

MEMBER INFORMATION	PROVIDER INFORMATION
Member Name: _____ <i>(Last, First, MI)</i>	Ordering Provider's Name: _____
Alaska Medicaid Member ID: _____	Provider Medicaid ID or NPI: _____
Date of Birth (MM/DD/YY): _____ Age: _____ Sex: _____	Phone Number: _____ Ext. _____
*Height: _____ (inches) *Weight: _____ (pounds)	Prescription Start Date: _____
Date of Last Visit: _____	Retrospective Review? <input type="radio"/> Yes <input type="radio"/> No

**SECTION A - CLINICAL INFORMATION** *(This section MUST be completed by the attending physician, physician assistant, nurse practitioner, or audiologist.)*

	Diagnosis Code	Diagnosis Description
ICD-10		

**Estimated Length of Need (# of Months):** \_\_\_\_\_ *(99 = Lifetime)*

**SECTION B - CLINICAL ASSESSMENT OF NEED FOR PRESCRIBED SERVICE(S) OR ITEM(S) AND PLAN**  
 Annotate the medical justification, as it pertains to the member's specific diagnosis, indicating the medical necessity of the requested services or items. Attach any supporting documentation as needed for further justification.  
*(This section may be completed by the attending specialist, including the physician, physician assistant, nurse practitioner, physical therapist, occupational therapist, speech language pathology therapist, registered dietitian, audiologist, or other attending specialist within the scope of his or her specialty.)*

**PLAN:** *The plan should list each service or item specifically needed for the treatment of the member. Additional treatment information may be attached to this form.*

**ATTESTATION, SIGNATURE AND DATE OF PHYSICIAN/ PHYSICIAN ASSISTANT/NURSE PRACTITIONER/ AUDIOLOGIST AND SPECIALIST**  
*(Note: Specialist = PT, OT, SLP, RD, MD, NP, PhD, LSW, etc.)*

*A physician, physician assistant, nurse practitioner, audiologist or specialist who attests to the medical necessity of the prescribed items, who knowingly or willfully makes, or causes to be made, any false statement or representation of a material fact in any application for Medicaid benefits or Medicaid payments, may be prosecuted under federal and/or state criminal laws and/or may be subject to civil monetary penalties and/or fines. I certify that the medical necessity information is true, accurate and complete to the best of my knowledge. I certify that I have reviewed the services or items requested in this form and that I deem them medically necessary for the patient listed. I understand that any falsification, omission or concealment of material fact may subject me to civil monetary penalties, fines or criminal prosecution.*

*This must be signed by the specialist if Section B is completed by someone other than the provider in Section A.*

\_\_\_\_\_  
 Signature of Specialist, Title \_\_\_\_\_  
 Date

*I hereby certify that I am the ordering physician/physician assistant/nurse practitioner/audiologist identified in this form.*

\_\_\_\_\_  
 Signature of Physician / Physician Assistant / Nurse Practitioner / Audiologist \_\_\_\_\_  
 Date

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SECTION C - REQUESTED SERVICES OR ITEMS <i>(To Be Completed by DME, P&amp;O, Audiology, or Hearing Aid Providers)</i>	Conduent Use Only
Provider Name: _____	Approved:      As requested      Modified request
Address: _____	Denied:
Provider Medicaid ID: _____	Service Authorization No: _____
Requester Name: _____	Start Date: _____ End Date: _____
Phone Number: _____ Ext. _____	Comments:
Fax Number: _____ Ext. _____	
Dates of Need – Start Date: _____ End Date: _____	Authorizing Agent Signature/Date: _____

	Procedure Code	Mod	Description	Qty	Charges	Authorized		Approved Quantity	Approved Amount
						Yes	No		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

SECTION D - SUPPLIER ATTESTATION, SIGNATURE AND DATE	
<p><i>I certify that those services or items listed in this form are those exact services or items ordered and certified as medically necessary by the ordering physician/physician assistant/nurse practitioner/ audiologist specified in this form, and that these exact services or items listed in this form will be supplied to the specified member. A provider who knowingly or willfully makes, or causes to be made, false statement or representation of a material fact in any application for Medicaid benefits or Medicaid payments may be prosecuted under Federal and State criminal laws. A false attestation can result in civil monetary penalties as well as fines, and may automatically disqualify the provider as a provider of Medicaid services.</i></p>	
Signature of Supplier _____	Date _____



## Certificate of Medical Necessity Instructions

**Submission Requirements:** This Certificate of Medical Necessity (CMN) must be completed to request services and must bear the signatures of the professionals who, by signing the form, attest that the content of the completed form is accurate and meets Alaska Medical Assistance program requirements. **Submit all CMN requests directly to Conduent, the fiscal agent,** by fax at 907.644.8131 or by mail at Conduent Service Authorization, PO Box 240808, Anchorage, AK 99524-0808.

