



## **Prior Authorization Guidelines**

### ***Provider does NOT want to attempt prior authorization***

- 1) All specimens come to Qitek.
- 2) If Qitek can't receive a prior authorization, one of two options are available:
  - a. Any specimen that Qitek can't receive a prior authorization on will be rejected.
  - b. If the clinic wants to attempt prior authorization on these specimens, Qitek will need to be notified. If needed, Qitek will send the paperwork electronically back to the clinic to attempt prior authorization. Please note, insurances have offer a specific period that a prior authorization must be attempted within. Utilizing this option could cause the specimen to be denied even if the provider attempts to collect because the window of opportunity may pass while Qitek is attempting to collect the prior authorization initially.
- 3) Authorized specimens are processed.

### ***Provider does want to attempt prior authorization***

- 1) Specimens are prior authorized by the clinic by calling the insurance company associated with the patient. The clinic would need, at minimum, the following information: CPT codes and units of each CPT code for test (found on Qitek's resources page), test name, diagnosis codes, patient insurance, patient demographics, lab order/requisition, medical records (such as SOAP notes), and medication history.
- 2) Authorized specimens are sent to Qitek.
- 3) Authorized specimens are processed.