Out-of-Network Pre-Authorization and Exception Request

Complete and fax to 800-843-1114.

This form is for out-of-network providers requesting application of in-network benefits for their services.

Form MUST be within the first two pages; handwritten faxes are not accepted.

LifeWise Health Plan of Washington

Request date: _____

MEMBER/PATIENT: _____ Date of birth: _____

Member ID: _____ Suffix: _____ Group #: _____

REQUESTING PROVIDER: _____	**SERVICING PROVIDER:** _____
Address: _____	Address: _____
City: _____ State: _____ ZIP: _____	City: _____ State: _____ ZIP: _____
Phone: _____ Extension: _____	Phone: _____ Extension: _____
Fax: _____	Fax: _____
Contact person: _____	Contact person: _____
Tax ID (**required**): _____	Tax ID (**required**): _____
NPI # (**required**): _____	NPI # (**required**): _____

REQUIRED: Complete all fields that apply for place of service. To enable site of service boxes, download form before completing.

FACILITY: _____	☐ Outpatient hospital
Address: _____	☐ Inpatient hospital
City: _____ State: _____ ZIP: _____ Tax ID (**required**): _____	☐ Office
	☐ Ambulatory surgical center
	☐ Ongoing treatment
NPI # (**required**): _____	☐ Home
Phone: _____ Fax: _____	☐ Freestanding Infusion Center
	☐ Other _____

Date scheduled: _____ **Existing reference #:** _____ **Expiration date:** _____

☐ **URGENT REQUEST**

PLEASE NOTE: Scheduling issues do not meet the definition of urgent.

Urgent requests must be signed and include supporting documentation from the provider's office, noting that standard timeframes for making a non-urgent determination could:

- Seriously jeopardize the life/health of the patient or the ability to regain maximum function, **or**
- Seriously jeopardize the life, health or safety of the member or others, due to the member's psychological state, **or**
- In the opinion of a provider with knowledge of the member's medical or behavioral condition, subject the patient to adverse health consequences without the requested care or treatment.

I attest that this request meets the urgent definition described above: MD signature: _____

Reason for out-of-network provider request: (Please note billed charges for SCAs must be over $1000 to be considered)

Has the patient seen this provider in the past? Yes ☐ / No ☐ If yes, when was the last visit?

Is this request a follow-up to an emergency? (e.g., ER treatment/emergency surgery) Yes ☐/ No ☐
If yes, when was the last visit?

What are you requesting? Transition of Care ☐ Continuity and Coordination of Care ☐

Single Case Agreement (SCA) ☐ SCA Extension ☐ Benefit Level Exception ☐

If asking for SCA provide email address for contact: _____ (Link to OON Definitions & Info)

Service needed (procedure, test, inpatient care – please specify). Attach supporting medical records and include presenting symptoms and previous treatment.

Diagnosis code(s): _____ Procedure/CPT code(s): _____

Explain in detail why the services noted above can only be provided by this particular out-of network provider:

Note: Unless specifically requested elsewhere in this document, do not send a DNA or other genetic sample, or the results of any genetic typing, test, or analysis, including DNA.