

## PHM - Prior Authorization Distribution

**Purpose:** Distribution of work is completed to facilitate timeliness, accessing medical expertise and accuracy in tracking.

### Identification of Roles:

Pharmacy Technician (PT) – completes administrative tasks

Pharmacist (RPh) – responds to prior authorization requests; approves or denies prior authorization requests.

**Performance Standards:** N/A

### Path of Business Procedure:

Step 1. Upon receipt of the prior authorization request form received by RightFax the request for prior authorization will be logged into the Prior Authorization Decision Support System (PADSS).

### Forms/Reports:

1. Request for Prior Authorization Forms located at [www.iowamedicaidpdl.com](http://www.iowamedicaidpdl.com) under the PA Forms link
2. Approval Fax Notification
3. Denial Fax Notification
4. Monthly PA Phone Report
5. Monthly PA Statistics by PDL Category and Drug Report
6. Monthly PA Statistics by PDL Category with YTD Totals Report
7. Monthly PA Report by Pharmacist
8. Monthly Smoking Cessation Report
9. NOD Letter to Member
10. PA/PDL Savings Report
11. Prior Authorization Log
12. Quarterly PA Exceeding 24 Hours Report
13. Quarterly PA Statistics by PDL Category Report

**RFP References:** 6.3.2.2.a., 6.3.2.2.b., 6.3.2.2.e.1., 6.3.2.2.e.3., 6.3.2.2.e.6., 6.3.2.2.e.10., 6.3.2.2.e.11., 6.3.2.2.e.13., 6.3.2.2.e.15.

**Interfaces:** Prior Authorization Decision Support System (PADSS)

**Attachments:** None