

Process for Requesting Special Prior Authorizations

This process is for LBHPs who want more than the allotted 5 hours of therapy or more than the 8 units of testing, and for Psychologists required to obtain an authorization for children in TFC or Group Homes.

- Log on to www.soonerpro.com and click on the blue box (right side of the homepage) that says "Click here to access APS Care Connection".
- Log on to the APS Care Connection site, using your user name and password.
- Click "New Request".
- "Authorization Type" - Click on "Prior Authorization".
- "Start Date" for authorization – This date needs to be the date of submission to APS or a date in the future. Otherwise, CareConnection will not take the request.
- "Review Type" – Select "Private LBHP" from the drop-down box.
- Complete all fields marked by a red asterisk on the left side of the screen.
- "Level of Care" – Select "Private LBHP"
- "Services Requested" – Select PGO40 (see exception below for TFC and Group Home children)
- Also, include the diagnosis and clinical documentation in behaviorally descriptive terms; include tests to be administered if the request is for additional testing so that medical necessity can be determined.
- Be sure to put a note in the "Current" section if the requested start date is earlier than the date you submit the request. The only caveat is the requested start date for the authorization still needs to be later than or equal to the transaction date on the CDC...
- For Psychologists and LBHPs doing testing for a child in an RBMS setting (TFC or Group Home): If you have already done a CDC 23 and have an authorization for the child you are going to test, go directly to the first step above and proceed. If you have not done a CDC 23 and are asking for the testing for which you need an authorization, go into Care Connection and fill out a CDC 23 and submit. You do not have to send in a Notification of Submission. Instead, do a request in Care Connection, proceeding with the process above. Once you have both the CDC and the Request in the system, a reviewer will do a clinical review and will give you an authorization number so that you can bill for your service.
- **Note:** Use PGO29 rather than PG040 under "Services Requested" for a prior authorization for testing for a child in TFC or Group Home. For other authorizations, use the PG040 which is limited to 3 additional units. If you are asking for more than that for testing, document the number of hours in the request on the first line of the "Interpretive Summary" before documenting the critical current clinical information in behavioral descriptive terms to support medical necessity.