

Hospital Prior Authorization and Scheduling Fact Sheet

You and your doctor have decided to do a procedure in the hospital. Several things need to be in place prior to scheduling in the operating room (OR).

- 1. Sometimes a full treatment plan needs to be in place prior to scheduling. This may mean communication and/or records from other providers. Although our office will make every effort to contact any doctors involved directly with your care, you can expedite the process by also contacting your other providers for essential items or records needed.**

- 2. In many cases your medical insurance company requires a prior authorization. A request will be sent to your insurance company along with any other documentation that may be required. Although we make every effort to track and follow up on these requests, your assistance on communicating with your insurance company and with us is essential. We must have approval or communications directly from the insurance company stating an authorization is not required before we can schedule.**
 - a. We do ask for a 6 to 8 week turn around on the prior authorization process once your treatment plan has been finalized.**
 - b. Please be advised that an authorization does not guarantee benefits and it is your responsibility to verify your benefits and/or limits prior to surgery.**
 - c. If you have questions on your prior authorization, you can call 612-625-5145 or email omsbilling@umn.edu**

- 3. Once a treatment plan is officially in place, all records are received, the prior authorization is on file, and all doctors involved directly with your care and treatment plan have given their approval, our OR Coordinator will contact you to schedule.**
 - a. If you have question on scheduling you can call 612-624-2137 or email omsimplantor@umn.edu**

- 4. Every case is different and depending on the treatment plan, doctors involved, insurance company, your personal schedule, and the availability of the OR schedule, the time frame for scheduling could range from just a few weeks to several months and in some cases longer.**