

**FORWARDHEALTH
PRIOR AUTHORIZATION / PREFERRED DRUG LIST (PA/PDL)
EXEMPTION REQUEST 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. 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 request.

INSTRUCTIONS

Prescribers are required to complete and sign the Prior Authorization/Preferred Drug List (PA/PDL) Exemption Request form, 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 PA form.

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 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 PA/PDL form to ForwardHealth at 608-221-8616.
- 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 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 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: Address – Prescriber

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

Element 10: Phone Number – Prescriber

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

Element 11: National Provider Identifier (NPI) – Prescriber

Enter the 10-digit NPI of the prescriber.

SECTION III – CLINICAL INFORMATION (Required for All PA Requests)

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 from the Preferred Drug List Quick Reference to which the requested non-preferred drug belongs (for example, COPD agents).

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 clinically significant 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 whether or not the member is new to ForwardHealth (that is, 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 the discharge in the space provided.

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 – 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 (Up to 365 Days)

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, or 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 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 VII – ADDITIONAL INFORMATION

Element 32

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