

Attachment A: Minimum Process Requirements for Prior Authorization Utilization Review

Function	Required Procedure	Timeframe		Responsible Party	Oversight By
		Expedited/ Urgent	Standard		
Request Intake §§4902(a)(6); 4903(a)(1)	<ul style="list-style-type: none"> Process to conduct intake, data collection, and perform non-clinical review functions. Process to accept requests by phone as well as in writing. Optional: Fax, electronic, or web portal. 			Trained staff (non-clinical tasks only).	Licensed Health Care Professional.
Information Needed §§4902(a)(2); 4903(a)(1),(b); 4905(k); 29 CFR 2560.503-1(f)(2)(i), (iii)	<ul style="list-style-type: none"> If more information is needed, process to request information and monitor for timely response. Process to ensure request is not pended indefinitely and determination is made even if no response to requested information is received. 	Request information within 24 hours and allow 48 hours to submit, including for a step therapy protocol override determination.	Request information within 3 business days (bd) and allow 45 days to submit. For a step therapy protocol override determination, request supporting rationale and documentation within 72 hours and allow 45 days to submit.	Trained staff.	Licensed Health Care Professional.
Review §§3242; 4329; 4902(a)(1), (3), (10), (11)	<ul style="list-style-type: none"> Process to conduct utilization review against written clinical criteria; keep records of health professional or clinical peer conducting review and specific criteria used. Process to review a request for coverage of a non-formulary drug (formulary exception request). When establishing a step therapy protocol, process to use recognized evidence-based and peer reviewed clinical review criteria that also takes into account the needs of atypical patient populations and diagnoses. When conducting utilization review for a step therapy protocol override determination, process to use recognized evidence-based and peer reviewed clinical review criteria that is appropriate for the insured and the insured's medical condition. 			Licensed Health Care Professional or Clinical Peer.	Medical Director.
Review of Mental Health and SUD Treatment §§ 3216(i)(30)(D); 3216(i)(31)(E); 3216(i)(31-a); 3216(i)(35)(G);	<ul style="list-style-type: none"> For utilization review of SUD treatment, process to use an evidence-based and peer reviewed clinical review tool that is appropriate to the age of the patient. When conducting utilization review of SUD treatment provided in New York, process to use an evidence-based and peer reviewed clinical review tool designated by the Office for Addiction Services 			Licensed Health Care Professional or Clinical Peer.	Medical Director.

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3221(l)(5)(G); 3221(l)(6)(D); 3221(l)(7)(E); 3221(l)(7-b); 4303(g)(8); 4303(k)(4); 4303(l)(5); 4303(l-2); 4900(b); 4902(a)(9),(12)	<p>and Supports (OASAS) that is consistent with the treatment service levels within the OASAS system.</p> <ul style="list-style-type: none"> For utilization review of SUD treatment, process to ensure that clinical peers who make adverse determinations are either: (1) a physician who possesses a current and valid license to practice medicine and who specializes in behavioral health and has experience in the delivery of SUD treatment; or (2) a health care professional other than a physician who specializes in behavioral health and has experience in the delivery of SUD treatment and, where applicable, possesses a current and valid non-restricted license, certificate, or registration, or if none exists, is credentialed by the national accrediting body appropriate to the profession. Process to ensure that prior authorization is not conducted for inpatient SUD treatment provided at facilities that are licensed, certified, or otherwise authorized by OASAS and participate in the issuer's provider network. Process to ensure that prior authorization is not conducted for outpatient SUD treatment provided at facilities that are licensed, certified, or otherwise authorized by OASAS and participate in the issuer's provider network. Process to ensure that prior authorization is not conducted for the formulary forms of prescribed medications covered under the policy for SUD treatment. For utilization review of mental health treatment, process to use only evidence-based and peer reviewed clinical review criteria that is appropriate to the age of the patient, deemed appropriate and approved for such use by the Office of Mental Health (OMH). For utilization review of mental health treatment, process to ensure that clinical peers who make adverse determinations are either: (1) a physician who possesses a current and valid license to 				

