

## How to Obtain Prior Authorization

**To obtain prior authorization, please submit requests using one of the following methods:**

- Access the provider portal at <https://secure.healthx.com/v3app/publicservice/loginv1/login.aspx?bc=65556d89-4220-410d-b9c7-20af61efdcc9&serviceid=9b87c3b9-8463-4282-8307-71df46aa2060>.
  - This is the preferred and recommended option for submission. Portal registration is required.
- Complete the Prior Authorization (PA) Form (located on [mysmarthealth.org](http://mysmarthealth.org)) and fax to 586-693-4768, with clinical documentation to support the request.
- Call and initiate authorization at 844-217-8191 and fax clinical documentation to 586-693-4768.

**Information required for prior authorization:**

- All fields on the PA form or portal request screens must be completed.
- Relevant clinical documentation to support the request must be submitted. For example: signs, symptoms, history, interventions, diagnostic test results, consultant/specialist recommendations (if applicable), treatment plan, discharge plan, or other pertinent medical information.

Notification Timeline	
Type of Service	When will Provider Receive Notification of Decision
<b>Elective Outpatient and Inpatient</b>	<p><b>Within 14 calendar days of receipt of all necessary information</b></p> <p><i>*When all necessary clinical information is received, cases are usually completed within 2-5 days</i></p>
<b>Urgent (Expedited) Outpatient and Inpatient</b>	<p><b>As soon as possible - not later than 72 hours</b></p> <p><i>*When selecting this option, you attest that applying standard review timeframes may seriously jeopardize the member's life, health, or ability to regain maximum function or subject the member to severe pain that cannot be adequately managed.</i></p>
<b>Inpatient (Emergent)</b>	<p><b>24 hours from receipt of all necessary clinical information</b></p>

**Please note:**

- Prior authorization determinations are based on medical necessity
- Prior authorization approval is not a guarantee of payment
- Payment is based on benefits and eligibility at the time of service
- Prior authorization requests are assigned a reference number for ease of tracking

## Questions?

- Questions regarding enrollment or procedures that require prior authorization should be directed to the SmartHealth Customer Service Department at 888-492-6811. Hours of operation are 8:00 a.m. to 7:00 p.m. EST, Monday through Friday, excluding holidays.
- Questions regarding authorization status or to initiate prior authorization please contact Ascension Insurance Utilization Management Gateway at 844-217-8191. Hours of operation are 8:00 a.m. to 6:00 p.m. EST, Monday through Friday. A confidential voicemail is available after hours, during holidays and on the weekends for emergent requests.