



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

Janice K. Brewer  
Governor

Clarence H. Carter  
Director

TO: Acute Care Medical Service Providers

FROM: Amy Chriswell, Health Care Services Business Administrator  
Kim Smith, Fiscal Integrity Manager

DATE: May 24, 2013

SUBJECT: Retroactive Requests for Prior Authorization

The Division of Developmental Disabilities (Division) will generally no longer process requests for prior authorization of medical services after the service has been rendered for dates of service on or after July 1, 2013. Prior authorization requests should be received before delivering services in all cases except for emergencies in accordance with Arizona Administrative Code, AHCCCS Policy and Division Policy. The Division's Health Care Services, Prior Authorization Unit will process standard authorization requests within 14 calendar days of physician's order. Expedited authorization requests will be processed within three (3) working days of a physician's order.