

## Combined MassHealth Managed Care Organization (MCO) Medical Necessity Review Form For Enteral Nutrition Products (Special Formula)

You must submit this form with your request for prior authorization. The form must be completed by the prescriber and have a copy of the prescription attached. **Please refer to the instructions for completing this form provided at the end of this document.**

All sections must be completed.

|   |   |
|---|---|
| 1. Member's name:   | 2. Member's ID no:  |
| 3. Member's DOB (Age):<br><input type="checkbox"/> Weeks of gestation for premature infants (if applicable):  | 4. Member/family's primary language:  |
| 5. Member's address and telephone no:<br><br>Telephone No: _____  | 6. Member's current location:<br><input type="checkbox"/> Home<br><input type="checkbox"/> Hospital<br><input type="checkbox"/> NICU<br><input type="checkbox"/> Other (specify): _____<br>Telephone No: _____  |
| 7. Primary diagnosis name and ICD-CM code:  | 8. Secondary diagnosis name and ICD-CM code:  |
| 9. Anthropometric measures (Complete all items.)<br><input type="checkbox"/> Height: _____ <input type="checkbox"/> Weight: _____<br><input type="checkbox"/> Growth percentile (child only): _____<br><input type="checkbox"/> Body mass index (BMI): _____<br><input type="checkbox"/> Basal metabolic rate (BMR): _____<br><input type="checkbox"/> Ideal body weight: _____   | 10. Laboratory tests (Attach results)<br><input type="checkbox"/> Type of blood tests (specify): _____<br><input type="checkbox"/> Type of urine tests (specify): _____<br><input type="checkbox"/> Allergy testing (specify): _____<br><input type="checkbox"/> Other tests (specify): _____             |
| 11. Risk factors (Use attachments as needed.)<br><input type="checkbox"/> Anatomic structure of gastrointestinal tract<br><input type="checkbox"/> Neurological disorder (specify): _____<br><input type="checkbox"/> Inborn errors of metabolism (specify): _____<br><input type="checkbox"/> Malabsorption syndrome (specify type): _____<br><input type="checkbox"/> Treatment with anti-nutrient or catabolic properties<br><input type="checkbox"/> Increased metabolic or caloric need<br><input type="checkbox"/> Other (Specify): _____ | 12. Route of treatment<br><input type="checkbox"/> Mouth (oral) only<br><input type="checkbox"/> Nasogastric (NG-tube)<br><input type="checkbox"/> Gastric (G-tube)<br><input type="checkbox"/> Jejunal (J-tube)<br><input type="checkbox"/> Other (specify): _____                                       |
| 13. Treatment regimen initiated (Attach explanation.)<br><input type="checkbox"/> Past (Note: specific dates of duration of usage and signs and symptoms of complications of any prior used formulas)<br><input type="checkbox"/> Current (last six months)<br><input type="checkbox"/> None  | 14. Expected treatment outcome (Attach explanation.)<br><input type="checkbox"/> Expected to improve within 3 months<br><input type="checkbox"/> Expected to improve within 6 months<br><input type="checkbox"/> Expected to improve within 12 months<br><input type="checkbox"/> Not expected to improve |

|   |   |   |  |
|---|---|---|--|
| 15. Location where member will use items:<br><input type="checkbox"/> Home<br><input type="checkbox"/> Work<br><input type="checkbox"/> Hospital<br><input type="checkbox"/> Other (specify): _____ |   | 16. *Expedited service authorization request<br><i>(Must attach detailed explanation.)</i><br>Could seriously jeopardize the member's:<br><input type="checkbox"/> Life or health<br><input type="checkbox"/> Ability to attain, maintain, or regain maximum function<br><input type="checkbox"/> Other (Specify): _____<br>*MCO Plan to provide notice to provider no later than 3 business days after receipt of request. |  |
| 17. Duration of need (number of months):<br>Start and End Dates   |   | 18. No. of refills:   |  |
| 19. Enteral formula and supplies<br>(include HCPCS codes)   | 20. Volume/fluid oz. and Calories per<br>Day (list all) | 21. Quantity per month (Total Units<br>Requested per HCPCS code)  |  |
| a.  | a.  |   |  |
| b.  | b.  |   |  |
| c.  | c.  |   |  |
| 22. Type of formula requested: <input type="checkbox"/> P = powder <input type="checkbox"/> R = ready-to-use <input type="checkbox"/> C = concentrate   |   |   |  |
| 23. DME provider  |   |   |  |
| Company name:   |   | NPI provider ID no. (if available):   |  |
| Address:  |   | Telephone no. (if available):   |  |
|   |   | Fax no. (if available):   |  |
| 24. Prescriber  |   |   |  |
| Name:   |   | NPI provider ID no.:  |  |
| Address:  |   | Telephone no.:  |  |
|   |   | Fax no.:  |  |
| 25. Person completing form on behalf of prescriber  |   |   |  |
| Name:   |   | Title:  |  |
| Telephone no.:  |   | Organization:   |  |
| Fax no.:  |   |   |  |

26. **Attestation:** I certify that the clinical information provided on this form is accurate and complete to the best of my knowledge, and I understand that any falsification, omission, or concealment of material fact may be subject to civil or criminal liability.

