



## CareSource Just4Me Quick Reference Guide for Ordering Providers

**Effective January 1, 2016**

CareSource Just4Me selected NIA Magellan<sup>1</sup> to implement a radiology benefit management program for outpatient advanced imaging services. This program is consistent with industry-wide efforts to both ensure clinically appropriate care and manage the increasing utilization of these services.

The ordering physician is responsible for obtaining a prior authorization for advanced imaging services. It is the responsibility of the rendering facility to ensure that prior authorization was obtained. As the ordering physician of advanced diagnostic services, it is essential that you develop a process to ensure that the appropriate authorization number(s) has been obtained. Payment will be denied for procedures performed without a necessary authorization, and the member cannot be balance-billed for such procedures.

### Procedures Requiring Prior Authorization Under Care Source Just4Me \*

- CT/CTA
- MRI/MRA
- PET Scan

\*A separate authorization number is required for each procedure ordered.

### The following services do not require authorization through NIA Magellan:

- Inpatient advanced imaging services
- Observation setting advanced imaging services
- Emergency Room imaging services
- If an urgent/emergent clinical situation exists outside of a hospital emergency room, please contact NIA Magellan immediately with the appropriate clinical information for an expedited review. The number to call to obtain a prior authorization is
- 1-800-424-1746.

### Prior Authorization Process

- There are two ways to obtain authorizations -- either through NIA Magellan's website at [www.RadMD.com](http://www.RadMD.com) or by calling 1-800-424-1746.

<sup>1</sup> NIA Magellan refers to National Imaging Associates, Inc.

## Information Needed to Obtain Prior Authorization

To expedite the prior authorization process, please have the following information ready before logging into NIA Magellan's website or calling the NIA Magellan Call Center staff. (\*Information is required.)

- Name and office phone number of ordering physician\*
- Member name and ID number\*
- Requested procedure\*
- Name of provider office or facility where the service will be performed\*
- Anticipated date of service (if known)
- Details justifying procedure\*
  - Symptoms and their duration
  - Physical exam findings
  - Conservative treatment patient has already completed (e.g., physical therapy, chiropractic or osteopathic manipulation, hot pads, massage, ice packs, medications)
  - Preliminary procedures already completed (e.g., x-rays, CTs, lab work, ultrasound, scoped procedures, referrals to specialist, specialist evaluation)
  - Reason the study is being requested (e.g., further evaluation, rule out a disorder)
- Please be prepared to fax the following information, if requested:
  - Clinical notes
  - Xray reports
  - Specialist reports/evaluation
  - Ultrasound reports
  - Previous CT/MRI reports

## Website Access

- It is the responsibility of the **physician ordering the imaging procedure** to access NIA Magellan's website or call for prior authorization. Patient symptoms, past clinical history and prior treatment information will be required and should be available at the time of the contact.
- You can request prior authorization at [www.RadMD.com](http://www.RadMD.com). RadMD is available 24/7, except when maintenance is performed once every other week after business hours. To begin, you will need to obtain your own unique user name and password for each individual user in your office. Simply go to [www.RadMD.com](http://www.RadMD.com), click on the New User button and complete the application form.
- If requesting authorizations through NIA Magellan's website and your request is pended, you will receive a tracking number and NIA Magellan will contact you to complete the process.
  - The NIA Magellan website cannot be used for retrospective or expedited authorization requests. Those requests must be processed by calling 1-800-424-1746.

Access Provider Self-service at:  
[www.RadMD.com](http://www.RadMD.com)

### Telephone Access

- Call center hours of operation are Monday through Friday, 8 a.m. to 8 p.m. EST. You may obtain a prior authorization by calling 1-800-424-1746.
- NIA Magellan can accept multiple requests during one phone call.

### Important Notes

- Authorizations are valid for 60 days from the date of request.
- The NIA Magellan authorization number consists of eight or nine alpha/numeric characters. In some cases, you may instead receive an NIA Magellan tracking number (not the same as an authorization number) if your authorization request is not approved at the time of initial contact. You can use either number to track the status of the request on the Ram website or via our Interactive Voice Response telephone system.
- For prior authorization complaints/appeals, please follow the instructions on your denial letter.
- NIA Magellan's Clinical Guidelines can be found on NIA Magellan's website, [www.RadMD.com](http://www.RadMD.com) under Online Tools/Clinical Guidelines. NIA Magellan's guidelines for the use of imaging procedures have been developed from practice experience, literature reviews, specialty criteria sets and empirical data.
- An authorization number is not a guarantee of payment. Whether the requested service is covered is subject to all of the terms and conditions of the member's benefit plan, including but not limited to, member eligibility, benefit coverage at the time of the services are provided and any pre-existing condition exclusions referenced in the member's benefit plan.

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