



T.I.P. Corner

QUALITY - TRAINING - IMPROVEMENT - PROCESS

UHC PA COVERSHEETS

The UHC cover sheets were created based on information UHC requires during the PA process. It is important to have the required information documented in the order that will be necessary when completing all fields of the coversheet to secure an approval. If the information is missing, it causes a deferral, which then causes an extra step of requiring an AOR for appeal.

This section on the UHC PA form must be completed in full for New Equipment:

Current Equipment

Make:
Model:
Serial Number:
Date of Purchase:
Coverage Source:
HCPCS:
Other Information:



These two sections on the UHC Repair PA form must be completed in full:

Current Equipment

Make:
Model:
Serial Number:
Date of Purchase:
Original Payer Source:
HCPCS:
Replacement Cost:

	YES	NO
Is the equipment under warranty?	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment still appropriate according to the original medical necessity that was established?	<input type="checkbox"/>	<input type="checkbox"/>
Does the equipment appear to be free from client abuse?	<input type="checkbox"/>	<input type="checkbox"/>

Building a Funding Packet

- Fully Complete PA Coversheet
- Separate dual coded lines on the coversheet.
- For repairs include repair/equipment history information.
- Attach the correct NSM quote without INCL/BNDL line items.
- Attach all medical documentation
- Put documents in the order per the PA cover sheet.



KEY THINGS TO REMEMBER:



- Any dual/triple coded lines items must be separated on the PA form and/or quote. Each individual code and pricing must be on separate lines.
- Do not include INCL and BNDL additional line items on the PA form and/or quote. For BNDL lines, only the main line with the total amount listed should be shown and the BNDL indicator must be removed.
- The PA forms must be completed in full.
- Assemble the PA packet in the order listed on the PA forms.
- For repair orders a history of equipment and history of repair must be provided. Use the binoculars in the workorder to find the repair history.