

## New Prior Authorization Fax Forms

Effective October 20, 2014, faxed prior authorizations for Advantage by Peach State Health Plan HMO SNP will be processed faster using new prior authorization forms.

You now have the ability to type in the form or pre-populate information by following these instructions:



1. Go to [www.pshp.com](http://www.pshp.com) to access a pdf version of the document

2. Open the pdf file



3. Type in the requested fields (except "Inpatient Service Type" - you will need to fill in the bubbles manually)



4. Save the file as a new document

5. **Print each form.** DO NOT make copies of the typed or pre-populated form, print a new one each time.

If there is any information missing on the form or it is not submitted correctly, it will not be processed. **You will immediately receive a fax notifying you of the specific error(s) and instructions to re-submit the form.** An example of a fax notifying you of error(s) is enclosed for your reference.

Please note there will now be **two forms** – one for inpatient prior authorizations and one for outpatient prior authorizations.

Remember, you may also submit prior authorizations online to receive a quicker confirmation and response. If you are not set up already, please register for our secure provider portal at [www.pshp.com](http://www.pshp.com).

**You may fax requests to:**

**1-877-689-1055** for Inpatient Authorizations, Outpatient Authorizations, Ancillary Services

**1-844-359-0328** for Concurrent Reviews, Face Sheets, Census Reports

If you have any questions, please contact **Peach State Health Plan** at **1-877-725-7748**.