Save Time With These Tips!

Have you ever wondered why prior authorization and step therapy is required for some medications?

It's a good question and the reason centers around three key objectives — **safety, drug effectiveness and savings for our members.**

We know how busy you are and that's why we'd like to share some helpful tips to streamline the process of requesting prescription prior authorizations and step therapy. If you need assistance, don't hesitate to call our Pharmacy Help Desk at 1-800-724-5033.

Prescribe a generic drug FIRST.
This can eliminate paperwork, depending on your patient's prescription drug coverage requirements.

Visit our website for CURRENT versions of our request forms.
Don't keep a supply of outdated forms in your office. Prior authorization and step therapy forms are available at UniveraHealthcare/ProviderPrescriptions. Save this web page to your "Favorites" for easy repeat access.

Do not leave form fields BLANK.
Be sure to complete the entire form and double-check that all fields are completed before submitting.

Ensure that the form is LEGIBLE.
Please print clearly and use dark colored ink.

Provide ALL CLINICAL information requested. Don't forget to include additional reports when indicated and if relevant (e.g., lab reports, growth charts, sleep studies, progress notes). If the patient has seen a specialist, include that report.

Request Approval Online With Electronic Prior Auth (ePA)

You and your staff can request a coverage determination electronically, directly from your electronic medical record (EMR) or through **CoverMyMeds ePA** portal. You can submit ePA to our Health Plan directly from your electronic health medical system (EMR) if that system has ePA capability. With CoverMyMeds, you can manage pharmacy prior authorizations for your patients with Excellus BCBS pharmacy benefits.

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BEFORE YOU SUBMIT your request, double-CHECK:

Did you use the correct form? Keep in mind that recertification may require a separate form.

Have you answered all of the questions? Incomplete requests will delay response and will require additional information by the clinical staff before the request can be completed.

Has the physician signed and dated the form? Unsigned, undated forms cannot be processed and will be returned.

If requesting a brand-name medication (after a generic has been tried) be sure to provide specifics on why the generic didn't work. If the form states that another drug was tried (including samples), note the start and end date(s) and include the outcome of the trial.

Were multiple low-dose pills prescribed when patient could take fewer pills at a higher dose with the same result? If there is a medical need for the patient to take multiple low-dose pills, this must be explained on your request. Otherwise, your request could result in a denial.