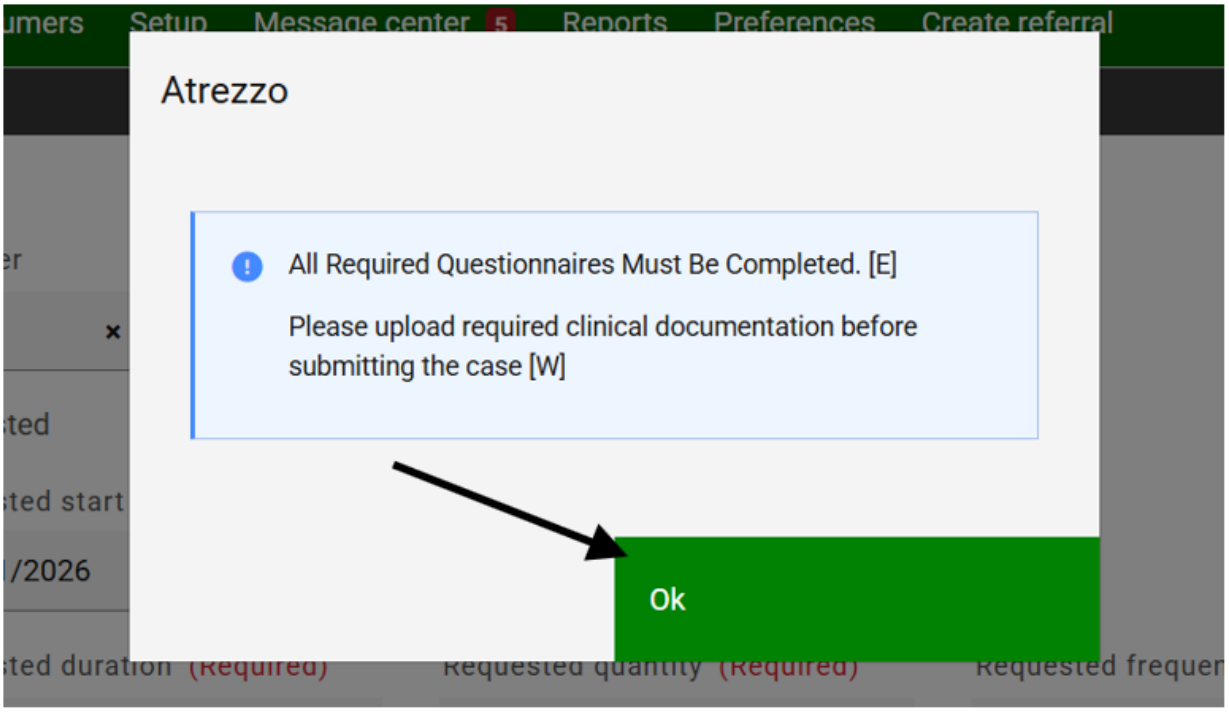
Provider Portal: Completing the ABA "Other Health Insurance (OHI)" Questionnaire

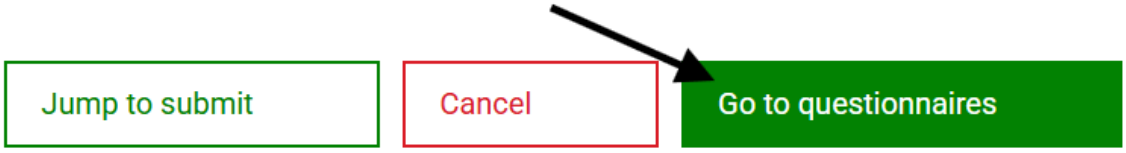
Creating a New Case

When creating a Prior Authorization Request for **ABA** services, you will see this disclaimer advising you of the required questionnaire.

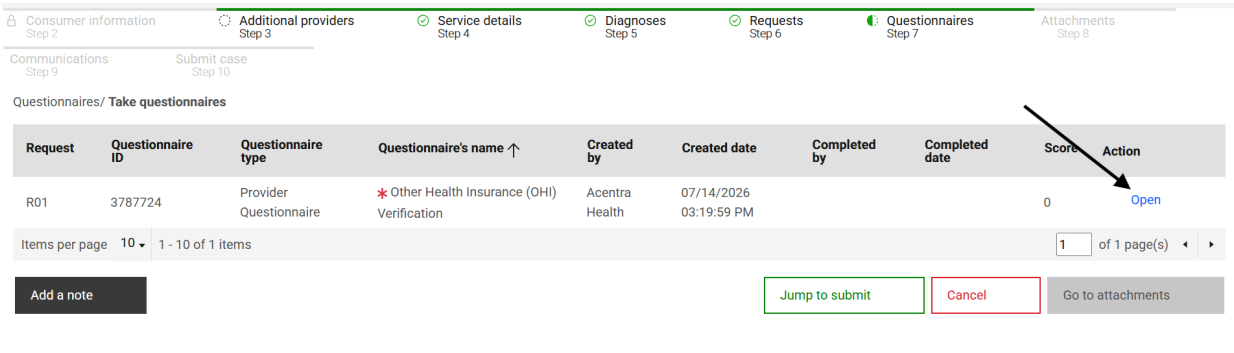
Click "**OK**" to clear the disclaimer and continue filling out the information needed regarding your codes.

