These guidelines assist you when entering an authorization or referral request into Valley Express.

**SERVICES THAT DO NOT REQUIRE AUTHORIZATION OR REFERRALS:**

**Emergency Services**
Please refer member to the nearest emergency room.

**Routine Care and Self-Referral Services:**
- Childhood Immunizations
- Flu Vaccine
- Fetal Non-Stress Testing
- Ultrasound/X-Ray (performed at SCVMC, VHC, or VRI)
- Hospice Care
- Routine Mammograms (performed at SCVMC, VHC, VRI)
- Lab Services (performed at SCVMC, VHC, or Quest)
- OB/GYN Services
- Sensitive Services

**SERVICES THAT REQUIRE PRIOR-AUTHORIZATION:**
- Acupuncture Services
- Amniocentesis
- Bone Density (DEXA Scan)
- Chiropractic Services
- CT Scan
- Dialysis
- Durable Medical Equipment (DME)
- Diagnostic Mammograms
- Echocardiogram (outside of physician’s office)
- Electroconvulsive Therapy (ECT)
- Endoscopy
- Epidural Injection
- Fetal Non-Stress Testing
- Formulas and Enteral Therapy
- Genetic Testing
- Holter Monitoring
- Home Health Care
- Hyperbaric Oxygen Treatment
- Injections (for non-immunization)
- Infertility Services
- Infusion Services
- Inpatient Admissions
- Lab Services (not performed at SCVMC, VHC, or Quest)
- Lymphedema Therapy
- Mobile Cardiac Outpatient Telemetry (MCOT)
- MRI Scans or Open MRI Scan
- Nerve Conduction Study
- Non-Emergency Services
- Non-Formulary Prescription Drugs
- Occupational Therapy
- Organ and Bone Marrow Transplants
- PET Scan
- Physical Therapy
- Prosthetics and Orthotics
- Psychiatry
- Psychological Testing
- Radiation Therapy
- Routine Mammograms (not at SCVMC, VHC, VRI)
- Second Opinions
- Specialty Care
- Speech Therapy
- Outpatient Office Injections (excludes preventive or birth control)
- Stress Test/Treadmill
- Ultrasound
- X-Ray (not performed at SCVMC, VHC, or VRI)

For authorization for admissions, please use “Admit” section in Valley Express. This includes:
- Maternity Services
- Skilled Nursing Facilities (SNF)
- Outpatient Procedures or Surgery
- Skilled Nursing Units (SNU)

To submit post-service authorizations, please use the “Retro” sections in Valley Express. Please indicate the dates of service being requested in the “Notes” section.

If you have any questions, please contact VHP Utilization Management Department at 408.885.4647.

Information is subject to change