

FORWARDHEALTH PRIOR AUTHORIZATION DRUG ATTACHMENT FOR HEADACHE AGENTS, ACUTE TREATMENT 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 PA for certain drugs. Refer to the Pharmacy service area of the ForwardHealth Online Handbook for service restrictions and additional documentation requirements. Provide enough information for ForwardHealth medical consultants to make a determination about the request.

INSTRUCTIONS

Prescribers are required to complete and sign the Prior Authorization Drug Attachment for Headache Agents, Acute Treatment, F-02666. Pharmacy providers are required to use the Prior Authorization Drug Attachment for Headache Agents, Acute Treatment form to request PA 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 form.

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

- For requests submitted on the ForwardHealth Portal, providers may access www.forwardhealth.wi.gov/.
- For PA requests submitted by fax, pharmacy providers should submit a Prior Authorization Request Form (PA/RF), F-11018, and the appropriate attachment to ForwardHealth at 608-221-8616.
- For PA requests submitted by mail, pharmacy providers should submit a PA/RF and the appropriate attachment 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 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 Enrollment Verification System do not match, use the spelling from the Enrollment Verification System.

Element 2: Member ID Number

Enter the member ID. Do not enter any other numbers or letters. Use the ForwardHealth card or the Enrollment Verification System 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: National Provider Identifier – Prescriber

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

Element 11: Address – Prescriber

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

Element 12: Phone Number – Prescriber

Enter the phone number, including area code, 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 Headache Agents, Acute Treatment form.

Element 13: Diagnosis Code and Description

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

Note: A copy of the member's medical records must be submitted with all PA requests for headache agents, acute treatment drugs. Medical records must document the member's medical work-up for migraines, including complete problem and medication lists.

Element 14

Check the appropriate box to indicate whether or not the member is 18 years of age or older.

Element 15

Check the appropriate box to indicate whether or not the prescriber has evaluated and diagnosed the member as having a history of migraine, with or without aura, according to the International Classification of Headache Disorders, 3rd edition, diagnostic criteria.

Element 16

Check the appropriate box to indicate whether or not the member has experienced an unsatisfactory therapeutic response or a clinically significant adverse drug reaction with **at least two** preferred drugs from the headache agents, triptans non-injectable drug class. If yes is checked, list **each** of the **two** preferred drugs the member has taken from the headache agents, triptans non-injectable drug class and the date(s) the drugs were taken. Describe the unsatisfactory therapeutic response(s) or clinically significant adverse drug reaction(s) in the space provided.

Element 17

Check the appropriate box to indicate whether or not the member has a medical condition(s) that prevents the member from using triptans. If yes is checked, list the medical condition(s) and describe how the condition(s) prevents the member from using triptans in the space provided.

SECTION IV – AUTHORIZED SIGNATURE

Element 18: Signature – Prescriber

The prescriber is required to complete and sign this form.

Element 19: Date Signed

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

SECTION V – ADDITIONAL INFORMATION

Element 20

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