\_\_\_\_\_  
**Prescriber attestation** (signature)

\_\_\_\_\_  
**Date** (mm/dd/yy)

This form must be completed by the prescriber. Please check off the member's MCO Plan and fax or submit this completed and signed form according to the MCO's special instructions below.

**AllWays Health Partners**

Contact the Department: DME-Nutritional Authorizations Team – Department; Clinical Operations. Tel #: 855-444-4647 (toll free) - Fax #: 617-586-1700.

**Special Instructions:** The DME provider is to submit the request to AllWays Health Partners via electronic submission and upload the form to [alwaysprovider.org](http://alwaysprovider.org) Home Infusion Therapy and enteral feedings will each require a separate submission.

**Boston Medical Center HealthNet Plan (BMCHP)**

**Special Instructions:** Choose a vendor from the list available on the link below and fax the completed form directly to the vendor. The vendor will then obtain prior authorization. This list and the special formula/enteral nutrition form can also be found at <https://www.bmchp.org/I-Am-A/Provider/Working-With-Us/Documents-and-Forms/Prior-Authorizations>. (Click on Authorization Forms, Enteral Nutrition Request Form.)

For all oral enterals, contact Northwood for prior-authorization, via Northwood’s online authorization portal at <https://providerportal.northwoodinc.com>. For tube-fed enterals, Home Infusion providers should contact BMCHP for prior authorization. Tel number: (888) 566-0008, Option 3. DME providers contact Northwood for prior authorization, via Northwood’s online authorization portal at <https://providerportal.northwoodinc.com>

**Fallon Health**

Contact Prior Authorization Department Tel #: 508-368-9138/Fax #: 508-368-9700 or urgent fax request 508-368-9133.

**Special Instructions:** Please provide notes of past one year of office visits, yearly checkups, testing results and growth charts. For a list of contracted medical suppliers visit the Physician and Provider section at [www.fchp.org](http://www.fchp.org).

**Health New England (HNE)**

Contact Person/Department: Health Services Department. Tel #: 413-787-4000 x5027/Fax #: 413-233-2700.

**Special Instructions:** Please provide notes of past one year of office visits, yearly checkups, testing results and growth charts. The completed form is to be faxed to the contracted DME/medical supplier.

**Tufts Health Plan**

Contact Person/Department: Medical Management Team Tel #: 888-257-1985/Fax #: 781-393-2601

**Special Instructions:** Send the completed form to the contracted DME/medical supplier. If the diagnosis is failure to thrive (FTT), submit a growth chart in addition to the form. For a list of our DME vendors, visit our website at [www.tuftshealthplan.com](http://www.tuftshealthplan.com).

**Note:** Prior-authorization requests with incomplete medical necessity documentation may be returned for more information or denied. Please refer to the MassHealth and MCO Guidelines for Medical Necessity Determination for Enteral Nutrition Products for further information about submitting required clinical documentation.

