



PRIOR AUTHORIZATION CERTIFIED SPECIALIST (PACS) CURRICULUM OVERVIEW

Prior Authorization Certified Specialist (PACS) program

The Prior Authorization Certified Specialist (PACS) program is a comprehensive, 14-module, self-paced, online program designed to foster the professional development of Prior Authorization Specialists. Each module contains a post-quiz, goals and learning objectives. The post-quizzes serve as progress indicators. The program also includes case studies, and a glossary of terms and a toolkit. PACS certification demonstrates that professionals have met rigorous standards through intensive study, self-assessment and evaluation.

The PACS certification is the most comprehensive training program for professionals managing prior authorization processes in the world. Achieving PACS certification demonstrates the highest standards of knowledge and excellence in the field.

It also sets the stage for continual professional development through values centered on lifelong learning. The curriculum serves to provide intermediate-level material which is meant to establish a minimum level of core competencies we believe are important for all prior authorization professionals.

Time needed to complete

It's a self-paced program, but on average most learners complete the program within 2 weeks (approximately 10 hours).

Program Goals

- Provide a solid foundation within various areas in Prior Authorization to increase the chance of success.
- Offer the most comprehensive training to allow Prior Authorization professionals the opportunity to work within a variety of areas within the healthcare industry.

The curriculum focuses on 5 key areas:

- ★ I. Prior authorizations including definitions, history and the evolution of the prior authorization process, defining the roles of the prior authorization professionals, understanding the complete process from provider through payer to patient
- ★ II. Fundamentals before the Prior authorization including medical compendia, ICD- 10 codes, CPT and the medically accepted indication
- ★ III. Insurance guidelines, researching the plan effectively, communication and initiating a prior authorization request from the provider's office
- ★ IV. Coverage Determinations of the medication prior authorizations and processing the request from the payer's side
- ★ V. Authorization denials and appeals and other authorization needs and tasks.

Who Can Take the Course?

- Provider Office Clerical Specialists
- Medical Assistants
- Nurses (LPN) (RN)
- Pharmacy Technicians
- Case Managers
- Nursing Students
- Pharmacy Students
- Pharmacists
- Patient Care Coordinators
- Medical Coders
- Home Health Aides
- Customer Service Representatives
- Pharma Professionals
- Nurse Practitioners
- Physician Assistants
- Physicians (MD, DO)
- Drug Rep
- Accounts Receivable Specialists



DISTINGUISH YOURSELF BY BECOMING A CERTIFIED PRIOR AUTHORIZATION SPECIALIST
The #1 Leader in Prior Authorization Training

Are you dedicated to advancing your career in health care?

Contact us to learn more about the PACS program.
Call us at 1-201-688-2230 or visit us at <https://www.priorauthtraining.org/>

Course Listing & Topics

The Prior Authorization Process

The student will develop an understanding of the history of insurance, and the development of the prior authorization (PA) process. The authorization process will be divided into the pharmaceutical and service line.

Insurance Policies *(updated)*

The student will learn important details about insurance policies including how they're structured and apply to patient needs. Federal, state, and commercial insurances are explained as well as drug tiering, pricing, and cash payments.

Compliance - HIPAA, Security, Fraud and Abuse

Today, providers are using clinical applications such as computerized physician order entry (CPOE) systems, and electronic health records (EHR) for radiology, pharmacy, and laboratory systems. Health plans are providing access to claims and care management, as well as members of self-service applications. While this means that the medical workforce can be more mobile and efficient, the rise in the adoption rate of these technologies increases the risk of security breaches. HIPAA, The Privacy Rule, Security and Fraud and Abuse will be discussed in this lesson.

Medical Records and the Prescription

Having a basic understanding of what components are in a medical record and prescription can help the authorizer find information efficiently and successfully.

Fundamentals Before the Authorization Process

The authorizer must understand the value of medical documentation and diagnosis to apply to the Prior Authorization Request. Basics of the ICD 10, CPT codes, HCPCS codes, Medically accepted indication, and medical necessity will be covered.

Communication Methods *(updated)*

Communicating information to the insurance company is a necessary means of the PA process. It is extremely important to understand the different methods of sending a receiving information as well as knowing the most beneficial and effective way of submitting the PA request. These methods apply to both medications and service line. Updated content includes support documentation on CoverMyMeds functionality and troubleshooting.

Service Line and Medication Process and Submission

The steps for processing a service-line prior authorization have some similarities to processing a medication prior authorization. In this lesson, we will begin by discussing the steps that are used to submit a service line prior authorization request from the provider's side. We will then discuss the steps that are involved in submitting a medication prior authorization.

Inpatient and Outpatient Services *(updated)*

The outpatient services include many disciplines that require authorization. Some of the outpatient services are radiology, oncology, specialty medication, durable medical equipment and therapies. This lesson will explain each of these service line authorizations and give examples of the process. Learn about the unique considerations for specialty medications and oncology agents. To understand how to authorize these outpatient services, it is important to have a basic understanding of what is involved in specific treatments. The purpose of this lesson is to teach critical thinking during authorization process. Memorizing every service line is not the solution, rather to see common workflows that lead to effective authorization techniques.

Out of Network Waivers

Not all medical services are offered in the specific network. Some network locations can be miles away from the patient. This lesson explores how to request and achieve an out of network waiver.

Coverage Determination Types in Medication *(updated)*

Medication prior authorizations have additional considerations when they are approved. This lesson explains quantity limits, tier exceptions, step therapy, step therapy exceptions, and non-formulary exceptions. Considerations for high-risk medications, opioids, Medicare Part B vs Part D, End Stage Renal Disease, hospice, Drug Utilization Reviews, and formularies are also delineated in this module.

Denials and Appeals *(updated)*

Not all authorizations are approved. The authorization denials can be addressed and possibly overturned. Strategic methods exist to review the application for authorization and to appeal. At the end of this lesson the authorizer will be able to, Appeal an authorization denial for both service line and medications, Use critical thinking skills to achieve success, Understanding how the insurance industry views the authorizations, denials, and appeals will assist the authorizer, Appeals, Denials and Redeterminations of Medication Prior Authorizations.

The Future of Prior Authorizations and Job Opportunities

The student will understand why the prior authorization field is expected to expand, as well as the need and estimated salaries of the trained professionals in this field.

***Be Prepared.
Be a Prior Authorization
Certified Specialist (PACS)***

The PACS Certification demonstrates that professionals have met rigorous standards through intensive study, self-assessment and evaluation. The PACS certification is the most comprehensive training program in the world. Achieving the PACS demonstrates the highest standards of knowledge, and excellence in the prior authorization field. It also sets the stage for continual professional development through values centered on lifelong learning.

NBPAS
National Board of
Prior Authorization Specialists



Are you ready to actively shape the future of your career?
Call us at 1-201-688-2230 or visit us at <https://www.priorauthtraining.org/>

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