



PRE-CERTIFICATION REGISTRATION & AUTHORIZATION – NOV 2008

Washington Radiology Associates is pleased to offer pre-certification assistance for patients requiring medical imaging studies. Using your doctor’s clinical notes and history, our pre-cert team will work with your patient and their insurance company to provide the pertinent information required for pre-certification approval. We hope this service will save you time and assist in your patients receiving the highest quality experience with WRA.

If you and your staff would like to use this complementary service, please complete the authorization form below. (You need only submit this one time.) Upon receipt of this information, WRA will register your physician in our pre-cert system. After that, the process is easy. **Each time you refer a patient to WRA for a study that requires pre-cert, simply fax the patient’s: 1) Physician Order, and 2) Clinical Notes/History to WRA’s pre-cert department at 703-280-0153.** At the time of scheduling, WRA will flag that patient in our system and let them know that WRA is initiating the pre-cert process. As soon as the Physician Order and Clinical Notes/History are received in our office, WRA (on your behalf) will contact the patient’s insurance company to obtain the necessary pre-certification. On occasion, you may be required to speak with an insurance representative to discuss the patient’s treatment or history in order to obtain the authorization.

We ask that you instruct your patients to schedule an appointment no earlier than 3-4 days from the date on the order so that we have ample time to complete the pre-cert process. A WRA representative will contact your patient if pre-cert cannot be completed. **In the event you have a patient who needs a same-day exam, we ask that your office obtain the pre-certification for that patient.**

We hope this service will reduce the amount of time your office spends on pre-cert issues. If you experience any concerns or have questions about our pre-cert process, please call our pre-cert department at (703) 641-9133, ext 1195, or call our Business Office Manager, Robert McDonald, at ext. 1112. Thank you for choosing Washington Radiology as your medical imaging provider.

PRE-CERTIFICATION REGISTRATION & AUTHORIZATION FORM

Yes, I would like pre-certification assistance from WRA.

Physician Name (please print)

Physician Group Name (if different than at left)

Tax/Employer ID

NPI

Physician Signature (REQUIRED)

Date

OFFICE CONTACT INFORMATION

Primary Pre-cert Contact Name (please print)

Title

E-mail Address

Back Line Phone Number

FAX THIS PAGE TO WRA’S PRE-CERT DEPARTMENT: 703-280-0153.