pharmacy providers are required to use the Prior Authorization Drug Attachment for MS Agents form to request PA for non-preferred MS agents by submitting a PA request on the ForwardHealth Portal, by fax, or by mail. Prescribers and pharmacy providers are required to retain a completed copy of the PA form.

Providers may submit PA requests on a PA drug attachment form in one of the following ways:

- For PA requests submitted on the Portal, pharmacy providers may access [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/).
- For PA requests by fax, pharmacy providers should submit a Prior Authorization Request Form (PA/RF), F-11018, and the appropriate PA drug attachment form to ForwardHealth at 608-221-8616.
- For PA requests by mail, pharmacy providers should submit a PA/RF and the appropriate PA drug attachment form to the following address:

ForwardHealth  
Prior Authorization  
Ste 88  
313 Blettner Blvd  
Madison WI 53784

The provision of services that are greater than or significantly different from those authorized may result in nonpayment of the billing claim(s).

### SECTION I – MEMBER INFORMATION

#### Element 1: Name – Member

Enter the member's last name, first name, and middle initial. Use Wisconsin's Enrollment Verification System (EVS) to obtain the correct spelling of the member's name. If the name or spelling of the name on the ForwardHealth ID card and the EVS do not match, use the spelling from the EVS.

#### Element 2: Member ID Number

Enter the member ID. Do not enter any other numbers or letters. Use the ForwardHealth card or the EVS to obtain the correct member ID.

#### Element 3: Date of Birth – Member

Enter the member's date of birth in mm/dd/ccyy format.

## **SECTION II – PRESCRIPTION INFORMATION**

### **Element 4: Drug Name**

Enter the name of the drug.

### **Element 5: Drug Strength**

Enter the strength of the drug listed in Element 4.

### **Element 6: Date Prescription Written**

Enter the date the prescription was written.

### **Element 7: Refills**

Enter the number of refills.

### **Element 8: Directions for Use**

Enter the directions for use of the drug.

### **Element 9: Name – Prescriber**

Enter the name of the prescriber.

### **Element 10: Address – Prescriber**

Enter the address (street, city, state, and zip+4 code) of the prescriber.

### **Element 11: Phone Number – Prescriber**

Enter the phone number, including area code, of the prescriber.

### **Element 12: National Provider Identifier – Prescriber**

Enter the 10-digit National Provider Identifier of the prescriber.

## **SECTION III – CLINICAL INFORMATION**

Prescribers are required to complete the appropriate sections before signing and dating the Prior Authorization Drug Attachment for MS Agents form.

### **Element 13: Diagnosis Code and Description**

Enter the appropriate and most specific International Classification of Diseases (ICD) diagnosis code and description most relevant to the drug requested. The ICD diagnosis code must correspond with the ICD description.

**Note: Supporting clinical information and a copy of the member’s current medical records must be submitted with all PA requests.**

### **Element 14**

Indicate whether the member is currently using the requested non-preferred MS agent. If yes, indicate the approximate date the therapy was started.

### **Element 15**

Indicate the preferred MS agents the member has taken, including drug names, doses, and dates taken, and provide specific details regarding the member’s response to treatment and the reason(s) for discontinuing. If additional space is needed, continue documentation in Section V of this form.

### **Element 16**

Indicate the clinical reason(s) why the prescriber is requesting a non-preferred MS agent.

## **SECTION IV – AUTHORIZED SIGNATURE**

### **Element 17: Signature – Prescriber**

The prescriber is required to complete and sign this form.

**Element 18: Date Signed**

Enter the month, day, and year the form was signed in mm/dd/ccyy format.

**SECTION V – ADDITIONAL INFORMATION**

**Element 19**

Include any additional information in the space provided. Additional diagnostic and clinical information explaining the need for the drug requested may be included here.