**Instructions: Complete all applicable fields on the form. Print or type all sections.**

|                |   |   |
|----------------|---|---|
| <b>Item 1</b>  | Member's name                           | Enter the member's name as it appears on the MCO Plan card.   |
| <b>Item 2</b>  | Member's MCO ID no.                     | Enter the member's MCO Plan identification number, which appears beside the member's name on the MCO card.  |
| <b>Item 3</b>  | Member's DOB/Age                        | Enter the member's date of birth in month/day/year order and age. Also include weeks of gestation for premies if applicable.  |
| <b>Item 4</b>  | Member/family's primary language        | Enter the member/family's primary language. (If other than English this will flag the possible need for translator and/or interpreter services).  |
| <b>Item 5</b>  | Member's address                        | Enter the member's permanent legal address (street address, town, and zip code) including telephone where can be reached.   |
| <b>Item 6</b>  | Member's current location               | Place a checkmark beside the member's current location (include telephone number).<br><br>Note: if NICU (Neonatal Intensive Care Unit) is checked off, the MCO and/or its designated DME or Pharmacy Vendor will flag the PA, process and track it expeditiously in order to ensure that the member's nutritional needs will be met as soon as the member is ready to be discharged to the community. |
| <b>Item 7</b>  | Primary diagnosis                       | Enter the primary diagnosis name and ICD-CM code that corresponds to the nutritional disorder for which the enteral product is being requested. Include evidence based clinical data regarding disease processes (i.e. not just GERD – all the clinical data that confirms that diagnosis).   |
| <b>Item 8</b>  | Secondary diagnosis                     | Enter the secondary diagnosis name and ICD-CM codes (up to three codes) that further describe medical conditions associated with the primary diagnosis. Enter "N/A" if not applicable. Include evidence based clinical data regarding disease processes (i.e. not just GERD – all the clinical data that confirms that diagnosis).  |
| <b>Item 9</b>  | Anthropometric measures                 | Complete all items associated with signs and symptoms of nutritional risk. Enter the member's height in inches, weight in pounds, body mass index, basal metabolic rate, and ideal body weight. Enter the growth percentile for children, and attach a growth chart.  |
| <b>Item 10</b> | Laboratory tests                        | Place a check mark beside all diagnostic laboratory tests that apply, and specify the type of tests (for example, serum albumin, hematocrit, and enzyme profiles) in the space provided. Attach the results for each test.  |
| <b>Item 11</b> | Risk factors                            | Place a check mark beside all risk factors that may affect treatment of nutritional risk. When indicated, specify the risk factors in the risk space provided. Attach clinical information for items checked.   |
| <b>Item 12</b> | Route of treatment                      | Place a check mark beside the primary method that enteral products will be administered. If checking "Other", specify the method (for example, gravity, pump, or syringe) in the space provided.  |
| <b>Item 13</b> | Treatment regimen initiated             | Place a checkmark beside treatments that have been tried to manage nutritional risk. Attach an explanation on other nutritional support products used and responsiveness to such treatments.  |
| <b>Item 14</b> | Expected treatment outcome              | Place a checkmark beside the item that describes the prognosis for improvement with enteral treatment. Attach an explanation.   |
| <b>Item 15</b> | Location where member will use items    | Place a checkmark beside all locations that apply to use of this product. If checking "Other", specify the location where the product will be used (for example, skilled nursing facility or end stage renal disease facility) in the space provided.   |
| <b>Item 16</b> | Expedited service authorization request | Place a checkmark beside the reason for requesting an expedited service authorization request. Must attach a detailed explanation for any reason checked.   |

|                |  |   |
|----------------|--|---|
| <b>Item 17</b> | Duration of need   | Enter the total number of months that the prescriber expects the member to require use of the items requested. Specify 1 to 99 months, where 99 indicates lifetime use. Enter Start and End Dates if known.   |
| <b>Item 18</b> | No. of refills   | Enter the number of monthly refills for this prescription.  |
| <b>Item 19</b> | Enteral formula and supplies                             | Print the name of the enteral formula being requested and, if applicable, the supplies (for example, syringes or pump) required to administer the formula. Include HCPCS codes.   |
| <b>Item 20</b> | Volume/fluid oz. per day and Calories per day            | Enter the volume/fluid oz. per day of reconstituted formula being recommended for the member; and enter the calories per day (i.e. 1 unit = 100 calories)   |
| <b>Item 21</b> | Quantity per month/Total Units Requested per HCPCS code. | Enter the quantity of enteral products requested per month for items listed (for example, 30 8-oz. cans).   |
| <b>Item 22</b> | Type of formula requested                                | Place a checkmark beside the type of formula requested.   |
| <b>Item 23</b> | DME provider   | Enter the company name and address of the provider who will supply the enteral product(s) being requested. If available, also provide the DME provider's telephone and fax numbers and provider National Provider Identifier (NPI) number.  |
| <b>Item 24</b> | Prescriber   | Enter the physician's/clinician's name, address, telephone and fax numbers where he or she can be contacted if more information is needed. Include the prescriber's MCO Plan provider's NPI number, or if the prescriber is not an MCO Plan provider, enter the prescriber's NPI number.  |
| <b>Item 25</b> | Person completing form on behalf of prescriber           | If a clinical professional other than the treating clinician (for example, home health nurse, dietician, physical therapist, or nursing facility staff) or a physician employee answers any of the items on this form, he or she must print his or her name, professional title, and name of employer (organization) where indicated. |
| <b>Item 26</b> | Attestation  | The prescriber must attest that the clinical information provided on this form is accurate and complete to the best of the prescriber's knowledge by signing this field.  |