



Breast MRI Prior-Authorization Process

Please follow the workflow outline below to ensure the efficient processing of Breast MRI exams, allowing us to provide the highest standard of care to your patients.

1. **The Radiology Clinic Mammographers will call your office to notify you of a mammography report that contains recommendations for Breast MRI based on the mammography findings and/or the Lifetime Risk assessment score. TRC is prepared to pre-certify the breast MRI as a courtesy and will require the following:**
2. **The Referring office will fax the completed and signed order to The Radiology Clinic at 205-758-5888 and provide a copy to the patient for their reference. *Date, time, and any prep instructions are to be provided to the patient at the time of scheduling.***
 - a. *If we notified your office, skip step 3.*
3. ***If ordered off imaging not done at our clinic, Office notes and clinicals related to the test must be completed and faxed to our Pre-Cert Department at 205-342-3317 before or shortly after scheduling.***
 - a. Patient demographics, including current insurance(s), must be included. If possible, a photocopy of the insurance card (front and back) is preferred.
 - b. Clinicals must contain primary and secondary ICD-10 diagnosis codes applicable to the Breast MRI being performed.
 - c. Office notes/clinicals must include the additional test(s) that have been performed on the patient related to the diagnosis being provided as justification for the Breast MRI being ordered.
4. **Once the Radiology Clinic has received all required documentation, the prior authorization will be submitted, based on the patient's insurance and the Breast MRI being performed.**
5. **If the Pre-Cert is denied, put in review, or more information is requested, the Radiology Clinic will fax a notification and reach out via phone.**
6. **If authorization is not obtained by 3 pm. the day before the appointment, the patient will be contacted to reschedule.**

Key Numbers & Contacts

Scheduling Phone: 205-345-2000

Orders Fax: 205-758-5888

Pre-Cert Phone: 205-345-2071

Pre-Cert Fax: 205-342-3317 (clinicals and notes)

Dana Cox | Pre-Cert Supervisor: 205-961-4360 or dcox@tuscrad.com

Elle Stevens | Director of Provider Relations: 205-343-0949 or estevens@tuscrad.com