

# Prior Authorization Checklist

Tips for prior authorization (PA) submissions

## Completing a Prior Authorization



PA request forms vary by health insurance plan. This checklist will help you capture the necessary information that is commonly required from your patient to assist in the processing of a PA request to the insurance company.

### Clinical records and treatment history

- ✓ Relevant medical history and prognosis will likely be required, including:
  - Test results documenting the disease
  - Baseline lab results
  - Prior therapies that the patient has received, if applicable
  - Treatment goals
- ✓ Applicable International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) codes may be required
  - Relevant procedure and place-of-service codes may also be required
- ✓ The product indication statement and prescribing information may be requested
- ✓ Supporting clinical rationale, including peer-reviewed literature and compendia listings, may be necessary

**IMPORTANT NOTE:** It is the healthcare provider's responsibility to determine the appropriate medical diagnosis, codes, and treatment and to submit valid and accurate claims for products and services rendered. Coding, coverage, and reimbursement may vary significantly by payer, plan, patient, and setting of care. Actual coverage and reimbursement decisions are made by individual payers following the receipt of claims. It is the responsibility of the provider to contact third-party payers for specific information on their coding, coverage, and payment policies. Information and materials provided by Daiichi Sankyo, Inc. are for the purposes of assisting healthcare providers, but the responsibility of ascertaining appropriate coding and reimbursement for a particular patient and/or procedure remains with the provider. Even if all information provided is valid and accurate, there is not a guarantee of coverage or reimbursement from payers for any product or service.

## Submission

- ✓ Ensure you are using the correct PA form for the patient's insurance company. There may be specific forms for specific therapies
- ✓ Confirm all information is filled out and accurate
- ✓ Submit the PA request form and any chart notes or documentations via the insurance company's preferred method

## After submission

- ✓ Maintain copies of everything submitted for the PA request
- ✓ Document any updates for easy referencing later
- ✓ Provide additional documentation if requested as quickly as possible

**Call Daiichi Sankyo AccessCentral4U at 1-866-4-DSI-NOW for assistance, Monday through Friday, 8:00 AM to 6:00 PM ET.\***

**Download additional resources at  
DSAccessCentral4U.com under Forms & Resources**

\*Excluding holidays.



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