

INSTRUCTIONS
PROVIDER FAX COVERSHEET
(NOT FOR ORIGINAL PRIOR APPROVAL SUBMISSION)

A SEPARATE coversheet is required for each submission related to a pre-existing prior approval. The sender will be notified that the entire fax receipt will not be processed if: more than one submission is included with one coversheet; one of the three acceptable routing sheets/request forms/scanning sheets is not included; or, the submission contains any blanks. The sender will also be contacted if the fax: is illegible; is missing attachments; or, is otherwise not useable.

Date

- Fill in the current date.

From

- Fill in the Fax number where a return communication can be sent
- Fill in a phone number where the Contact person can be reached for any reason
- Fill in the name of a Contact person responsible for sending the fax
- Record the name of the provider
- Give the provider's Medicaid ID number
- Fill in the address where the original fax file is located

Check One

- **ONLY ONE** checkbox can be used for each coversheet. Use additional coversheets for additional submissions, making sure the prior approval number that the faxed material is to be matched up to is recorded legibly and accurately on the accompanying Return Information Routing Sheet, Prior Approval Change Request Form, or Electronic Transaction Attachment Scanning Sheet. Multiple different attachments faxed for the same prior approval number should have separate cover sheets. A single attachment on a single coversheet can have multiple pages.

Number Pages

- Count the entire number of pages in the fax submission, including the cover sheet and the routing sheet/request form/scanning sheet. This number must be at least three (3) or more.

Message

- These would include administrative comments related to the fax (eg, 'Contact Mary at 123-4567 if you call on Friday since I won't be in the office', or 'A separate related fax will be sent tomorrow'). **DO NOT** use this message area to record anything related to the content of the fax, or its purpose; this should be contained in the attachments faxed with the coversheet and routing sheet/form.