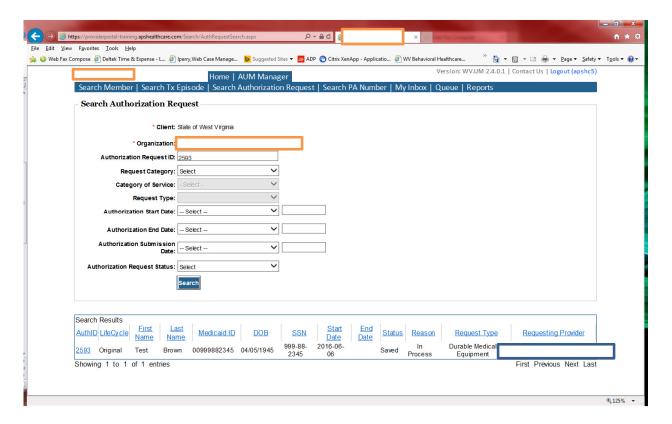
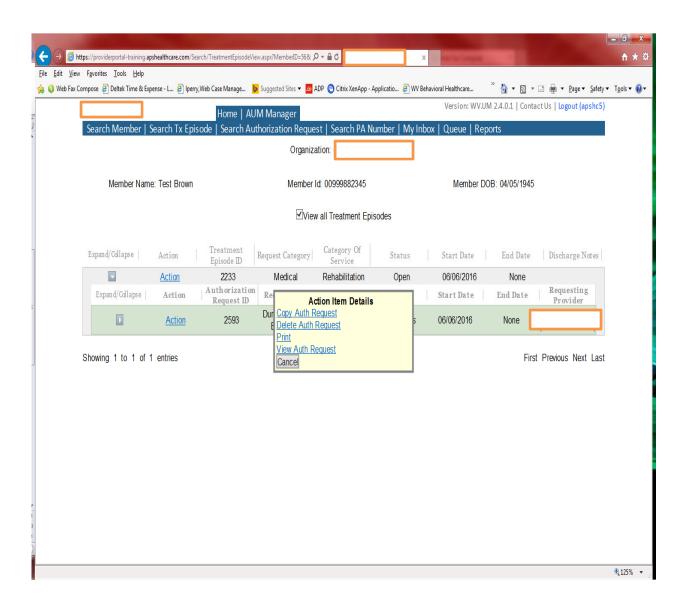
## **COPY FOR NEW SUBMISSION INSTRUCTIONS**

A copy for new submission is requested when a copy for correction cannot be completed due to 1) Closure of a previous authorization request and/or 2) Request is stuck in saved mode and won't submit. All other instances, a copy for new submission cannot be requested. A brand new request will need to be submitted. Please note: If a copy for new submission is being requested and the services have already been provided, Providers have 10 business days to request to be within retrospective policy guidelines. If the request is not received within 10 business days, a policy denial for not meeting retrospective policy will be issued.

Please note: These instructions require knowledge of the Authorization Request ID number



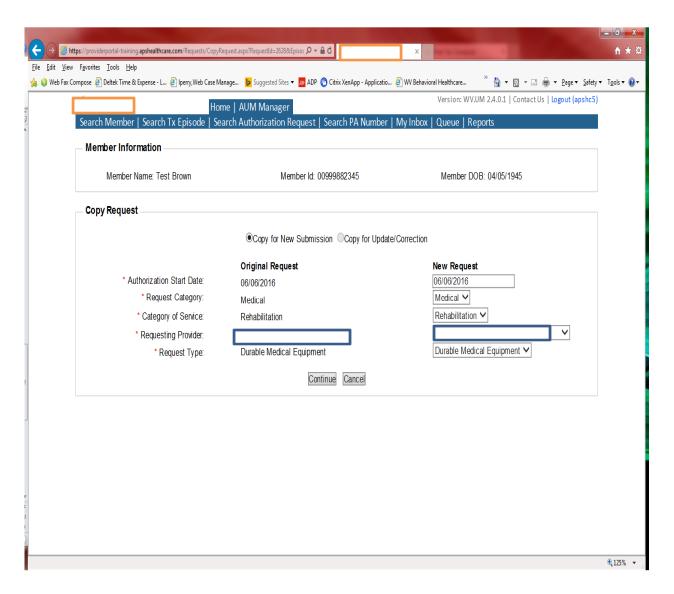
- Click: AUM Manager Tab
- Click: Search Authorization Request
- Input authorization request ID number in Authorization Request ID slot
- Click: Search
- Click: BLUE ID number in Search Results