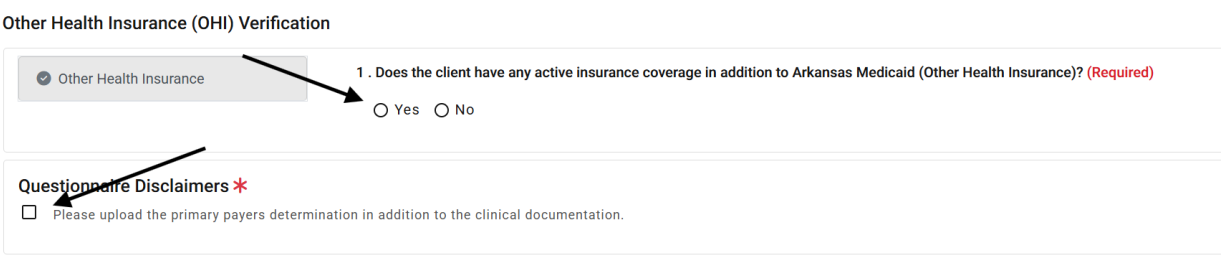
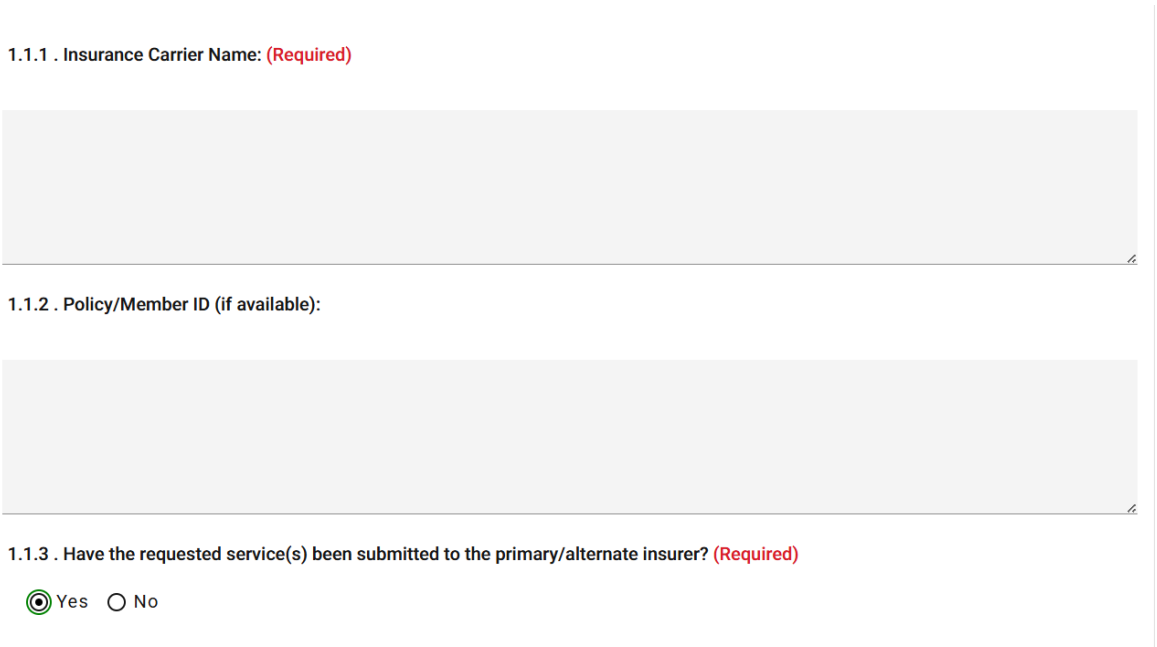
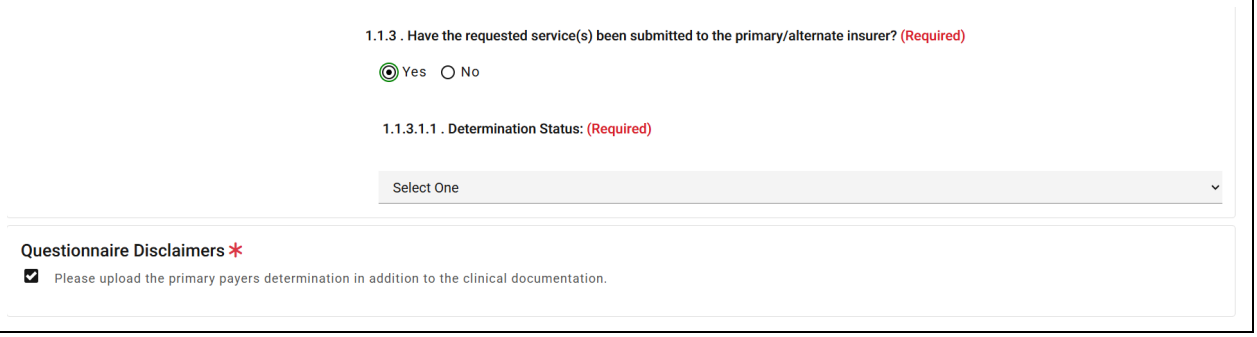


Once the Procedure Codes page is completed, click "**Go to questionnaires**."



Select the "**Open**" hyperlink to open the questionnaire.



Answer the questions regarding if the beneficiary has another active insurance, outside of Medicaid.	
If you answer “Yes” to question 1, more questions will populate. Complete those fields regarding the additional insurance and any authorization submitted to them for the desired services.	
If you answer “Yes” to 1.1.3., an additional question will populate.	

Once the questionnaire is completely filled out, click "**Mark as complete**." This will return you to the PA submission screen.	
After returning to the PA submission page, click "**Go to attachments**" to **UPLOAD the Primary Payer Determination Letter** to the case. Once all required attachments are uploaded, Proceed with your Prior Authorization Request.