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	<p>practice medicine and who specializes in behavioral health and has experience in the delivery of mental health treatment; or (2) a health care professional other than a physician who specializes in behavioral health and has experience in the delivery of mental health treatment and, where applicable, possesses a current and valid non-restricted license, certificate, or registration, or if none exists, is credentialed by the national accrediting body appropriate to the profession.</p> <ul style="list-style-type: none"> Process to ensure that prior authorization is not conducted for inpatient mental health treatment for individuals under age 18 provided at OMH-licensed hospitals that participate in the issuer’s provider network. 				
<p>Determination §§3242; 4329; 4902(a)(1), (4); 4903(b), (c-1), (c-2), (c-3), (g); 29 CFR 2560.503- 1(f)(2)(i), (iii); 45 CFR 147.136(b)(2)(ii)(F), (b)(3)(ii)(F)</p>	<ul style="list-style-type: none"> Process to ensure adverse decisions are made by clinical peer (including denials for lack of information). Process for approvals to be made by health professional or clinical peer. Process to keep record of decision and set up authorizations on systems as required. Process to ensure that if a decision is not made within 3 bd of receipt of necessary information, the failure to meet the timeframe is deemed an adverse determination subject to appeal. In addition, process to ensure that there will be a deemed exhaustion of internal claims and appeals processes if the Agent fails to adhere to utilization review requirements and timeframes unless it is a de minimis violation that does not cause prejudice or harm to the insured so long as the Agent demonstrates that the violation was for good cause or due to matters beyond the control of the Agent and that the violation occurred in the context of an ongoing, good faith exchange of information between the Agent and the insured. The insured may request a written explanation of the violation from the Agent, and the Agent must provide such explanation within 10 days, including a specific 	<p>If request is complete, within 72 hours of receipt of request. If request is not complete, within 48 hours of the earlier of receipt of necessary information or the end of the 48 hour period.</p> <p>For an expedited step therapy protocol override determination, if request includes supporting documentation and rationale, within 24 hours of receipt of request. If request does not include supporting rationale and documentation, within the earlier of 24 hours of receipt of supporting rationale and documentation or 48</p>	<p>If request is complete, within 3 bd of receipt of the request. If request is not complete, within the earlier of 3 bd of receipt of necessary information, 15 days of receipt of partial information, or 15 days of the end of the 45-day period if no information received.</p> <p>For a standard step therapy protocol override determination, within the earlier of 72 hours of receipt of the supporting rationale and documentation, 15 days of receipt of partial information, or 15 days after the end of the 45-day period if no information received.</p>	<p>Approvals: Licensed Health Care Professional or Clinical Peer.</p> <p>Denials: Clinical Peer.</p>	<p>Medical Director.</p>

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	<p>description of its bases, if any, for asserting that the violation should not cause the internal claims and appeals process to be deemed exhausted.</p> <ul style="list-style-type: none"> For a step therapy protocol override determination, process to ensure that if a decision is not made within 24 hours of receipt of supporting rationale and documentation for expedited reviews, or 72 hours of receipt of supporting rationale and documentation for standard reviews, the failure to meet the timeframe is deemed an approval of the coverage. 	<p>hours of the end of the 48 hour period.</p> <p>For an expedited formulary exception request, within 24 hours of receipt of the request.</p> <p>For court ordered treatment, within 72 hours of receipt of the request.</p>	<p>For a standard formulary exception request, within 72 hours of receipt of the request.</p> <p>For court ordered treatment, within 72 hours of receipt of the request.</p>		
<p>Verbal Notice §§4902(a)(4); 4903(b); 29 CFR 2560.503-1(g)</p>	<ul style="list-style-type: none"> Process for reasonable effort to contact insured and provider by phone or in person to transmit approval or denial of request and record contact or attempts. A reasonable effort to contact by phone is defined as at least two attempts by phone. Each attempt must be at least one hour apart to be considered a new attempt. The Agent must wait until someone answers the phone, the call goes to voicemail, or ten rings have occurred (in that order). If the call goes to voicemail, the Agent must leave a voicemail. If the insured states in writing that they do not want to receive phone calls regarding determinations, the UR agent does not need to provide verbal notice. 	<p>At time of determination.</p>	<p>At time of determination.</p>	<p>Trained Staff may transmit notice (adverse determinations must be made by clinical peer).</p>	<p>Licensed Health Care Professional.</p>
<p>Written Notice §§3242; 4329; 4902(a)(4), (5); 4903(b), (e); 29 CFR 2560.503-1(g)(2); 45 CFR 156.122(c)</p>	<ul style="list-style-type: none"> Process to create and send notice of approvals and denials to insured and provider in writing (optional, if agreed upon in advance: fax, electronic, or for providers, web portal). To the extent practicable, process to transmit written notification to the provider electronically in a manner and form agreed upon by the parties. Process to ensure all required information is included in notice. For formulary exception request denials, process to ensure that the first denial is considered the final 	<p>If request is complete, within 3 bd of receipt of request. If request is not complete, within the earlier of 3 bd of receipt of the information or 3 days after the verbal notification.</p> <p>For an expedited step therapy protocol override determination, if request</p>	<p>If request is complete, within 3 bd of receipt of the request. If request is not complete, within the earlier of 3 bd of receipt of necessary information, 15 days of receipt of partial information, or 15 days of the end of the 45-day period if no information received.</p>	<p>Trained Staff may transmit notice (adverse determinations must be made by clinical peer).</p>	<p>Licensed Health Care Professional.</p>

