

# **Outpatient Behavioral Health (BH) Precertification\*/Preauthorization Nonparticipating Provider Request**

**Applies to:**

**Aetna Medicare plans**

**MHNet Medicare plans**

**Innovation Health® plans**

**Health benefits and health insurance plans offered, underwritten and/or  
administered by the following:**

**Allina Health and Aetna Health Insurance Company (Allina Health | Aetna)**

**Banner Health and Aetna Health Insurance Company and/or Banner Health and  
Aetna Health Plan Inc. (Banner|Aetna)**

**Sutter Health and Aetna Administrative Services LLC (Sutter Health | Aetna)**

**Texas Health + Aetna Health Plan Inc. and Texas Health + Aetna Health Insurance  
Company (Texas Health Aetna)**



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# Outpatient Behavioral Health (BH) Precertification\*/Preauthorization Nonparticipating Provider Request

## About this Form

Do not use in Maryland or Massachusetts

**You can't use this form to initiate a precertification request.** To initiate a request, you have to submit your request electronically. Or you can call our Precertification Department. **Failure to complete this form and submit all of the medical records we are requesting may result in the delay of review or denial of coverage.**

We've received a coverage request for \_\_\_\_\_ for the member listed below.

Your reference number for this request is \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_. **This is not an approval.** Your request requires clinical review and a decision is pending. We'll contact your office/facility once we make a coverage determination. Please write legible.

**Complete all fields and fax form to:**

- **Aetna Leap Plans: 888-934-7941**
- **Commercial Plans: 888-463-1309,**
- **Medicare Plans: 959-282-8799.**

**Note: Aetna Leap Plans have a unique ID number starting with the number "10".**

**IF THIS IS AN URGENT REQUEST:** Call the applicable telephone number listed below, and follow the prompts for precertification:

**HMO and Quality Point-of-Service (QPOS) Plans: 1-800-624-0756**

**All Other Plans: 1-888-632-3862**

### A. Requesting Provider Information

1. Name (First, MI, Last)	2. Provider ID Number
3. Provider Contact Name	4. Telephone Number
5. Fax Number	6. Request Date

### B. Patient Information

1. Name (First, MI, Last)	2. Date of Birth	3. Patient Aetna ID Number
4. Address	5. Telephone Number	

### C. Nonparticipating Provider Information

1. Name (First, MI, Last)		2. Telephone Number
3. Address		4. Fax Number
5. Provider ID Number	6. Provider Credentials	7. Provider License Number  Month  Year
8. IF this request is for an Aetna Medicare Advantage Member: a) Are you a Medicare provider? <input type="checkbox"/> Yes <input type="checkbox"/> No b) If you are not a Medicare provider are you willing to accept Medicare payment rates? <input type="checkbox"/> Yes <input type="checkbox"/> No c) Have you opted out, been disbarred, or sanctioned by Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### D. Reason for Nonparticipating Provider Request

1. Service(s) Needed (for example, consultation, diagnostic testing, specific services, etc.)	
2. Diagnosis Code(s)	3. Procedure/CPT Code(s) and frequency
4. Explain why the services listed above can only be provided by this particular specialist/provider. Attach any additional clinical information as needed.	
5. Is this a request for coverage of a nonparticipating provider at in-network benefits level? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Have you attempted to find an Aetna network provider? <input type="checkbox"/> Yes <input type="checkbox"/> No

### E. Signature

Signature of individual completing this form	Date form was completed
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*\*The term precertification here means the utilization review process to determine whether the requested service, procedure, prescription drug or medical device meets the company's clinical criteria for coverage. It does not mean precertification as defined by Texas law, as a reliable representation of payment of care or services to fully insured HMO and PPO members.*

## Misrepresentation/Fraud Statement

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Attention Alabama Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

**Attention Arkansas, District of Columbia, Rhode Island and West Virginia Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Attention California Residents: For your protection California law requires notice of the following to appear on this form:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**Attention Colorado Residents:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

**Attention Florida Residents:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

**Attention Kansas Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may have violated state law.

**Attention Kentucky Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**Attention Louisiana Residents:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application is guilty of a crime and may be subject to fines and confinement in prison.

**Attention Maine and Tennessee Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits.

**Attention Maryland Residents:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Attention Missouri Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, denial of insurance and civil damages, as determined by a court of law. Any person who knowingly and with intent to injure, defraud or deceive an insurance company may be guilty of fraud as determined by a court of law.

**Attention New Jersey Residents:** Any person who includes any false or misleading information on an application for an insurance policy or knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**Attention North Carolina Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and subjects such person to criminal and civil penalties.

**Attention Ohio Residents:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Attention Oklahoma Residents:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Attention Oregon Residents:** Any person who with intent to injure, defraud, or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto may have violated state law.

**Attention Pennsylvania Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Attention Puerto Rico Residents:** Any person who knowingly and with the intention to defraud includes false information in an application for insurance or file, assist or abet in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years.

**Attention Texas Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any intentional misrepresentation of material fact or conceals, for the purpose of misleading, information concerning any fact material thereto may commit a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

**Attention Vermont Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties.

**Attention Virginia Residents:** Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent act, which is a crime and subjects such person to criminal and civil penalties.

**Attention Washington Residents:** It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**Attention New York Residents:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation.

Signature of person completing this form

Date