

Amendment Process

- **Amendments can be requested when there is a need to change a PA in *Approved* status only**
- **All Amendments MUST be faxed to HPE at 1-866-574-4991 or 405-702-9080 with the required forms**
- **Amendments MUST be received within 6 months of the date of service**
- **For continuation of Approved services a NEW Prior Authorization Request (PAR) with documentation must be submitted. Amendments for continuation of services will not be processed**

FORMS REQUIRED:

HCA-13A – Prior Authorization Attachment Form Cover Sheet (must be the top page)

- In the upper right hand corner check the “Amended” box only
- Enter the Prior Authorization Number in box 3
- Bottom of the form include a contact person and phone number
- to HPE at 1-866-574-4991 or 405-702-9080

Provider Portal PA Screen Print OR Amendment Request Form

- Provider Portal Screen Print - Provide a copy of the PA submission with your hand written requested changes.
- Amendment Request Form HCA-60

WHAT CAN BE AMENDED

Dates of Service

- End Date can be amended to accommodate a schedule/delivery change
- Complete date spans can ONLY be adjusted for rental equipment. Delivery Ticket must be submitted with your amendment request

Unit Adjustment

- Units can be adjusted with sufficient documentation to support the adjustment

Coding Adjustment

- Coding can be adjusted with sufficient documentation to support change

Modifiers

- Modifiers can be added, removed or changed

Provider Numbers

- Provider Numbers can be changed within the same group as long as no claims have been paid

RID/Name Changes

- Submit amendment on the original PA to reduce dates and units to the services required during the new time frame
- NEW PA will have to be submitted for time frame that the NEW RID/Name Change became effective – You will need to include the units and time frame that are applicable for the NEW RID. You can notate in the NEW PA submission the original PA number