



# Step Therapy Exception Request Form Instructions

This form is intended to request an exception to step therapy requirements. Supporting documentation is required and additional clinical criteria may apply. If you would like to submit a standard prior authorization request, please go to <http://www.covermymeds.com/main/prior-authorization-forms/>

1. Complete the Step Therapy Form by filling in all highlighted sections. **Incomplete forms will delay processing.**
  - a. In section I, *Provider Information*, please ensure to include the prescriber's name, Provider NPI, and accurate fax and phone contact information.
    - i. For medical benefit requests, please include requesting provider's TIN, and also, the NPI and TIN for the servicing facility or servicing provider.
  - b. In section II, *Member Information*, please provide member's name, member ID, and date of birth. Please list relevant allergies, if any.
  - c. In section III, *Drug Information*, please provide drug name, specific formulation (extended release, solution, etc.), the strength of the medication and the daily dose being requested.
    - i. Please ensure a valid diagnosis is included in this section.
    - ii. If member is already receiving this medication, please fill out the *Medication History for this Diagnosis* section in full. Please include any previous medications that have been tried and failed for this diagnosis.
  - d. In section IV, *Additional Clinical Information*, please provide any additional information or details that are relevant to the request. Please include lab reports with request when appropriate. (e.g., Culture and Sensitivity; Hemoglobin A1C; Serum Creatinine; CD4; Hematocrit; WBC, etc.)
2. Submit the completed form through one of the following options:
  - a. Fax the completed form to **(800) 977-4170**
  - b. Or attach this form to an electronic prior authorization request at <http://www.covermymeds.com/main/prior-authorization-forms/>
  - c. Or mail this form to: Centene Pharmacy Services – Coverage Determination; P.O Box 31397 Tampa, FL 33631-3397

STEP THERAPY EXCEPTION REQUEST FORM			
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<b>I. Provider Information</b>		<b>II. Member Information</b>	
Prescriber name (print)		Member name	
Requesting Provider NPI	TIN	Identification number	
Servicing Facility/Provider NPI	TIN	Group number	
Fax		Date of Birth	
Phone		Medication allergies	
<b>III. Drug Information</b>			
Drug name and strength	Dosage form	Dosage Interval (mg)	Qty per Day
Diagnosis relevant to this request			
Expected length of therapy			
<b>Medication History for this Diagnosis</b>			
A. Is member currently treated on this medication?			
<input type="checkbox"/> yes, How Long? <input type="checkbox"/> go to item B <input type="checkbox"/> no <input type="checkbox"/> skip item B; go to item C			
B. Is this request for continuation of a previous approval from a prior health plan?			
<input type="checkbox"/> yes [please provide documentation of approval, or valid claim history from last 90 days] <input type="checkbox"/> no			
C. Please indicate previous treatment and outcomes below.			
Drug Name (include strength and dosage)	Date of Therapy	Reason for Discontinuation	
1			
2			
3			
4			
<small>NOTE: Confirmation of use will be made from member history on file; prior use of preferred drugs is a part of the exception criteria. The Ambetter Formulary is available on the Ambetter website at <a href="http://www.ambetterhealth.com">www.ambetterhealth.com</a> (search for your state to view your specific formulary document.)</small>			
<b>IV. Additional Clinical Information</b>			
Appropriate clinical information to support the request on the basis of medical necessity must be submitted.		Provider Signature:	Date:
<small>Requests for step therapy exceptions must include member name, ID#, and drug name. Incomplete forms will delay processing. Please include lab reports with requests when appropriate (e.g., Culture and Sensitivity; Hemoglobin A1C; Serum Creatinine; CD4; Hematocrit; WBC, etc.)</small>			



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Fax:		Date of Birth:	
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Drug name and strength:	Dosage form:	Dosage Interval (sig):	Qty per Day:
Diagnosis relevant to <u>this</u> request:			
Expected length of therapy:			
<b>Medication History for this Diagnosis</b>			
A. Is member currently treated on this medication? <input type="checkbox"/> yes; How Long? _____ [go to item B] <input type="checkbox"/> no [skip item B; go to item C]			
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