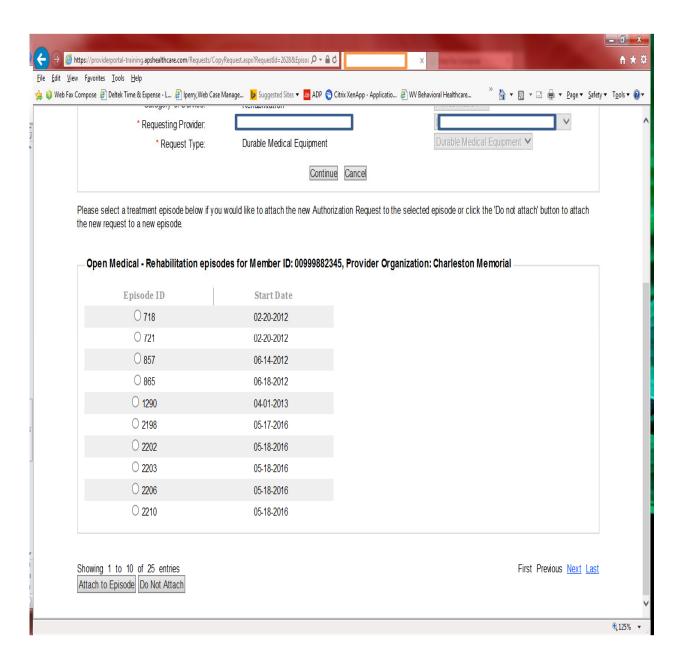
• You will now see the word "Actions" twice

• Click: 2<sup>nd</sup> Actions

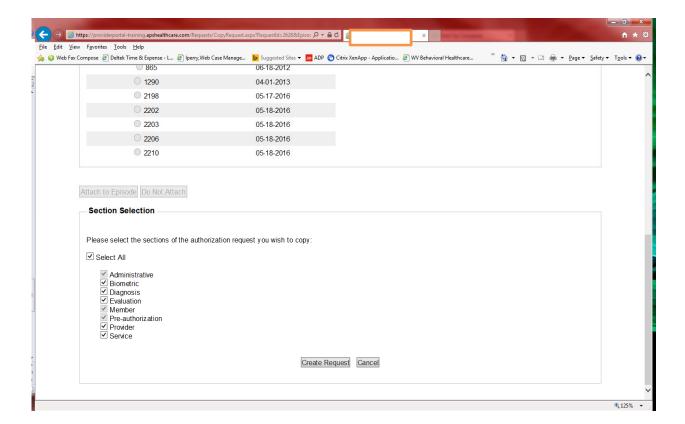
• Choose: Copy Auth Request



- In the pop up box choose: Copy for new submission
- If the date of service (DOS) needs changed, please change date in the date field
  - This is only suggested if the procedure has NOT already been completed.
  - o If the procedure was performed, DO NOT change the date
- Click Continue



- You will see open episodes
- Click Do Not Attach



Section Selection: Choose Select All

Create Request

## From this point, Continue as submitting a brand new request

## **Additional Info**

- If the service has already been performed and it has been past 10 business days, retrospective request will have to be chosen on the ADMIN tab. Please be sure to give a very detailed explanation as to why the request was not submitted timely.
- Please ensure that the diagnosis(es) correspond to the date of service being requested. If prior to 10/01/2015, ICD-9 codes must be submitted. After 10/01/2015, ICD-10 codes must be submitted. If request are submitted with incorrect diagnostic codes, they will be closed and the provider will have to resubmit a corrected request.
- DME providers must request prior authorization prior to placing equipment unless an exception is noted in BMS manual Chapter 506- DMEPOS