

Office of Clinical Research & Innovative Care Compliance (OCRICC) Research Preauthorization Guidance

The intent of this instruction is to help research teams communicate with the Froedtert Health (FH) Preauthorization teams when dealing with research-paid services for commercial insured participants, to prevent the preauthorization of FH services when it is known that we are not billing patient/insurance.

Below is a list of the primary items the FH PreAuth Team captures for authorization.

- CT
- MRI
- PET
- NM Studies
- Vascular Studies (Carotid, Arterial US, Duplex Scans)
- Any OR procedure (outpatient, inpatient, hospital, ASC)
- Cardiac Cath Procedures
- GI Lab procedures
- In Office Procedures (except standard US and XRAY)
- Planned Medical Admissions
- Planned Surgical Admissions
- Plasmapheresis
- Rehab Services (Cardio Pulmonary, PT, OT, ST)
- ECHOS
- Neurophysiology Services
- Bone Density

WHEN TO CONTACT [FH PREAUTHORIZATION](#)

When scheduling research-paid inpatient stays and/or outpatient services (i.e. procedures or imaging) for commercial insured patients/subjects, Research Staff must inform the [appropriate FH Preauthorization Teams](#) that the service(s) **does not** require preauthorization; research is covering the cost. **Communicating this will prevent unnecessary preauthorization activities from being performed so commercial insured patient participants would not be exposed to inaccurate denials.**

OPTIONS FOR COMMUNICATION:

Option 1 (BEST): Add statement directly to Order Comments

Recommend using the following scripting: *"The XX (i.e. CT scan, colonoscopy, Inpatient Stay) scheduled for XX/XX/XX for PATIENT NAME, MRN requires no preauthorization – it is paid by the research and OCRICC will pull the charges and invoice the study."*

Option 2: You didn't place the order? Ask the person who originally placed the order add statement directly to Order Comments within 48 hours of placing the order

Recommend using the following scripting: *"The XX (i.e. CT scan, colonoscopy, Inpatient Stay) scheduled for XX/XX/XX for PATIENT NAME, MRN requires no preauthorization – it is paid by the research and OCRICC will pull the charges and invoice the study."*

Option 3: Within 48 hours of placing the order, contact the Preauthorization Team directly via EPIC InBasket message based on the service being ordered. Contact information can be found [on Scout](#); the three top InBasket pools are listed below:

Radiology: [Enterprise Reg – Radiology Pre Auth Unit Pool \(#900026\)](#)

Inpatient: [Enterprise Reg - Inpatient Preauthorization Pool \(#316804\)](#)

Procedures: [Enterprise Reg – Procedure Pre Auth Unit Pool \(#316800\)](#)