

# Pre-Authorization Guidelines

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## Pre-Authorization Guidelines

### What is it:

- WR provides pre-authorization assistance for patients whose insurance requires it for specific exams.
- These exams include CT, MRI, and HSG (Hysterosalpingogram) for infertility.

### Why:

- Certain insurance plans require pre-authorization prior to completing exams

### What do I do:

- Make sure to capture all demographic information for the pre-authorization process
- Make sure to allow enough time for the completion of the pre-authorization
  - Minimum of 5 full business days in advance
  - Example: Patient is calling Monday, the appointment should be scheduled no sooner than the following Tuesday.
- Note: The day the appointment is scheduled, does not count as day one. Also, weekends do not count as business days.

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