**Submitted by:** Enter the name of the individual submitting the CMN.

**Date:** Enter the date the CMN is completed.

### Member Information *This information is auto-filled on the 2<sup>nd</sup> page.*

**Member Name:** Enter the member's last name, first name and middle initial.

**Alaska Medicaid Member ID:** Enter the Alaska Medicaid Member ID number.

**Date of Birth:** Enter the member's date of birth using the calendar feature or a MM/DD/YY format.

**Age:** Enter the age of the member.

**Sex:** Select the gender of the member.

**\*Height:** Enter the member's height in inches.

**\*Weight:** Enter the member's weight in pounds.

**Note:** *Certain services/items cannot be approved without height and weight.*

**Date of Last Visit:** Enter the date of the member's last visit using the calendar feature or a MM/DD/YY format.

### Provider Information *This information is auto-filled on the 2<sup>nd</sup> page.*

**Ordering Provider's Name:** Enter the ordering provider's last name, first name, and middle initial.

**Provider Medicaid ID or NPI:** Enter the ordering provider's Medicaid ID or NPI number.

**Phone Number & Ext.:** Enter the ordering provider's contact phone number and extension.

**Retrospective Review?:** Check 'Yes' or 'No'.

### Section A – Clinical Information

**Note:** *This section **must** be completed by the attending physician, physician assistant, nurse practitioner, or audiologist.*

**Diagnosis Code (ICD-10):** Enter the primary ICD-10 diagnosis code, at a minimum, for the requested services.

**Diagnosis Description (ICD-10):** Enter the corresponding description for each ICD-10 diagnosis code entered.

**Estimated Length of Need:** Enter the number of months the requested services or items will be needed. Enter '99' in this field if the services or items requested are needed on a continuous basis for the member's lifetime.

**Note:** *Entering a lifetime span does not guarantee payment to the provider for these services or items for the member's lifetime. Medical justification must support the request and the member must meet eligibility requirements for the duration of the authorization. Additionally, lifetime requests are subject to a periodic recertification to ensure medical necessity.*

### Section B – Clinical Assessment of Need for Prescribed Services or Item(s) and Plan

**Note:** *This section may be completed by the attending specialist, including the physician, physician assistant, nurse practitioner, physical therapist, occupational therapist, speech language pathology therapist, registered dietitian, audiologist, or other attending specialist within the scope of his or her specialty.*

**Clinical Assessment of Need for Prescribed Service(s) or Item(s):** Annotate the medical justification, as it pertains to the member's specific diagnosis, indicating the medical necessity of the requested services or items. Medical justification must be complete and thorough in order to process the request. Attach additional supporting documentation as needed for further justification.

**Plan:** The plan should list each service or item specifically needed for the treatment of the member. Attach a detailed treatment plan or other pertinent information as needed.

**Attestation, Signature, and Date of Physician/Physician Assistant/Nurse Practitioner:** Enter signature of the physician/physician assistant/nurse practitioner/audiologist submitting the CMN request and date signed. The signature must be that of the professional who, by signing the form, attests that the content of the completed form is accurate and meets Alaska Medical Assistance program requirements.

If Section B of this form is completed by a specialist other than the ordering provider identified in Section A, the specialist must also enter their signature, title, and date signed on the lines provided. By signing the form, the specialist also attests that the content of the completed form is accurate and meets Alaska Medical Assistance program requirements.

**Note:** *Authorization does not guarantee payment. Payment is subject to member's eligibility. Be sure the identification card is current before rendering services.*

**Forward this form to:** Conduent Service Authorization, PO Box 240808, Anchorage, AK 99524-0808

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## Certificate of Medical Necessity Instructions (Cont.)

### Section C – Requested Services or Items

*Note: This section is for the DME, prosthetics & orthotics, audiology, or hearing aid provider.*

**Provider Name:** Enter the supplying provider's last name, first name, and middle initial.

**Address:** Enter the address of the supplying provider.

**Provider Medicaid ID or NPI:** Enter the supplying provider's Medicaid ID or NPI number.

**Requester Name:** Enter the name of the requesting individual.

**Phone Number & Ext.:** Enter the supplying provider's contact phone number and extension.

**Fax Number & Ext.:** Enter the supplying provider's fax number and extension, if applicable.

**Dates of Need – Start Date / End Date:** Enter the start date and end date of the authorization.

**Procedure/Drug Code:** Enter the procedure/drug code for the service or item requested.

**MOD:** Enter any applicable modifier codes for the requested service or item.

**Description:** Enter the description of the requested service or item.

**Qty:** Enter the quantity of the service to be performed or item to be dispensed.

**Charges:** Enter the total estimated charges for the requested service or item.

**Section D – Supplier Attestation, Signature, and Date:** Enter signature and title of the supplying professional submitting the CMN request. The signature must be that of the professional who, by signing the form, attests that the content of the completed form is accurate and meets Alaska Medical Assistance program requirements.

### Certificate of Medical Necessity Amendments

Any changes to an approved CMN or requests for additional services or items must be requested through the Conduent Service Authorization department. All changes to any field(s) on the approved form must be initialed and dated by the original prescribing medical provider. Additionally, supporting medical documentation justifying medical necessity must accompany any requests for additional services or items.

*Note: Authorization does not guarantee payment. Payment is subject to member's eligibility. Be sure the identification card is current before rendering services.*