

# Outpatient Pre-Treatment Authorization Program (OPAP) Request

**Check all that apply:**

- Physical Therapy (PT)       Speech Therapy (ST)  
 Occupational Therapy (OT)     Spinal Manipulation/Chiropractic  
 Acupuncture                      Habitative:  Yes  No

**Please print and complete entire form.  
 Fax form to 410-505-6404**

<b>CASE INFORMATION</b>			
Patient Name (Last, First):		Subscriber Member ID#:	
Date of Birth (MM/DD/YYYY) ____ / ____ / ____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Number of Visits	Date of Service (MM/DD/YYYY) From ____ / ____ / ____ to ____ / ____ / ____
Diagnosis Code (ICD-9): Primary _____ Secondary _____			
Servicing Practitioner:		BlueChoice Regional Provider ID (Tax ID if non-participating)	
Office/Facility Name:		Practitioners Address:	
City:	State:	ZIP Code:	Treatment Setting: <input type="checkbox"/> Office <input type="checkbox"/> Outpatient Facility
<b>CONTACT INFORMATION</b>			
Office Name:		Office Phone Number & Extension (including area code):	
Office Fax:		Tax ID Number:	
<b>AUTHORIZATION EXTENSION (IF APPLICABLE)</b>			
Previous Authorization Number:		Action Requested: <input type="checkbox"/> Extend End Date <input type="checkbox"/> Add Visits	
Additional Comments:			

<b>DISCLAIMER</b>
The above approval is based on the number of visits recommended for the diagnosis indicated. If additional visits are required, please complete and submit a separate authorization form indicating measurable short-term and long-term goals for the member.  Prior to rendering the authorized service, the health care practitioner must verify the member's eligibility and benefits with CareFirst (see page 2 for instructions). If the patient's benefits are not covered on the date the authorized service is delivered, reimbursement will not be provided.

<b>FOR CAREFIRST USE ONLY</b>
Visit(s) Authorized: _____ <input type="checkbox"/> Physical Therapy (PT) <input type="checkbox"/> Speech Therapy (ST) <input type="checkbox"/> Acupuncture <input type="checkbox"/> Spinal Manipulation / Chiropractic <input type="checkbox"/> Occupational Therapy (OT) <input type="checkbox"/> Rehabilitative <input type="checkbox"/> Habitative  <div style="text-align: right;"><input type="checkbox"/> <b>No Preauthorization Required</b></div>
OPAP Authorization Number: _____
OPAP Comments:

# Outpatient Pre-Treatment Authorization Program (OPAP) Authorization Request

## IMPORTANT INFORMATION FOR COMPLETING REQUEST FORMS

### 1. Verify eligibility and benefits through the following:

- **Online at [www.carefirst.com/carefirstdirect](http://www.carefirst.com/carefirstdirect).**
- **Maryland-based products** (Maryland Point of Service, Preferred Provider Organization, Preferred Provider Network, and Maryland Indemnity products) call BlueLine at **410-581-3535** or **800-248-8410**.
- **National Capital Area (NCA)/Regional-based products** (CareFirst BlueChoice, CareFirst BlueChoice Opt-Out, CareFirst BlueChoice Opt-Out *Plus*, BluePreferred and NCA Indemnity) call FirstLine at **202-479-6560** or **800-842-5975**.

### 2. General Instructions:

- **Type or print legibly and complete the form in its entirety. Note “N/A”** in blocks that are not applicable.
- **The number of visits and the range for dates of service must agree with those indicated on the claim form.** (*For example: the number of visits cannot be overstated. A visit must not occur outside the approved range for dates of service.*) If the claim does not agree with the authorization, claims processing may be delayed and/or the claim may be denied.
- To order additional forms, please call **410-998-4667**. Use your Provider ID number to request the form number noted at the bottom of the first page.

### 3. Fax completed forms to 410-505-6404 within five (5) days from initial evaluation.

Delays may cause a denial or reduction in claims payment. Please do not send additional pages unless requested (see additional instructions for HMO). Once processed, your OPAP authorization will be faxed back to you.

### Additional HMO Specific Requirements:

- For CareFirst BlueChoice, Inc. products (including BlueChoice HMO, Opt-Out, and Opt-Out Plus), **a PCP may also be required to submit a written referral to a therapist for the first three (3) visits** (to include 1 evaluation and 2 treatments).
- Prior to rendering continued services beyond the initial three (3) visits, the therapist must obtain OPAP authorization. Submit a copy of the written referral along with the OPAP Authorization Form (see General Instructions above).
- CareFirst BlueChoice Opt-Out with the Open Access feature (see patient’s ID card) does not require written referrals for the first three (3) visits. Chiropractic (spinal manipulation) services require authorization starting with the first visit.

Authorization requirements for health care services vary by employer. **Be sure to check the patient’s eligibility and benefits. Note:** Authorization is subject to medical necessity. Providers should be familiar with our medical policies as they pertain to Physical Therapy (PT), Occupational Therapy (OT), Speech Therapy (ST) and spinal manipulation services. Medical policies are available on the “Providers & Physicians” section of our web site, [www.carefirst.com](http://www.carefirst.com). Please see Section 08, *Rehabilitation Therapy*, for details. This form is used to request continued services after the initial three (3) referral visits have been completed.