

**Fax completed form to 1-800-515-1150**

Complete this form to submit retrospective authorizations for Blue Cross and Blue Shield of Louisiana and HMO Louisiana, Inc. members for inpatient, outpatient and office services that require an authorization. **Retrospective review requests have up to a 30-day response time.** Do not use this form for authorizations processed by AIM Specialty Health, Express Scripts, Inc., New Directions, etc.

Do not submit a request for retrospective review if you filed a claim. If we require additional medical records, Medical Management will request them using the Medical Records Request for Claim Review form.

Medical Records can be faxed or uploaded in iLinkBlue ([www.bcbsla.com/ilinkblue](http://www.bcbsla.com/ilinkblue)). Click on the Document Upload link on the main page then select "Medical Records for Retrospective or Post Claim Review" from the department drop down. *Failure to fully complete this form could delay your authorization processing.*

<b>PATIENT DATA</b>	Last Name		First Name		Middle Initial	
	Member ID			Date of Birth		
<b>CLINICAL DATA</b>	Inpatient Admit/Surgery	Outpatient Procedure/Service	Ambulatory Surgery	Outpatient Hospital	Office	Home
	Diagnosis Code(s) (ICD-10)			CPT® Code(s)		
	Number of Visits Requested (If Applicable)			Date of Service/Admit Date: Start Date – End Date		
<b>REQUESTING PHYSICIAN</b>	Last Name		First Name		Middle Initial	
	Address		Phone Number		Fax Number	
	National Provider Identifier (NPI)					
<b>FACILITY INFORMATION</b>	Name					
	Address		Phone Number		Fax Number	
	National Provider Identifier (NPI)					
<b>CONTACT PERSON</b>	Name		Phone Number		Fax Number	
	Additional Information:					
<p><b>Note:</b> Maternity admissions to network facilities (or out-of-network facilities if the member has out-of-network benefits) do not require authorization if the inpatient stay is 48 hours or less for vaginal delivery and 96 hours or less for Cesarean section delivery.</p> <p>The authorization process is based on medical necessity only and is not a guarantee of payment. Services/procedures are subject to review by Blue Cross and Blue Shield of Louisiana for contractual limitations or exclusions. Some policies apply penalties for failing to request prior authorization for specific services. Other policies will not cover a service without prior authorization. For urgent inpatient admissions, you must notify Blue Cross of that admission within 48 hours or the next business day, to avoid penalties or non-coverage. If you are unsure if a policy allows for retrospective review, contact Customer Care at 1-800-922-8866. Always verify eligibility and benefits before providing services by contacting Customer Care or using iLinkBlue (<a href="http://www.bcbsla.com/ilinkblue">www.bcbsla.com/ilinkblue</a>).</p>						

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