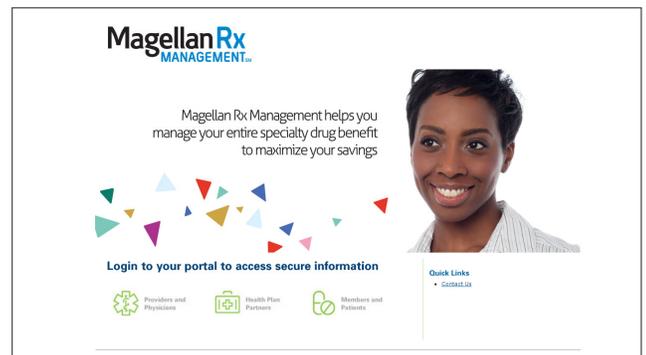


# Prior Authorization Requests for the Medical Pharmacy Program

A step-by-step guide to your secure provider portal at IH.MagellanRx.com

At Magellan Rx Management, we are committed to delivering quality service and providing you with the tools and resources to make the most informed decisions. Our secure provider portal makes it easy for you to obtain prior authorizations for Magellan Rx-managed medications with faster processing and greater efficiency.



## STEP ONE

Visit IH.MagellanRx.com and select Providers and Physicians. Internet Explorer must be used when accessing this tool (*Please note the online portal is to be used for non-urgent prior authorization requests only.*)



## STEP TWO

On the Physicians tab enter Username and Password in the upper right corner then; click Sign In.



## STEP THREE

Click Get an Authorization on the My Account page. Next, enter and confirm phone and fax numbers; then click Continue.



## STEP FOUR

Review the steps required to submit a prior authorization, and then click Continue to enter the member's information and select the appropriate health plan. Then, click Next.



## STEP FIVE

Confirm the member information and select the ordering provider information. (There is also an option to identify an alternative rendering provider if different from the ordering provider.) Select the place of service from the dropdown box and click Continue.



## STEP SIX

Search for the drug using the Brand Name, Generic Name or Procedure Code and click Search. Select the appropriate record and click Continue. Enter the diagnosis code (ICD10), member height and weight, anticipated start date (if known) and click Continue.



## STEP SEVEN

Confirm the medication and respond to all medication-specific questions as thoroughly as possible. Click Next to confirm that all of the information is accurate and to upload clinical support documents. When finished, click Submit.

*If authorization request is approved, a confirmation screen will be displayed with authorization number and details. If not, an information screen will be displayed advising that additional clinical review is required and a Magellan Rx representative may reach out for further information.*