

# Provider Memorandum

## Pharmacy Prior Authorizations: Correct Procedure Reminder

One of the goals of Molina Healthcare's Pharmacy Department is to provide timely and appropriate decisions regarding the care of our members. These decisions are based upon objective clinical evidence furnished by you, our provider partners.

To help us achieve this goal and provide the best possible care, it is **essential** that Molina receives key information from you with each Pharmacy Prior Authorization request:

- A completed [Prior Authorization \(PA\) Form](#) with the following information:
  - Member's name, date of birth, and member ID number.
  - Requesting provider's name and fax number.
  - Name of drug being requested.
  - HCPCS\* codes (if applicable for outpatient-facility administered drugs).
  - Strength or dose of drug being requested.
  - Number of units requested.
  - Administration instructions of the drug being requested.
  - Tax ID number (for outpatient-facility administered drugs).
  - [Follow this link to download a blank PA form.](#)
- Progress notes documenting the member's diagnosis, treatment, and current clinical condition.
- Progress notes documenting previous treatments tried and the outcomes.
- If applicable, documentation supporting why formulary alternatives are not appropriate. [Follow this link to review Molina's current formulary.](#)
- Current labs.
- Height and weight of member.

Providing this information **with the initial request** will decrease the number of unnecessary denials and improve our response times. Molina is grateful for the opportunity to partner with you to help keep our members healthy.

## Questions?

Providers who have questions, concerns, or would like additional training—including how to use the Molina Provider Portal—may contact their Provider Network Manager or email the Provider Network Management department [MHILProviderNetworkManagement@MolinaHealthcare.com](mailto:MHILProviderNetworkManagement@MolinaHealthcare.com).

For help identifying your Provider Network Manager, visit [Molina's Service Area](#) page at [MolinaHealthcare.com](https://MolinaHealthcare.com).

## Join Our Email List

Join Molina's provider email list! Be the first to receive news and updates about Molina services delivered automatically to your inbox. [Simply click here](#), fill out the form, and submit to get started.

Note: Molina's website and documents are best viewed in Google Chrome or Microsoft Edge.

\* Healthcare Common Procedural Coding System.