



## STANDARD PRIOR AUTHORIZATION REQUEST

Please return below form and clinical documentation to Attn: Utilization Management

**Fax:** (855) 999-3896

**Mail: Allegiance Benefit Plan Management, Inc.**

**P.O. Box 21074**

**Phone:** (800) 877-1122

**Eagan, MN 55121**

Office Contact:	Phone Number:	Request Date:	Scheduled Date:
Patient Name:	Participant ID#:	Group ID No.:	Patient Date of Birth:
Ordering Provider:	Address:	TIN & NPI:	Phone Number: Fax Number:
Servicing Provider:	Address:	TIN & NPI:	Phone Number: Fax Number:
ICD-10 Codes:		CPT Codes:	

\*Requests that include unlisted procedure code(s) will require additional documentation supporting the use of that code(s). If documentation is not submitted supporting the requested unlisted code(s) your request may be delayed and/or denied. Unlisted codes will not be considered eligible if accurate and listed codes are available to describe the requested service or procedure.

Inpatient ☐ Outpatient ☐

**Please provide the following information:**

1. A complete description of the procedure(s) or treatment(s) for which a pre-treatment review is requested
2. A complete diagnosis and all medical records regarding the condition that supports the requested procedure(s) or treatment(s), including, but not limited to, informed consent form(s) all lab and/or x-rays, color photos, or diagnostic studies
3. Email address \_\_\_\_\_ (only necessary if wanting to provide color photos securely-Allegiance will reach out to you to obtain)
4. The attending Physician's prescription, if applicable
5. A Physician's referral letter, if applicable
6. A letter of medical necessity
7. A written treatment plan
8. Any other information deemed necessary to evaluate the pre-treatment review request

**Upon receipt of all required information, the Plan will provide a written response to the written request for pre-treatment. Please allow 3 business days for a response.**

The benefits available are conditional on the participant's employment status, plan eligibility, payment of premium, amount of benefits remaining, plan provisions and plan exclusions. If information obtained at the time of claim places the service(s) in an excluded category or definition, the claim will not be payable. The benefits quoted are not guaranteed. Final determination of benefits to be paid will be made at the time a claim is submitted for payment, with review of the necessary medical records and other information.