



## Standard Operating Procedure

<b>Procedure Title:</b>	<b>Physical Therapy Authorization Process</b>
<b>Date:</b>	<b>7/27/2020</b>
<b>Version:</b>	<b>1.0</b>
<b>Department:</b>	<b>CCHC</b>
<b>Approved By:</b>	<b>Cece</b>

### **Purpose:**

To effectively obtain Authorization from insurance companies for Physical Therapy Services, for external and internal referrals.

**Procedure:** Schedule patient for initial PT Eval and follow up visits per their insurance workflow.

If insurance is NOT verified scheduler will send insurance information to the billing dept.

- After benefits are verified and confirmed Auth is required, team member that verified insurance will be responsible for sending a patient case to ***Orders/Rx/Auth*** bucket

- For efficiency, please add specific notes stating what service type we are requesting.

If insurance benefits ARE entered and Auth is noted the team member who is scheduling the patient will be responsible for sending a Send a patient case to the ***Orders/Rx/Auth*** bucket.

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