Radiation Oncologists and Cancer Treatment Facilities Quick Reference Guide

Effective August 1, 2011

NIA Magellan currently provides radiation oncology benefit management services through its Radiation Oncology Solution program for AvMed Commercial HMO and Medicare members with primary cancers of the Breast, Prostate, Lung, Colon and Rectal.

NIA Magellan will provide radiation oncology benefit management services to include **All Cancer Conditions** as well as management of select **Non-Cancerous** for AvMed Commercial HMO and Medicare membership, **effective August 1, 2015**.

The purpose of this program is to ensure that members receive the most appropriate radiation therapy treatment in accordance with their medical policy, evidence-based clinical guidelines and standards of care.

**The following radiation therapy treatment plans will require pre-authorization based on medical necessity review:**

- Low-dose-rate (LDR) Brachytherapy
- High-dose-rate (HDR) Brachytherapy
- Two-dimensional Conventional Radiation Therapy (2D)
- Three-dimensional Conformal Radiation Therapy (3D-CRT)
- Intensity Modulated Radiation Therapy (IMRT)
- Stereotactic Radiosurgery (SRS)
- Stereotactic Body Radiation Therapy (SBRT)
- Proton Beam Radiation Therapy (PBT)
- Intra-Operative Radiation Therapy (IORT)

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1 NIA Magellan refers to National Imaging Associates, Inc.
- Neutron Beam Therapy
- Hyperthermia

*NIA’s program includes the management of image guidance used during Radiation Therapy (IGRT)*

In addition to management of all cancers the program also includes management of all other conditions (i.e. Brain and Spine Lesions, AVM, Trigeminal Neuralgia) for the following radiation therapy modalities:

- Intensity Modulated Radiation Therapy (IMRT)
- Stereotactic Radiation Therapy
- Proton Beam Radiation Therapy (PBT)

**The following services will not be impacted by this transition:**

- Inpatient radiation therapy services

**Important Notes Regarding Radiation Therapy Treatment Notification**

**Transition of Care Guidelines**

- All radiation therapy treatments beginning on or after August 1, 2015 require pre-authorization.

- The Radiation Oncologist determining the treatment plan and providing the radiation therapy is responsible for obtaining pre-authorization. The Radiation Oncologist will be asked to provide a treatment plan related to the radiation therapy treatment planned for each patient.

- For patients whose radiation therapy started for cancer conditions outside of breast, lung, prostate, colon and rectal before August 1, 2015 and is expected to continue beyond this date, a Radiation Therapy Notification Form will need to be completed to ensure accurate claims payment for claims submitted after August 1, 2015. You may visit NIA’s website, [www.RadMD.com](http://www.RadMD.com) or [www.avmed.org](http://www.avmed.org) to locate this form.

- Please submit a form for each patient actively undergoing treatment prior to August 1, 2015.
  - To avoid claims processing delays, all forms for currently active treatment should be submitted no later than July 27, 2015.

- Fax a completed form for each patient to NIA Magellan at 1-800-965-6286.
NIA Magellan will confirm receipt of notification within 48 hours. An administrative pre authorization for the course of treatment will be issued.

**Medical Necessity Review Request Process**

It is the responsibility of the Radiation Oncologist ordering the radiation therapy treatment to contact NIA Magellan for medical necessity determination. You will receive notification within two business days of either approval or of the need for additional information required to complete a medical necessity review.

To expedite the process, the Radiation Oncologist should have the following information available before logging in to NIA Magellan’s website or calling NIA Magellan to request pre-authorization:

*Note: NIA Magellan recommends using www.RadMD.com for the most efficient processing of requests.*

- Name and office phone number of Radiation Oncologist planning and delivering radiation therapy
- Patient name and ID number
- Disease site being treated
- Stage
- Treatment intent
- Requested radiation therapy modality (initial and/or boost stages). E.g.
  - Ports/angles
  - Total dose
  - Fractions
  - IGRT type
  - Brachytherapy insertions and fractions
- Name of treatment facility where procedures will be performed
- Anticipated treatment start date

For additional details, please refer to NIA Magellan’s clinical guidelines and disease-specific treatment plan checklists, available at www.RadMD.com. Since each medical necessity review request is performed specifically to the disease sites managed by the program, the information needed to complete the request will be specific to the diagnosis.

If additional information is requested, it can be faxed to NIA Magellan’s dedicated clinical fax line at 1-888-656-1321. After all required clinical information is
received to complete the medical necessity review, a determination will be provided within two business days.

