

**To:** AmeriHealth Caritas Pennsylvania Community HealthChoices Providers

**Date:** January 13, 2022

**Subject:** Prior Authorization Submission Tip Sheet

**Summary:** Use the tips below to help ensure timely and accurate processing of your prior authorization requests.

AmeriHealth Caritas Pennsylvania Community HealthChoices (CHC) is introducing automation in our faxed prior authorization process through Optimal Character Recognition technology.

AmeriHealth Caritas Pennsylvania CHC encourages all providers to submit prior authorization requests via Jiva for optimal processing. You can access Jiva through our NaviNet Plan Central page.

For those times when you need to submit a prior authorization request via fax, please follow the tips below. Adopting these practices will help ensure your requests are processed quickly and accurately.

- **Be sure you are using the most recent version of the AmeriHealth Caritas Pennsylvania CHC prior authorization form.** The prior authorization form has been updated for use with the new OCR technology. The updated form can be found online at <https://www.amerihealthcaritaschc.com/assets/pdf/provider/prior-auth/prior-auth-request.pdf>
- **Please type and do not hand write the information.** Handwriting requests can lead to unnecessary delays in processing.
- If you must fill out the form by hand, please print neatly with adequate spacing between letters. **Do not use cursive.**
- **Keep information within the assigned borders of the form.** Don't overlap values into multiple fields, or extend values beyond the end-border of a field as this could result in delayed processing.
- **Submit only one member prior authorization request per fax.** If more than one member is submitted in a single fax request, the request will be returned unprocessed.

**Questions:**

Thank you for your participation in our network and your continued commitment to the care of our members. If you have questions about this communication, please contact your Provider Account Executive or the Provider Services department at **1-800-521-6007**.