

**BRAZOS VALLEY COMMUNITY ACTION AGENCY**  
**Health Services**

**Policies and Procedures**

Policy Subject/Title:	Precertification of Medication, Equipment and Procedures
Applicability:	All Brazos Valley Community Health Clinics
Purpose:	To obtain the services needed by insured patients.

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Policy: It is the policy of Brazos Valley Community Health Clinics to assist our patients to obtain the medications, equipment and procedures that have been ordered by their provider for the management of their medical diagnoses.

Procedure:

**NOTE:**

1. Precertification requires a physician order. Any staff person who is able to carry out a physician order may obtain the precertification from the insurance carrier.
2. You must have the provider's TPI# and NPI# available prior to making the telephone call to obtain precertification.

**GENERAL PROCEDURE:**

- 1) If the precertification is for a medication check this box on the form and write the name, dosage, route of administration and frequency in the blank.
- 2) If the precertification is for a procedure check this box and write the name of the procedure in the blank.
- 3) If the precertification is for something other than a medication or a procedure check this box and document what is being precertified in the blank.
- 4) Make a copy of the patient's insurance card and attach it to the precertification documentation.
- 5) Document the name of the insurance company that was contacted to obtain precertification.
- 6) Document the telephone number of the insurance company that you contacted for precertification.
- 7) Document the name of the person that you spoke with to obtain precertification in the blank.

Precertification of Medication, Equipment and Procedures

- 8) Document all pertinent information from the telephone conversation that relates to the precertification, i.e. time frame covered, procedure covered, medication covered, limitations of coverage, etc.
- 9) Document the precertification number that will be given to you and the period of time covered, if applicable.
- 10) Document the date the precertification number was given to you.
- 11) The staff person obtaining the precertification must sign the form.

ENCLOSURES:

Precertification Form