

## Instructions Online Prior Authorization Request Tool

- Access the Unison Health Plan website <http://www.unisonhealthplan.com/Pages/Home.aspx>
- Select State: **Ohio** and Plan: **Unison** or **Unison ABD Plus**
- Click on - **For Providers**.
- Click on - **Account Information**
- Log into the Account Information application (username and password).
- Click on - **Prior Authorization Forms** on the left navigation.
- Select one of the available Prior Authorization request forms:
  - **DME Provider Authorization Form**
  - **Home IV Request Form**
  - **Inpatient Review Information**
  - **General Provider Authorization Request Form**

**Note:**

For **Behavioral Health Services** prior authorization requests, please contact Unison at 1.866.261.7692.

For **Pharmacy Services** prior authorization requests, please contact Unison at 1.877.651.2217. Pharmacy authorization requests can also be faxed to 1.866.639.7785.

- Enter all applicable demographic and clinical information into the available fields.

Fields denoted with an \* are required fields.

- Upon completion of the request a transaction ID will be generated that will act as your unique identification number for referencing your request with Unison's Utilization Management Department. This screen can be printed by utilizing the print icon contained within your web browser.

- The transaction ID generated by this application should not be construed as your authorization number or reference ID.

- Within 48 business hours, Unison's Utilization Management department will contact your designated representative with the outcome of your authorization request.

### **Provider Questions:**

If you experience difficulty accessing your account, have forgotten your password, or have questions related to the Unison Provider Portal please contact the Unison Web Outreach Department at 1-866-414-6566.

If you have questions related to the Prior Authorization Request application or the results returned by this application please contact Unison's Provider Services Department at 1-800-600-9007.