National Imaging Associates, Inc. - Medical Specialty Solutions
Prior Authorization Checklist

To expedite the process, have the following information ready before logging on to RadMd.com,* (NIA's website) or calling the NIA Utilization Management staff:

Required information
- Member information: first and last name, Blue Cross Complete member ID, date of birth, address
- Ordering physician information: name, NPI, phone number, fax number, address
- Requested examination, CPT codes, ICD-10 codes
- Facility information: name of facility where the surgery will be performed, address, Tax ID, requested setting (inpatient, outpatient, ambulatory surgical center)
- Anticipated date of service (if known)
- Details justifying the examination:
  - Symptoms and their duration
  - Physical exam findings, including findings applicable to the requested services
  - Generally, conservative treatment completed for six weeks within the most recent six months (e.g., physical therapy, chiropractic or osteopathic manipulation, physician directed home exercise program, hot pads, massage, ice packs and medication)[+]
  - Results and reports of preliminary procedures already completed (e.g., X-rays, CTs, lab work, ultrasound, scoped procedures, referrals to specialist and specialist evaluation)
  - Reason the study is being requested (e.g., further evaluation, rule out a disorder)

Be prepared to fax or upload the following information, if requested:
- Clinical notes with symptom details, physical exam findings, conservative treatment, including:
  - Reports of previous procedures
  - Specialist reports or evaluation

[+]See clinical guidelines on RadMD.com* under *Online Tools/Clinical Guidelines* for specific conservative treatment requirements based on requested study or diagnosis.

To initiate an authorization request, visit **RadMD.com*** or call **NIA** at **1-800-424-5351**.

*Our website is **mibluecrosscomplete.com**. While website addresses for other organizations are provided for reference, Blue Cross Complete doesn't control these sites and isn't responsible for their content.