

**FORWARDHEALTH
PRIOR AUTHORIZATION / PREFERRED DRUG LIST (PA/PDL)
FOR NON-STEROIDAL ANTI-INFLAMMATORY DRUGS (NSAIDS) 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 applicable service-specific publications 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/Preferred Drug List (PA/PDL) for Non-Steroidal Anti-Inflammatory Drugs (NSAIDs) form, F-11077. Pharmacy providers are required to use the PA/PDL for NSAIDs 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 PA form.

Pharmacy providers may submit PA requests on a PA/PDL form in one of the following ways:

- For STAT-PA requests, pharmacy providers should call 800-947-1197.
- For PA requests submitted on the Portal, pharmacy providers can access 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/PDL form to ForwardHealth at 608-221-8616.
- For PA requests 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 Blettner Blvd
Madison WI 53784

Providers should make duplicate copies of all paper documents mailed to ForwardHealth. 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 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 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 phone number, including area code, of the prescriber.

SECTION III – CLINICAL INFORMATION

Providers are required to complete the appropriate sections before signing and dating the PA/PDL for NSAIDs form.

Element 12: 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.

Element 13

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 at least **two** preferred NSAIDs. (The two preferred NSAIDs taken cannot include ibuprofen or naproxen.) If yes, list the preferred NSAIDs and doses, specific details about the unsatisfactory therapeutic responses or clinically significant adverse drug reactions, and the approximate dates the preferred NSAIDs were taken in the space provided.

SECTION IV – FOR PHARMACY PROVIDERS USING STAT-PA

Element 14: National Drug Code

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

Element 15: Days' Supply Requested

Enter the requested days' supply.

Element 16: NPI

Enter the NPI. Also enter the taxonomy code if the pharmacy provider's taxonomy code is not 333600000X.

Element 17: Date of Service

Enter the requested first date of service for the drug in mm/dd/ccyy format. For STAT-PA requests, the date of service may be up to 31 days in the future or up to 14 days in the past.

Element 18: Place of Service

Enter the appropriate place of service code designating where the requested item would be provided/performed/dispensed.

Code	Description
01	Pharmacy
13	Assisted living facility
14	Group home
32	Nursing facility
34	Hospice
50	Federally qualified health center
65	End-stage renal disease treatment facility
72	Rural health clinic

Element 19: Assigned PA Number

Enter the PA number assigned by the STAT-PA system.

Element 20: Grant Date

Enter the date the PA was approved by the STAT-PA system.

Element 21: Expiration Date

Enter the date the PA expires as assigned by the STAT-PA system.

Element 22: Number of Days Approved

Enter the number of days for which the STAT-PA request was approved by the STAT-PA system.

SECTION V – AUTHORIZED SIGNATURE

Element 23: Signature – Prescriber

The prescriber is required to complete and sign this form.

Element 24: Date Signed

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

SECTION VI – ADDITIONAL INFORMATION

Element 25

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