

When Would a Prior Authorization Amendment Request Be Used?

The Prior Authorization (PA) Amendment Request form will be utilized for requesting updates to a current authorization. Complete this form when:

- Transition PA's were issued for Intervention Specialist qualifications, and the parent requests the provider qualification be changed
- Staff Qualifications (increase or decrease in qualifications)
- Adding Interdisciplinary Training, when child begins accessing additional services or an updated need is identified to add this service.
- Changing providers
- Requesting an additional screening. Providers can bill for 1 screening, if there are identified significant needs or extenuating circumstances a PA request for an additional screening can be made.

Do not use the Prior Authorization Amendment form to:

- Request additional hours of service; or
- Request Crisis Intervention (see below)

If you are requesting additional hours you will need to:

- Update the ACTP including updating the clinical summary, recommendations, and the request for hours
- Complete additional implementation plans demonstrating what the hours will be used for
- Submit updated ACTP, Implementation Plans to the Prior Authorizing entity

If you are requesting Crisis intervention

- Submit the Crisis Request Form