PRIOR AUTHORIZATION SERVICE REQUEST
Instructions for Completing the Prior Authorization Request for Behavioral Health Services

Please follow these instructions carefully.
Completing these data elements as instructed will allow for timely processing of the Prior Authorization Service Request.

1. Provider's ID Number (agency_id): A KEPRO-assigned identifier for your organization within the KEPRO CareConnection for Behavioral Health web-based application. Note: EDI submitters – your ID must be right justified and zero filled to a field length of ten (10).

2. Provider-Assigned Consumer Identifier (consumer_id): Your organization assigns an identifier (up to 11 alphanumeric characters) that follows an individual throughout his/her treatment. If a person is discharged and then returns, the same identifier is to be assigned to the consumer. This identifier must not be assigned to any other consumer receiving services from your agency.

Note: The Consumer ID links the service request to CareConnection for Behavioral Health Services Record. It also links this service request to previous requests. Be certain the ID is accurate and unique to each consumer in your organization and that the same ID is utilized for the consumer at each admission and/or data submission.

3. Service Code (Service_Code): This is the Service Code for which you are requesting prior authorization.

4. Service Code Modifier 1 (Service_Code_Modifier_1): This is a national standard service code modifier. Please see the Utilization Management Guidelines for Behavioral Health Services for Service Codes and associated modifiers.

When a service code has only one modifier associated with it, the modifier should be reported in this field not in the Service Code Modifier 2 field. When a service code does not have a modifier, this field may be blank.

5. Service Code Modifier 2 (Service_Code_Modifier_2): This is a national standard service code modifier. Please see the Utilization Management Guidelines for Behavioral Health Services for Service Codes and associated modifiers. When a service code has two modifiers associated with it, the modifiers should be reported in this the Service Code Modifier 1 and Service Code Modifier 2 fields. When a service code does not have one or two modifiers, this field may be blank.

6. FILLER (Filler): This field is not in use at this time. EDI field length is two (2). This field may be blank.

7. KEPRO Service Code Modifier (KEPRO_Service_Code_Modifier): This is a KEPRO Modifier for specific service codes. Please see the Utilization Management Guidelines for Behavioral Health Services for Service Codes and associated KEPRO Modifiers. When the service being request does not require the KEPRO Service Code Modifier this field may be blank.

KEPRO

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8. Service Start Date
(Service_Start_Date): Enter the Date you are Requesting Authorization to begin providing the Service to the consumer/member.

9. Provider's WV Medicaid Provide Number Prov_Medicaid_Code) **:** Enter the Medicaid Provider Number issued to your agency/organization by the WV Bureau of Medical Services which you want to be associated with the service authorization for claims processing.

10. Agency Transaction ID Number
(Agency_Trans_ID): Provider Use Field: A unique identifier your agency assigns to this specific service prior authorization request. This is a provider use field and may be blank.

11. Provider's National Provider Identifier Number (Provider_NPI**):** The NPI is a unique identification number for covered health care providers. It is a 10 position numeric identifier (10-digits) in character format to allow for leading zeroes. This field is not currently validated.

12. Provider's Taxonomy Code
(Taxonomy): All codes are alphanumeric and are 10 positions in length. If the Taxonomy code is required in order to properly pay or process a claim/ encounter information transaction, it is required to be reported. At this time, the Taxonomy Code is not a required field, thus the provider may or may not submit data in the field without a resulting error.

13. **FILLER (Filler):** This field is not in use at this time. EDI field length is two (2). This field may be blank.