FORWARDHEALTH
PRIOR AUTHORIZATION / PREFERRED DRUG LIST (PA/PDL) EXEMPTION REQUEST COMPLETION INSTRUCTIONS

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

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

Under Wis. Stats. § 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. If necessary, attach additional pages if more space is needed. Refer to the applicable service-specific publications for service restrictions and additional documentation requirements. Provide enough information for ForwardHealth to make a determination about the request.

INSTRUCTIONS
Prescribers are required to complete and sign the Prior Authorization/Preferred Drug List (PA/PDL) Exemption Request, F-11075. Pharmacy providers are required to use the PA/PDL Exemption Request form to request PA using the Specialized Transmission Approval Technology-Prior Authorization (STAT-PA) system or 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/PDL form in one of the following ways:

1) For STAT-PA requests, pharmacy providers should call 800-947-1197.
2) For requests submitted on the ForwardHealth Portal, pharmacy providers may access www.forwardhealth.wi.gov/.
3) For PA requests submitted by fax, pharmacy providers should submit a Prior Authorization Request Form (PA/RF), F-11018, and the appropriate PA/PDL form to ForwardHealth at 608-221-8616.
4) For PA requests submitted by mail, pharmacy providers should submit a PA/RF and the appropriate PA/PDL form to the following address:

   ForwardHealth  
   Prior Authorization  
   Ste 88  
   313 Blettnner 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 identification card and the EVS do not match, use the spelling from the EVS.

Element 2 — Member Identification 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
If this section is completed, providers do not need to include a copy of the prescription documentation used to dispense the product requested.

Element 4 — Drug Name
Enter the drug name.

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 — Directions for Use
Enter the directions for use of the drug.

Element 8 — Name — Prescriber
Enter the name of the prescriber.

Element 9 — National Provider Identifier (NPI) — Prescriber
Enter the 10-digit National Provider Identifier (NPI) of the prescriber.

Element 10 — Address — Prescriber
Enter the address (street, city, state, and ZIP+4 code) of the prescriber.

Element 11 — Telephone Number — Prescriber
Enter the telephone number, including area code, of the prescriber.

SECTION III — CLINICAL INFORMATION
Prescribers are required to complete the appropriate sections before signing and dating the PA/PDL Exemption Request form.

Element 12 — 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.

Element 13
Enter the PDL drug class to which the requested non-preferred drug belongs (e.g., COPD agents) from the PDL quick reference.

*Note:* If applicable, prescribers may also complete Section IV of the PA/PDL Exemption Request form if the non-preferred drug belongs to one of the following drug classes:
- Alzheimer’s Agents.
- Anticonvulsants.
- Antidepressants, Other.
- Antidepressants, SSRI.
- Antiparkinson’s Agents.
- Antipsychotics.
- HIV-AIDS.
- Pulmonary Arterial Hypertension.

Element 14
Check the appropriate box to indicate whether or not the member has experienced an unsatisfactory therapeutic response or a clinically significant adverse drug reaction while taking at least one of the preferred drugs from the same PDL drug class as the drug being requested. If yes is checked, indicate the preferred drug(s) that caused the unsatisfactory therapeutic response or adverse drug reaction, the dates the preferred drug(s) was taken, and describe the unsatisfactory therapeutic response(s) or clinically significant adverse drug reaction(s) in the space provided.

Element 15
Check the appropriate box to indicate whether or not there is a clinically significant drug interaction between another drug the member is taking and at least one of the preferred drugs from the same PDL drug class as the drug being requested. If yes is checked, indicate the drug(s) and interaction(s) in the space provided.

Element 16
Check the appropriate box to indicate whether or not the member has a medical condition(s) that prevents the use of at least one of the preferred drugs from the same PDL drug class as the drug being requested. If yes is checked, list the member’s medical condition(s) and describe how the condition(s) prevents the member from using the preferred drug(s) in the space provided.
SECTION IV — ALTERNATE CLINICAL INFORMATION FOR ELIGIBLE DRUG CLASSES ONLY (If applicable, prescribers may also complete this section.)

Element 17
Check the appropriate box for the drug class of the non-preferred drug being requested.

Element 18
Check the appropriate box to indicate if the member is new to ForwardHealth (i.e., the member has been granted eligibility for ForwardHealth within the past month). If yes is checked, indicate the month and year the member became eligible in the space provided.

Element 19
Check the appropriate box to indicate whether or not the member has taken the requested non-preferred drug continuously for the last 30 days or longer and had a measurable therapeutic response. If yes is checked, indicate the month and year the member began taking the drug in the space provided.

Element 20
Check the appropriate box to indicate whether or not the member was recently discharged from an inpatient stay in which the member was stabilized on the non-preferred drug being requested. If yes is checked, indicate the facility name and the month and year of discharge in the space provided.

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 V — FOR PHARMACY PROVIDERS USING STAT-PA

Element 23 — National Drug Code
Enter the appropriate 11-digit National Drug Code for each drug.

Element 24 — Days’ Supply Requested
Enter the requested days’ supply.

Element 25 — NPI
Enter the NPI. Also enter the taxonomy code if the pharmacy provider’s taxonomy code is not 333600000X.

Element 26 — Date of Service
Enter the requested first date of service (DOS) for the drug in MM/DD/CCYY format. For STAT-PA requests, the DOS may be up to 31 days in the future or up to 14 days in the past.

Element 27 — Place of Service
Enter the appropriate place of service code designating where the requested item would be provided/performed/dispensed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pharmacy</td>
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<tr>
<td>13</td>
<td>Assisted living facility</td>
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<tr>
<td>14</td>
<td>Group home</td>
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<td>32</td>
<td>Nursing facility</td>
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<td>34</td>
<td>Hospice</td>
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<td>Federally qualified health center</td>
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<tr>
<td>65</td>
<td>End-stage renal disease treatment facility</td>
</tr>
<tr>
<td>72</td>
<td>Rural health clinic</td>
</tr>
</tbody>
</table>

Element 28 — Assigned PA Number
Enter the PA number assigned by the STAT-PA system.

Element 29 — Grant Date
Enter the date the PA was approved by the STAT-PA system.

Element 30 — Expiration Date
Enter the date the PA expires as assigned by the STAT-PA system.

Element 31 — Number of Days Approved
Enter the number of days for which the STAT-PA request was approved by the STAT-PA system.
SECTION VI — ADDITIONAL INFORMATION

Element 32
Include any additional information in the space provided. Additional diagnostic and clinical information explaining the need for the drug requested may be included here.