

## AUTHORIZATION GUIDELINES

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
- Outpatient Procedures or Surgery
- Skilled Nursing Facilities (SNF)
- 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**