



Hoosier Alliance

Hoosier Alliance Is An AmeriHealth Mercy Company

MDwise Hoosier Alliance
Suite N
5604 Fortune Circle South
Indianapolis, IN 46241

Toll Free: 1-888-961-3100
Fax: 1-888-465-5581
www.hoosieralliance.org

Clinical Reference Guide For Hospital Prior Authorizations

This Clinical Reference Guide is for hospital Case Managers, Utilization Review Nurses and attending physicians to assist in the process of gathering the necessary clinical information to help expedite the authorization process of hospital admissions for participating members of MDwise Hoosier Alliance.

Organized by condition category, the guide lists the types of pertinent information that should be included in a hospital prior authorization request. Please note that the following should be included in each request, regardless of condition:

- Prior treatment and relevant medical history
- Symptoms, vital signs, physical exam results
- Lab and diagnostic testing results
- Plan of care/discharge information (e.g., home, nursing home, rehabilitation hospital)

Along with gathering all pertinent clinical information, please check eligibility in advance of admission to ensure you have the correct insurance provider. Also, provide the patient's name, RID number, date of admission and discharge date if available. In addition, please include the name of the attending physician, the correct level of care for your patient (e.g., inpatient or observation, etc.) any primary insurance information (i.e., policy name, policy and group number, policyholder and customer service number), and the CPT codes for all procedures performed.

Respiratory Conditions

- Breath sounds
- Respiratory rate: quality, type, retractions, accessory muscles, nasal flaring, grunting, abdomen pushing, etc.
- Supplemental oxygen: how much and what kind
- Imaging: what kind and the results
- Antibiotics, nebulizer treatments, steroids and how often; how often are nebulizer treatments given; how much intravenous fluid is being given?
- Cultures (sputum, blood., etc.); results (pending, 24 hour preliminary, 48 hours, etc.)
- Labs: arterial blood gases, white blood cell count, respiratory syncytial virus or viral influenza, mycoplastic pneumonia, positive, etc. (any pertinent abnormal labs)
- Procedures and results if available (bronchoscopy, baseline forced expiratory volume if cystic fibrosis exacerbation, pulmonary function tests with results of forced expiratory volume)
- Ventilator support (sedation medications, if any)



Hoosier Alliance

Hoosier Alliance Is An AmeriHealth Mercy Company

MDwise Hoosier Alliance
Suite N
5604 Fortune Circle South
Indianapolis, IN 46241

Toll Free: 1-888-961-3100
Fax: 1-888-465-5581
www.hoosieralliance.org

Abdominal Pain/Gastrointestinal Disorders

- Abdominal exam (any masses, how abdomen feels on palpation)
- Imaging: what kind and the results
- Cultures (stool) and their results if available
- Procedures and their results if available (e.g., endoscopy, etc.)
- Pertinent labs (i.e., liver function tests, complete blood count, white blood cell count, electrolytes)
- Medications ordered
- Diet orders: is patient tolerating diet?
- Surgery (what kind)

Cellulitis/Abscess/Necrotizing Tissue

- Does patient have uncontrolled diabetes?
- Labs: white blood cell count, any other pertinent labs
- Wound cultures and results/location of abscess/description
- Imaging and the results (confirmation of abscess?)
- Incise and drain
- Wound care: Is there deep packing, measurements of wound?
- Antibiotics

Pyelonephritis/Urinary Tract Infection/Renal Calculi

- Labs (white blood count, blood urea nitrogen, creatinine , urinalysis, urine culture and results)
- Imaging and results
- Any obstruction from calculi
- Pregnancy?
- Is patient tolerating oral diet?
- Procedures (stent placement, etc.)
- Medications, intravenous fluids

Overdose/Withdrawal

- What was taken, how much/poison control recommendations
- Supplemental oxygen: how much and what kind; is there ventilator support?
- Appearance and neurological status (lethargic, unresponsive, etc.)
- Labs (Tylenol level, alcohol level, liver function tests, blood urea nitrogen, creatinine and any other pertinent abnormal labs)
- Toxicology, urine drug screen and results
- Was the patient a threat to the safety of others or himself?
- Were restraints required?
- Was a sitter required to stay with patient for safety purposes?
- Psychiatric evaluation



Hoosier Alliance

Hoosier Alliance Is An AmeriHealth Mercy Company

MDwise Hoosier Alliance
Suite N
5604 Fortune Circle South
Indianapolis, IN 46241

Toll Free: 1-888-961-3100
Fax: 1-888-465-5581
www.hoosieralliance.org

Diabetic Ketoacidosis

- Appearance and neurological status (lethargic, unresponsive, coma, etc.)
- Arterial blood gas results/anion gap
- Urine screen (ketones, proteins, glucose, etc.)
- Serum glucose or finger stick blood glucose checks/other pertinent labs, e.g., electrolytes
- Insulin drip, insulin pump, intravenous fluids, any other pertinent medications

