HealthPlan OF SAN MATEO
Healthy is for everyone

Prescription Drug Prior Authorization or Step Therapy Exception Request Form

Plan/Medical Group Name: HEALTH PLAN OF SAN MATEO **Plan/Medical Group Phone:** 650-616-2088

Plan/Medical Group Fax: 650-829-2045 **Non-Urgent** ☐ **Exigent Circumstances** ☐

Instructions: Please fill out all applicable sections on both pages completely and legibly. Attach any additional documentation that is important for the review, e.g. chart notes or lab data, to support the prior authorization or step-therapy exception request.
Information contained in this form is Protected Health Information under HIPAA.

Patient Information					
First Name:	Last Name:		MI:	Phone Number:	
Address:	City:		State:	Zip Code:	
Date of Birth:	☐ Male ☐ Female	Circle unit of measure Height (in/cm): _____ Weight (lb/kg):_____		Allergies:	
Patient's Authorized Representative (if applicable):		Authorized Representative Phone Number:			
Insurance Information					
Primary Insurance Name:		Patient ID Number:			
Secondary Insurance Name:		Patient ID Number:			
Prescriber Information					
First Name:	Last Name:		Specialty:		
Address:	City:		State:	Zip Code:	
Requestor (if different than prescriber):		Office Contact Person:			
NPI Number (individual):		Phone Number:			
DEA Number (if required):		Fax Number (in HIPAA compliant area):			
Email Address:					
Medication / Medical and Dispensing Information					
Medication Name:					
☐ New Therapy ☐ Renewal ☐ Step Therapy Exception Request If Renewal: Date Therapy Initiated:		Duration of Therapy (specific dates):			
How did the patient receive the medication? ☐ Paid under Insurance Name:_____ Prior Auth Number (if known):_____ ☐ Other (explain):					
Dose/Strength:	Frequency:	Length of Therapy/#Refills:		Quantity:	
Administration: ☐ Oral/SL ☐ Topical ☐ Injection ☐ IV ☐ Other:					
Administration Location: ☐ Physician's Office ☐ Ambulatory Infusion Center	☐ Patient's Home ☐ Home Care Agency ☐ Outpatient Hospital Care	☐ Long Term Care ☐ Other (explain):_____			

Prescription Drug Prior Authorization or Step Therapy Exception Request Form

Patient Name: ID#:

Instructions: Please fill out all applicable sections on both pages completely and legibly. Attach any additional documentation that is important for the review, e.g. chart notes or lab data, to support the prior authorization or step therapy exception request.

1. Has the patient tried any other medications for this condition? ☐ **YES** (if yes, complete below) ☐ **NO**

Medication/Therapy (Specify Drug Name and Dosage)	Duration of Therapy (Specify Dates)	Response/Reason for Failure/Allergy

2. List Diagnoses:	**ICD-10:**

3. Required clinical information - Please provide all relevant clinical information to support a prior authorization or step therapy exception request review.

Please provide symptoms, lab results with dates and/or justification for initial or ongoing therapy or increased dose and if patient has any contraindications for the health plan/insurer preferred drug. Lab results with dates must be provided if needed to establish diagnosis, or evaluate response. Please provide any additional clinical information or comments pertinent to this request for coverage, including information related to exigent circumstances, or required under state and federal laws.

☐ Attachments

Attestation: I attest the information provided is true and accurate to the best of my knowledge. I understand that the Health Plan, insurer, Medical Group or its designees may perform a routine audit and request the medical information necessary to verify the accuracy of the information reported on this form.

Prescriber Signature or Electronic I.D. Verification: _____ **Date**: _____

Plan/Insurer Use Only Date/Time Request Received by Plan/Insurer: _____ Date/Time of Decision: _____

Fax Number: _____

☐ Approved ☐ Denied Comments/Information Requested: _____