

Checklist for filing A LETTER OF MEDICAL NECESSITY

This checklist is intended to assist providers who would like to file a letter of medical necessity. This is not an instructional guide. **Some health plans require a letter of medical necessity along with additional documentation.**

Keep in mind that health plans' prior authorization (PA) requirements may vary. Providers must ensure they accurately complete and submit required information to payers. Use of these tips does not guarantee that the health plan will provide reimbursement for medication, and is not intended to be a substitute for, or an influence on, your independent medical judgment.



Write the letter of medical necessity and gather important supporting documents

Prepare a written letter of medical necessity

- You can use the sample letter of medical necessity provided [here](#). As a reminder, the sample letter only serves as a guide. As the patient's prescriber, you can modify the content based on your medical judgment or you can write your own letter

Provide patient information and insurance information

- Provide the patient's insurance ID number and member group number from their insurance card
- Provide correct ICD-10-CM diagnosis code(s) for the condition/diagnosis

Be aware of deadlines and understand the health plan's requirements

- Prepare in advance and collect any required documents to meet all deadlines for PA submission
- Be sure to follow any plan-specific guidelines and/or requirements for authorizing treatment



Review the letter of medical necessity and send

Include all supporting documentation

- Submit all required supporting documentation with the PA request. For example, a health plan may require documentation showing the results from any laboratory testing
- Include a copy of the patient's health insurance card (front and back)

Send the written letter of medical necessity to the health plan for review

- Depending on the health plan, some patients may have to submit the documentation themselves



Follow up with the patient's health plan

Follow up with your patient's health plan if you have not received a decision in 5-7 days

- Be sure to save copies of all documents you have submitted and keep a log of all phone calls with the health plan for your records, including dates and the names of the people with whom you spoke

ICD-10-CM=International Classification of Diseases, Tenth Revision, Clinical Modification.



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