Submitting a Prior Authorization for Personal Care School Based Services
Select **Create Authorization** under the **Prior Authorizations** tab
Requesting Provider Information – This will automatically populate the provider logged in.

Member Information – Enter the SoonerCare Member ID.
Service Provider Information is only required for durable medical equipment, prosthetics, orthotics and supplies (DMEPOS), Home Health, Hospice, Specialized Nursing and Vision Care services. All other types leave blank.
• **Assignment Code** – Select the appropriate assignment code

• **Managed Care, Fund, Letter** – Leave blank
Diagnosis Code – Enter the primary diagnosis code without the decimal point, then click Add
PA Submission, *cont.*

From Date and To Date – Enter the date range needed for the school year.
• **Code Type** – Select Procedure Code

• **Code** – Enter the procedure code

• **Thru Code** – Leave blank
**Modifiers – TM modifier** will need to be placed in the first modifier box.
• **Units** – Enter the number of units needed for the dates requested for the school year.

• **Remarks (optional)**
• Attachments must be added before the first service line.

• **Attachments** – Click the “+” sign to upload the attachments.
Transmission Method:
**EL = Electronic Only**
- Accepted file types: JPG, PDF, TIF, XPS
- Up to 10 MB
- Only the first line item requires attached documents
• **Upload File** – Select **Browse** to locate the attachments.

• **Description** – Enter a brief description of the documentation. Click **Add**.
• The transmission method, file and control number will reflect if the documentation is successfully attached to the PA line item.

• The system will populate another blank section if additional documents need to be attached.
Click **Add Service** once the documentation is attached.
• If no additional codes need to be added, click **Submit**.
PA Submission, *cont.*

Click **Confirm** to submit the request
Authorization Receipt – The portal will generate a PA number to confirm the request submitted successfully. This does not mean the PA is approved.