

**GUIDEPOINT**  
Reimbursement Resources

**Pre-Authorization Toolkit:**

**Neuromodulation**

**Making the pre-authorization process easy!**

This guide provides you with a simple step-by-step process on how to submit pre-authorization requests for SCS procedures. Payers may have requirements beyond those stated on this form, so it is important for you to contact the payer prior to initiating this process.

**Pre-Authorization Submission Process**

1	Collect information	2	Verify Benefits	3	Submit Request	4	Follow – Up	5	Appeal Process
⇒	Patient information, including patient consent release.	⇒	Contact the insurance carrier (payer) and verify health benefits and patient out-of-pocket cost (e.g., co-pay, deductible, out-of-pocket maximum).	⇒	Contact payer to see if they have a required payer submission form.	⇒	Routinely follow-up with the payer.	⇒	Make sure the physician and patient want to appeal the pre-authorization denial.
⇒	Health plan information (e.g., plan type, insurance number(s), copy of card(s), contact information).	⇒	Verify eligibility and medical policy requirements for SCS procedure.	⇒	If not, create an authorization request form describing the procedure and list of appropriate codes.	⇒	Document your phone calls and interactions with the payer.	⇒	If an appeal is required, contact the payer to determine their appeal process.
⇒	Clinical documentation (e.g., psych. eval., diagnosis code(s), 6 - 12 months of office notes, history & physical, OP report).	⇒	Verify physician and facility contract network status with health plan.	⇒	Attach requested clinical documentation.	⇒	Obtain reference numbers for your calls.	⇒	Attach requested documentation to appeal form and submit.
⇒	Prepare letter or statement of medical necessity (recommended).	⇒	Verify payer requirements for pre-authorization.	⇒	Submit request and create a follow up alert.	⇒	Pre-authorization approval can generally take between 3 to 30 days, depending on the payer.	⇒	Follow up with payer for final pre-authorization decision.
<b>START</b>		Click Here: <a href="#">Benefit Verification Form</a>		Click Here: <a href="#">Sample Trial &amp; Perm Letters</a>		<b>APPROVAL</b>		Click Here: <a href="#">Sample Appeal Letter</a>	
								If Applicable	

**Notes:**  
Pre-authorization can be called pre-certification, authorization, certification and prior authorization. All documents including the sample letters are available on our website (link below).

**Pre-authorization Support Hotline: (866) 287-0778**

**[www.controlyourpain.com/preauthorization](http://www.controlyourpain.com/preauthorization)**

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