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	adverse determination (FAD) and all required information is included in FAD, including the name(s) of clinically appropriate prescription drugs on the issuer's formulary to treat the insured.	is complete, within 24 hours of receipt of request. If request is not complete, within the earlier of 24 hours of receipt of supporting rationale and documentation or 3 days after the verbal notification. For an expedited formulary exception request, within 3 bd of receipt of the request. For court ordered treatment, within 3 bd of receipt of the request.	For a step therapy protocol override determination, within the earlier of 72 hours of receipt of the supporting rationale and documentation, 15 days of receipt of partial information, or 15 days after the end of the 45-day period if no information received. For a standard formulary exception request, within 3 bd of receipt of the request. For court ordered treatment, within 3 bd of receipt of the request.		
Reconsideration (Peer to Peer) §§4902(a)(1), 4903(f)	<ul style="list-style-type: none"> Where case was not previously discussed with the insured's provider, process to accept communication from providers and refer to clinical peer for review of decision. Upon outcome of reconsideration, process to resend initial adverse determination or approval notice to insured and provider. Process to maintain record of decision. 	1 bd of request.	1 bd of request.	Clinical Peer.	Medical Director.
Time Allowed to File Appeal §4904(c), 29 CFR 2560.503-1(h)(3)(i)		Must allow insureds or designees 180 days from receipt of adverse determination.			
Appeal Intake §§3242; 4329; 4902(a)(4), 4904(a),(a-1), (b), (c); 45 CFR 147.136(b)(3)(ii)(G);	<ul style="list-style-type: none"> Process to conduct intake, data collection, and perform non-clinical review functions. Process to accept appeals by phone and in writing. Optional: Fax, electronic, web portal. Process to accept appeal of a determination that an out-of-network service is not materially different from an alternate in network service. 			Trained staff.	Licensed Health Care Professional.

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45 CFR 156.122(c)	<ul style="list-style-type: none"> Process to accept appeal of a determination that a referral should not be granted for an out-of-network provider because an in-network provider is available. Process to expedite review when Agent determines or provider believes immediate appeal is warranted. For group insurance only, process to accept a standard appeal following an upheld expedited appeal (if standard appeal upheld, a new FAD is issued). An appeal of a formulary exception denial is not permitted as the initial denial is the FAD. 				
Written Acknowledgement §§4902(a)(2); 4904(c)	<ul style="list-style-type: none"> Process to ensure written acknowledgement is sent to insured; this notice may be combined with appeal determination. 	Not required.	Within 15 days.	Trained staff.	Licensed Health Care Professional.
Information Needed §§4902(a)(2); 4904(a-1), (a-2), (b), (c); 4905(k); 11 NYCRR 410.9(b)	<ul style="list-style-type: none"> If more information needed, process to request missing information from insured and provider in writing and monitor for timely response; ensure appeal is not pended indefinitely and determination is made even if no response to requested information is received. For an appeal of an out-of-network service denial or an out-of-network referral denial, process to request information needed as per § 4904(a-1) and (a-2) if submitted information is incomplete. 	Request additional information immediately by phone or fax, follow with written request.	Request additional information within 15 days; if partial response, written request for missing information sent in 5 bd.	Trained staff.	Licensed Health Care Professional.
Review §§4902(a)(1), (3); 4904(b),(c),(d); 29 CFR 2560.503-1(h)(3)	<ul style="list-style-type: none"> If appeal is expedited, process to ensure access to a clinical peer within 1 bd. Process to conduct utilization review against written clinical criteria; keep records of clinical peer conducting review and specific criteria used. Process to ensure appeal is conducted by clinical peer other than clinical peer who made initial determination and the clinical peer making the determination is not the subordinate of the clinical peer who made the initial determination. 			Clinical Peer (who did not make initial decision and is not subordinate of clinical peer who made initial determination)	Medical Director.
Determination	<ul style="list-style-type: none"> Process to ensure adverse appeal decision is 	The lesser of 72 hours of	30 days of receipt of the	Clinical Peer	Medical