It is the responsibility of the Radiation Oncologist and cancer treatment facility to ensure that radiation therapy treatment plan procedures are authorized before services are rendered. Reimbursement is based on approved treatment plans and techniques. Please refer to the document titled, “AvMed Utilization Review Matrix 2015”, for a list of CPT-4 codes that NIA Magellan authorizes for Avmed. This matrix can be found on www.RadMD.com. Payment will be denied for procedures performed without a necessary authorization.

**Breast Surgeons:** The radiation oncologist is required to obtain a medical necessity review for Accelerated Partial Breast Irradiation (APBI). The *breast surgeon* also requires a preauthorization and will receive approval for the insertion of the catheters if APBI is approved as medically necessary. The surgeon can request a review for approval at www.RadMD.com or call NIA Magellan’s toll free number at 1-866-663-8387.

### Website Access

- The Radiation Oncologist can request medical necessity review for radiation therapy treatment at www.RadMD.com. RadMD is available 24/7, except when maintenance is performed once every other week after business hours.
- A radiation therapy treatment facility or Radiation Oncologist can access information on approved radiation therapy treatment plans at www.RadMD.com. The radiation therapy facility may search based on the patient’s ID number, patient’s name or, if known, by the pre-authorization number.
- Radiation Oncologists and radiation therapy treatment facilities can obtain a unique user name and password for their office or facility. To begin, simply go to www.RadMD.com, click on the New User button and complete the application form. If the Radiation Oncologist requests a medical necessity review through NIA Magellan’s website and the request is pended, he/she will receive a tracking number. NIA Magellan will contact the Radiation Oncologist to either complete the process or notify him/her of the medical necessity determination.
- The NIA Magellan website cannot be used for expedited pre-authorization requests. Those requests must be processed through NIA’s toll-free phone number, 1-866-663-8387.

### Quick Contacts

- Website: www.RadMD.com
- AvMed website: www.avmed.org
- NIA toll-free preauthorization phone number: 1-866-663-8387
- AvMed Provider Service Center phone: 1-800-452-8633
**Checking Medical Necessity Review Requests**

- The Radiation Oncologist and the radiation therapy treatment facility can check on the status of a patient’s pre-authorization quickly and easily by going to the NIA website, [www.RadMD.com](http://www.RadMD.com). After sign-in, visit the **My Treatment Requests** tab to view all outstanding authorizations.

- Please check the member’s identification card carefully to determine whether a medical necessity review is required.

**Telephone Access**

The Radiation Oncologist may request medical necessity review by calling NIA at 1-866-663-8387, Monday through Friday from 8 a.m. to 8 p.m. EST.

- The NIA Magellan Call Center can accept multiple requests during one phone call.

**Modifications to an Existing Treatment Plan**

Please call NIA Magellan to speak with a representative who will process your request for modification. Your request will be reviewed for medical necessity and you will receive notification from NIA within one business day once all required information is received to complete your request.

**Claim Submissions**

Continue your current practice of submitting AvMed claims electronically.

If you are unable to bill electronically, paper claims for AvMed should be submitted to:

AvMed  
P.O. Box 569000  
Miami, FL 33256

**NIA Evidence-based Clinical Guidelines**

Radiation oncology clinical guidelines can be found on NIA Magellan’s website at [www.RadMD.com](http://www.RadMD.com). These clinical guidelines for the use of radiation therapy treatment have been developed from practice experience, literature review, specialty criteria sets and empirical data.
- A pre-authorization number is valid for 180 days from date of request. NIA Magellan will use the date of request as the starting point for the 180-day period in which the treatment must be completed. If the Radiation Oncologist needs to perform the initial simulation prior to the date of request, the validity period will be dated from the date of the initial simulation.

- The NIA Magellan authorization number consists of 8 or 9 alpha-numeric characters.

- For physicians and cancer treatment facilities, only one authorization is needed for both the technical and professional components of each procedure.

If a patient began **inpatient** radiation therapy and continues **subsequent outpatient** treatment, **outpatient** radiation therapy will not require pre-authorization for medical necessity review. Providers should fax a completed Inpatient Radiation Therapy Notification Form for each patient to NIA Magellan at 1-800-965-6286.

- The Radiation Oncologist will receive an NIA Magellan tracking number (not the same as an authorization number) for tracking the request while it is in the process of medical necessity review. The tracking number can be used to either track the status of the request on [www.RadMD.com](http://www.RadMD.com), or via the NIA Magellan Interactive Voice Response telephone system.

- For complaints/appeals, please follow the instructions on the denial letter or explanation of payments.

- AvMed will retain ultimate responsibility and control over claims adjudication and all medical policies and procedures.

**Disclaimer:** A pre-authorization number is not a guarantee of payment.