

**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 form, 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 PA requests submitted on the Portal, providers may access [www.forwardhealth.wi.gov/](http://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 drug attachment form to ForwardHealth at 608-221-8616.
- For PA requests submitted by mail, pharmacy providers should submit a PA/RF and the appropriate 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 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: 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 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 demonstrate the member meets the clinical criteria and 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 migraines, with or without aura, according to the International Classification of Headache Disorders, 3<sup>rd</sup> 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 dates 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 – ADDITIONAL CLINICAL INFORMATION FOR NON-PREFERRED HEADACHE AGENTS, ACUTE TREATMENT DRUG REQUESTS**

**Element 18**

Check the appropriate box to indicate whether or not the member has experienced an unsatisfactory therapeutic response or experienced a clinically significant adverse drug reaction with a preferred headache agents, acute treatment drug. If yes is checked, list the drug and dose, specific details about the unsatisfactory therapeutic response or clinically significant adverse drug reaction, and the approximate dates the drug was taken.

**Element 19**

Check the appropriate box to indicate whether or not the member has a medical condition(s) preventing the use of a preferred headache agents, acute treatment drug. If yes is checked, list the medical condition(s) that prevents the use of a preferred headache agents, acute treatment drug.

**Element 20**

Check the appropriate box to indicate whether or not there is a clinically significant drug interaction between another medication the member is taking and a preferred headache agents, acute treatment drug. If yes is checked, list the medication(s) and interaction(s).

**SECTION V – AUTHORIZED SIGNATURE**

**Element 21: Signature – Prescriber**

The prescriber is required to complete and sign this form.

**Element 22: Date Signed**

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

**SECTION VI – ADDITIONAL INFORMATION**

**Element 23**

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.