

## IME High Tech Radiology – Tips for Success

### Medical Review

**Before clicking on “Submit”,** scroll on the right, click on “INCOMPLETE” and answer the medical review questions. See page 16 at [http://www.ime.state.ia.us/docs/PriorAuth\\_CC\\_TrainingManual.pdf](http://www.ime.state.ia.us/docs/PriorAuth_CC_TrainingManual.pdf)

**Answer the medical review questions, when possible, by selecting a specific response** instead of “other” when possible to increase the likelihood of an auto-authorization.

**Help us understand the medical condition** of your patient. Add clinical information in the notes, attach documents, or fax within the Clear Coverage system. See page 19 at [http://www.ime.state.ia.us/docs/PriorAuth\\_CC\\_TrainingManual.pdf](http://www.ime.state.ia.us/docs/PriorAuth_CC_TrainingManual.pdf). You can attach documents or print a fax coversheet after you submit the request. You must ADD A NOTE and type in a brief note to be able to attach documentation. After typing the note, be sure to click on ADD NOTES/ATTACHMENTS button to save it in your request.

**If your request is not recommended, consider selecting the alternative tests** presented by Clear Coverage. See pages 23-25 at [http://www.ime.state.ia.us/docs/PriorAuth\\_CC\\_TrainingManual.pdf](http://www.ime.state.ia.us/docs/PriorAuth_CC_TrainingManual.pdf)

**Check submitted reviews** to see if there is a note asking for additional information.

**If someone other than the person submitting the request is to be contacted** for additional medical information, add a note with that person’s name and contact number to expedite the call back process.

### Procedure Code and Diagnosis

**Using the specific procedure (CPT) and diagnosis (ICD-9) codes** will allow the system to select the most appropriate questions for the medical review section.

**If the procedure code you want is not auto-populated as a selection when searching by the general procedure name,** enter the numeric code for the procedure you want and it will populate on your request. The procedure codes that require prior authorization can be found at <http://www.ime.state.ia.us/docs/CodesRequiringPriorAuthorization.pdf>. MRI codes are requested by entering the specific code. Entering the first few digits of a code will pull up a list for your selection.

**Diagnosis can be searched** by entering a keyword or by entering the part of the specific part of the body, i.e. pelvis. You can also enter the specific ICD 9 diagnosis code.

### Provider Payment

**Print or save the first two pages of your authorization to fax or email to the servicing provider.** Page 2 in the authorization lists all the codes that are authorized. Sometimes additional related codes are approved, even though you didn’t specifically request them. If an additional test is not listed, you will need to request a PA for that test.