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§§4902(a)(4); 4904(b),(c), (d), (e); 29 CFR 2560.503-1(h)(3)(ii); (i)(2)(i), (ii); 45 CFR 147.136(b)(2)(ii)(C)(2); (b)(3)(ii)(C)(2)	<p>made by clinical peer other than clinical peer who made initial determination and the clinical peer making the appeal determination is not the subordinate of the clinical peer who made the initial determination. Process to keep record of decision and set up authorizations on systems as required.</p> <ul style="list-style-type: none"> Process to ensure that before the Agent issues a FAD based on a new or additional rationale, the insured is provided, free of charge, with the rationale as soon as possible and sufficiently in advance of the date on which the FAD is required to be provided to give the insured a reasonable opportunity to respond prior to that date. Process to ensure that if a decision is not made within 2 bd of receipt of necessary information for expedited appeals, or 60 days of receipt of necessary information for standard appeals, the failure to meet the timeframe is deemed an approval of the coverage. 	receipt of the appeal or 2 bd after all information.	appeal for one level of appeal or 15 days of receipt of each appeal for two levels of appeal.	(who did not make initial decision and is not subordinate of clinical peer who made initial determination)	Director.
Written Notice §§4902(a)(4); 4904(c),(d); 11 NYCRR 410.9(e), (f); 29 CFR 2560.503-1(i)(2)(i), (ii)	<ul style="list-style-type: none"> Process to create and send notice of approvals and denials (FAD) to insured and provider in writing (optional, if agreed upon in advance: fax, electronic, or for providers, web portal) Process to ensure all required information is included in FAD notice. 	24 hours of determination but no later than 72 hours from receipt of appeal.	2 bd of determination but no later than 30 days of receipt of the appeal for one level of appeal or 15 days of receipt of each appeal for two levels of appeal.	Trained Staff may transmit notice (adverse determinations must be made by clinical peer).	Licensed Health Care Professional.
2nd Level Appeal (If Offered for Group Coverage Only) §§4902; 4904(b)(2); 11 NYCRR 410.9(e); 29 CFR 2560.503-1(h)(3)(ii); (i)(2)(i), (ii); 45 CFR 147.136(b)(3)(ii)(G)	<ul style="list-style-type: none"> Process to ensure that FAD states in bold “that time to file External Appeal begins upon receipt of the final adverse determination of the 1st level appeal, regardless of whether or not a 2nd level appeal is requested, and that by choosing to request a 2nd level internal appeal, the time may expire for the insured to request an external appeal.” If Agent considers standard appeal following an upheld expedited appeal a 2nd level appeal, the 2nd level appeal must meet requirements for standard appeal and, if upheld, must result in a FAD with 	72 hours of receipt of 1 st level appeal request (1 st and 2 nd level expedited appeals must be completed within 72 hours total).	15 days of receipt of the appeal.	Clinical Peer (who did not make initial decision and is not subordinate of clinical peer who made initial determination)	Medical Director.

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	external appeal rights. • Process to accept and review 2 nd level appeal for group insurance only. Individual insurance must only have 1 level of internal appeal.				