

Prior Authorization Real-Time Review: Physical Therapy, Occupational Therapy, and Speech and Language Pathology for Members Under Age 6

Process for Real-Time Review

Providers can refer to this quick guide for submitting a prior authorization (PA) request on the [ForwardHealth Portal](#) (the Portal) at forwardhealth.wi.gov. PA requests that meet the rules for real-time review may receive an immediate decision after submission. Clinical staff will manually review PA requests that don't qualify for real-time review.

Access the Prior Authorization page from your secure ForwardHealth Provider Portal account, and click the Submit a new PA link.

1. Initial Information: Select process type and fill out all the required fields.
2. Member Information: Fill out all the required fields.
3. Service Information: Fill out all the required fields.
4. Required Attachments: Therapy Attachment (PA/TA) will be preselected, then choose Web or Upload for Submission Method.
5. Guideline Questions: Respond to the series of questions.

If criteria are met for real-time review:

- Read the statement that appears.
- Check the box confirming you understand the statement.
- PA Summary: Preview PA/RF.

You must submit the PA to ForwardHealth to complete your request.



ForwardHealth approves your PA request and provides a PA number.

If criteria are not met for real-time review:

- A message appears that says the PA request will proceed with a manual review.
- PA Summary: Preview PA/RF. Upload supporting clinical documentation.

You must submit the PA to ForwardHealth to complete your request.



The PA number is displayed, and your request is submitted for manual review.

Required Documentation for PA Requests for Therapies for Members Under Age 6

		Therapies: Physical, Occupational, and Speech and Language Pathology*
REQUIRED DOCUMENTATION	Prior Authorization Request Form (PA/RF), F-11018	✓
	Prior Authorization/Therapy Attachment (PA/TA), F-11008	✓
	Supporting Clinical Documentation (For example, evaluation, plan of care)	If requested

* The real-time review process does not apply to Birth to 3 Program therapy PA requests.