



305 West Broadway, Third Floor • Louisville, KY 40202
1-800-578-0603 then press 1 [PHONE] • 1-888-857-4816 [TDD/TTY] • www.passportadvantage.org [WEB]

May 15, 2009

RE: Introducing the Passport Advantage *Skilled Nursing Facility Authorization Form*

Dear Skilled Nursing Facility (SNF) Provider,

In an effort to reduce paperwork and additional requests for information during the SNF authorization process, Passport Advantage (PAD) recently developed the enclosed form for your use.

Accessing the Form

Providers may make copies of the enclosed *SNF Authorization Form*, or download it from the Provider Center of our web site, www.passportadvantage.org, in the “Provider References” section.

Using the Form

Please fax the completed *SNF Authorization Form* to **(502) 585-8206** in order to:

1. Submit Initial Authorization Requests

Providers must fax the completed form and supporting clinical information within five days of admission. *Note: To facilitate a timely response, please complete all items denoted with an asterisk (*).*

2. Submit Routine Updates

Providers are encouraged to fax this form with routine updates as requested by the Plan’s Long Term Care (LTC) Manager.

3. Notify the Plan of Discharge Dates

Providers must notify the Plan of discharge dates by faxing or calling the LTC Nurse at the number below.

Questions

If you have any questions regarding this communication or process, please contact the LTC Nurse at (502) 585-8203.

Sincerely,

Denise Schifano
Associate Vice President, Provider Relations

Enclosure: SNF Prior Authorization Form