Pre-term Labor/Pregnancy-Induced Hypertension

- Estimated gestational age
- Estimated date of confinement
- Rupture of membrane (i.e., spontaneous, premature or acquired)/leakage of fluid/vaginal bleeding
- Contractions (frequency, duration, regular, irregular)
- Pelvic exam and results
- Tocolytics/steroids
- Ultrasound and results
- Biophysical profile results
- Fetal heart rate/fetal monitoring
- Medications for blood pressure control and effectiveness
- Edema
- Urologic and results (protein, ketones, etc.)
- Activity orders (bed rest)

Failure to Thrive/Feeding Dysfunction

- Birth weight, initial weight and all following weights
- Growth and development chart
- Outpatient treatment
- Pertinent labs
- Swallow studies and results
- Feeding tubes
- Current diet orders/total peripheral nutrition
- Medications
- Intravenous fluids

Cholecystitis/Cholelithiasis

- Complaints, nausea/vomiting: what was presentation upon arrival to Emergency Department?
- Imaging and results
- Are there any obstructions/stones/ejection fraction percentage?
- Pertinent labs (liver function tests, white blood cell count, all other pertinent labs)
- Open or lap choley, date of surgery
- Post surgical (drains, output from drain)



Hoosier Alliance

Hoosier Alliance Is An AmeriHealth Mercy Company

MDwise Hoosier Alliance
Suite N
5604 Fortune Circle South
Indianapolis, IN 46241

Toll Free: 1-888-961-3100
Fax: 1-888-465-5581
www.hoosieralliance.org

Cholecystitis/Cholelithiasis (continued)

- Pain control/medications
- Diet orders, toleration of diet, nausea/vomiting
- Is patient belching: do they have flatus?
- Is the patient out of breath?

Broken Bones

- Was there a fall, trauma, etc.?
- Is there an obvious deformity or dislocation?
- Neurovascular check (movement, skin cool or warm touch, capillary refill, sensation, edema, etc.)
- Imaging and the results
- Surgical intervention (what kind)
- Open reduction; external fixation?
- Closed reduction?
- Splint?
- Ability to ambulate?
- Physical or occupational therapy evaluation/treatment
- Neurovascular checks post-op
- Pain control/medications/intravenous fluids
- If motor vehicle accident, car insurance information

Head Injury

- Trauma, accident, fall, high speed motor vehicle accident
- If motor vehicle accident, car insurance information
- Complaints, signs and symptoms
- Glasgow coma scale results
- Respiratory status: supplemental oxygen, vent, etc.
- Imaging and the results
- Pertinent labs, intra-cranial pressure, etc.
- Any surgical intervention
- Medications, intravenous fluids

Shunt Malfunction

- Imaging and the results
- Ventricular enlargement
- Intraventricular intracranial pressure
- Surgical intervention
- Medications, intravenous fluids



Hoosier Alliance

Hoosier Alliance Is An AmeriHealth Mercy Company

MDwise Hoosier Alliance
Suite N
5604 Fortune Circle South
Indianapolis, IN 46241

Toll Free: 1-888-961-3100
Fax: 1-888-465-5581
www.hoosieralliance.org

Febrile Illness/Meningitis/Sepsis

- Uncontrolled headaches?
- Ability to tolerate oral diet?
- Outpatient treatment
- Lumbar puncture and results/cultures and results
- Blood/urine/sputum cultures and results
- Lab values/white blood count
- Medications, intravenous fluids

Chest Pain/Angina and Acute Coronary Syndrome

- Supplemental oxygen
- Type, description and pattern of chest pain, pain scale
- Electrocardiograph results
- Results of any test (echocardiogram, etc.)
- Cardiac markers (troponin, CPK-MB and brain natriuretic peptide)
- Hemodynamic abnormality (blood pressure, episodes of syncope, etc.)
- Medications and orders
- Cardioversion

Pancreatitis

- Pancreatitis w/common duct stone: admission is indicated for this condition
- Persistent or severe pain
- Vomiting
- Inability to maintain oral hydration
- Imaging and results
- Labs (liver function tests, any other abnormal labs)
- Weight loss
- Jaundice
- Surgical procedures/stent placement
- Dietary status/nothing by mouth



Hoosier Alliance

Hoosier Alliance Is An AmeriHealth Mercy Company

MDwise Hoosier Alliance
Suite N
5604 Fortune Circle South
Indianapolis, IN 46241

Toll Free: 1-888-961-3100
Fax: 1-888-465-5581
www.hoosieralliance.org

Non-Accidental Trauma

- Description of occurrence
- Results of any X-rays or imaging
- Procedures performed and results
- Lab values
- Has 310 been filed?; results of 310
- Is patient in foster care? Will patient be released in foster care?

Sickle Cell Crisis

- Description of pain and pain scale
- Any underlying respiratory problems (pneumonia, etc.)
- Does patient have gallbladder or spleen?
- Is there any necrosis of the hip joint? Has the hip joint been replaced? Is patient complaining of hip pain?
- Lab values for hemoglobin and reticulocyte count; any other pertinent labs?
- Any other tests or procedures and their results
- Pain medications ordered
- Consults ordered