

Untimely PAR Submissions

Health First Colorado (Colorado's Medicaid Program) providers are required to submit Prior Authorization Requests (PARs) before services are rendered. Pursuant to 10 CCR 2505-10, Section 8.058.4., Services delivered without Prior Authorization shall not be reimbursed except for provisions of services during an emergency. PARs submitted after services have been rendered are referred to as "untimely" and are rare.

The Department of Healthcare Policy & Financing (HCPF) has outlined specific guidelines regarding the submission of untimely PARs. The purpose of this document is to inform providers of these guidelines.

Untimely PAR Submission Guidelines per Setting

Specific policies are in place for each of the following settings: Audiology, Behavioral Therapy, Diagnostic Imaging, Durable Medical Equipment, Habilitative Speech Therapy, Molecular Testing, Physical and Occupational Therapy, Pediatric Long-Term Home Health, Private Duty Nursing, Surgical Services, Synagis, and Vision.

Please review the setting-specific guidelines below, as they may affect the approval of your PAR and ultimately the payment of your Health First Colorado claims.

- *Audiology* – Untimely audiology PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.
- *Behavioral Therapy* – Untimely behavioral therapy PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.
- *Diagnostic Imaging* – Untimely diagnostic imaging PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.
- *Durable Medical Equipment (DME)* – DME PARs may be submitted no later than 90 calendar days after services have been rendered. Any PAR submitted after this timeframe will be issued a technical denial.

- *Habilitative Speech Therapy (Adults)* – Untimely habilitative speech therapy PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.
- *Molecular Testing* – Molecular testing PARs may be submitted no later than seven business days after the sample has been collected. Any PAR submitted after this timeframe will be issued a technical denial.
- *Physical and Occupational (PT/OT)* – PT/OT PARs may be submitted no later than two business days after services have been rendered. Any PAR submitted after this timeframe will be issued a technical denial.
- *Pediatric Long-Term Home Health (LTHH)* – LTHH PARs may be submitted no later than 10 business days after services have been rendered. PARs submitted more than 10 business days from the start date of the LTHH PAR will be adjusted to the date of submission to eQHealth Solutions.
- *Private Duty Nursing (PDN)* – PDN PARs may be submitted no later than 10 business days after services have been rendered. PARs submitted more than 10 business days from the start date of the PDN PAR will be adjusted to the date of submission to eQHealth Solutions.
- *Surgical Services* – Untimely PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.
- *Synagis* – Untimely synagis PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.
- *Vision* – Untimely vision PARs will not be accepted. Any PAR submitted after services have been rendered will be issued a technical denial.

Exceptions

HCPF will evaluate exception requests for untimely PARs on a case-by-case basis. Providers seeking an exception must submit their requests online via eQSuite[®] and follow the steps below.

- Create a new review and select the “Admission” review type (*Note: Diagnostic Imaging providers must select the “Retrospective” review type*)
- Select “Yes” on the Start tab to the question, “Did the client receive eligibility for Medicaid after some of the requested services were provided?”

- Select “Yes” on the Start tab to the question, “Untimely PAR request? If yes, explain on the Summary Tab.”
- Explain the reason for the untimely submission on the Summary tab

Exception requests will receive a status of “Administrative Hold” pending HCPF approval.