



# CLTS Guide to Amending Prior Authorizations

Prior Authorization (PA) with <u>no</u> claims processed		
Data Element:	Amendment Allowed?	How to Resolve:
Participant Member ID	NO	If the PA was submitted for the incorrect member, that PA should be canceled (inactive reversal) and a new PA should be created for the appropriate member.
Auth Start Date	YES	Submit an amendment for the correct begin date.
Auth End Date	YES	Submit an amendment for the correct end date.
Diagnosis Code	YES	Submit an amendment with the updated diagnosis code(s).
Procedure/ Revenue Code	NO	If the PA was submitted with an incorrect procedure or revenue code, the PA should be canceled (inactive reversal) and a new PA should be created with the appropriate procedure/revenue code.
Modifier (any position)	YES	Submit an amendment with the updated modifier(s).
Units	YES	Submit an amendment with the correct number of units.
Auth Dollar Amount	YES	Submit an amendment for the correct dollar amount.
Billing Provider Number	YES	Submit an amendment with the correct provider number.

Prior Authorization <u>with</u> claims processed		
Data Element:	Amendment Allowed?	How to Resolve:
Participant Member ID	NO	If the PA was submitted for the incorrect member, that PA should be canceled (inactive reversal) and a new PA should be created for the appropriate member. Corrected claims will be required.



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<b>Auth Start Date</b>	<b>YES</b>	Submit an amendment for the correct begin date. PA amended start date cannot be adjusted past a paid date of service.
<b>Auth End Date</b>	<b>YES</b>	Submit an amendment for the correct end date. PA amended end date cannot be adjusted prior to a paid date of service.
<b>Diagnosis Code</b>	<b>YES</b>	Submit an amendment with the updated diagnosis code(s).
<b>Procedure/ Revenue Code</b>	<b>NO</b>	If the procedure/revenue code needs to be changed, submit an amendment to end-date the existing PA. A new PA should be created with the correct procedure/revenue code. Corrected claims for the procedure/revenue code will be required.
<b>Modifier (any position)</b>	<b>NO</b>	If a modifier needs to be changed, submit an amendment to end-date the existing PA. A new PA should be created with the correct modifier. Corrected claims for the modifier will be required.
<b>Units</b>	<b>YES</b>	Submit an amendment with the updated units. PA amended units may not be decreased lower than paid units.
<b>Auth Dollar Amount</b>	<b>YES</b>	Submit an amendment with the updated dollar amount. PA amended auth dollar amount may not be decreased lower than already paid dollars.
<b>Billing Provider Number</b>	<b>NO</b>	If the Provider needs to be changed, submit an amendment to end-date the existing PA. A new PA should be created with the correct provider number. Corrected claims for the billing provider number will be required.