



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR MEDICAID SERVICES**

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**Ernie Fletcher**  
Governor

**Mark D. Birdwhistell**  
Secretary

**Glenn Jennings**  
Commissioner

October 23, 2006

School Based Services (21) Provider Letter: A-5

**RE: New Automated Prior Authorization System for School Based Health Services Programs**

Dear Kentucky Medicaid Provider:

Effective November 01, 2006, *KyHealth Choices* will offer an automated system for providers of School Based Health Services programs. Providers will be able to obtain a prior authorization (PA) for these services on-line at <http://www.kymmis.com/KYHealthNet/User.aspx>.

The process is web-based and can be amended as needed to match the needs of the member. Upon completion of the process the provider will be given a PA number to use when billing for services rendered.

Enclosed is a copy of the Welcome Page to help you become familiar with the process of obtaining a PA number.

Sincerely,

Glenn Jennings  
Commissioner

Enclosure(s)

Xc: School Based Services (21) Provider Letter: A-5

GJ/CB/amd00115



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WELCOME to *KyHealth Choices*, Authorization for “School Based Health Services” website. From this website providers are able to create a Prior Authorization request and receive a Prior Authorization number upon completion of a request for state services for eligible students. Providers will also be able to search for previous Prior Authorizations and review and amend the most recent Prior Authorizations.

The first step is to click on the “**ASBHS**” button on the left of your screen.

The next screen is the main menu screen where providers will launch all of their requests. From here you have five (5) choices; they are as follows:

**SEARCH**-This function allows for the creation of a Prior Authorization request at the same time the system checks for eligibility.

**AMEND**-This function allows the provider to amend or make changes to the most recent Prior Authorization on file. The amendments can be for long term or short term depending on the needs of the student/member.

**REPORT**-This function allows for the provider to create reports based on provider or member or both.

**PRINT**-This function allows for the printing of completed documents and reports.

**CANCEL**-This function allows the provider to end any previous jobs without altering any of the information already present.

For additional information or assistance, please contact Beth Jennings, Department for Medical Management and Quality Assurance at (502) 564-9444.