



Normative Letter 09-03-13

September 3, 2013

To: Humana Health Plans of Puerto and Triple S Salud, Inc.

The Puerto Rico Health Insurance Administration (ASES for its acronym in Spanish) has contracted Keystone Peer Review Organization (KePRO) to review prior authorization (non-concurrent) decisions regarding medical necessity of health care services for *inpatient, outpatient, durable medical equipment (DME), and pharmacy* according to the policy and procedure obligations under Article 11 of the MCO/TPA Mi Salud contract executed for contract year 2012-2013. For any task related with utilization management review, KePRO is acting as an authorized representative of ASES. Any request or communication from KePRO shall be deemed as a request or communication from ASES and strict compliance from the carrier is expected at all times.

As part of this review, KePRO provided a Sample Methodology Policy with a full description of all the data fields listed in the *Prior Authorization Input File Layout* that are necessary for the proper review. The Planning and Quality Affairs Office has conducted an inventory of the data for this activity for the second quarter of the current natural year and has noted that the Prior Authorization file for the months of April, May and June 2013 has ***not been posted in ASES SFTP***. The due date for this data transfer was July 15, 2013. Given that the requested data was not submitted on the due date, ASES is extending the due date for this submittal up to **September 9, 2013**. This due date is final and no extensions will be granted.

As a quick reference for submittal due dates ASES has prepared a timetable for each prior authorization file submission for the benefit of all parties.

Quarter	Due date in ASES SFTP
Prior Authorization Q2: April, May and June 2013	<i>Final Due date: September 9, 2013</i>
Prior Authorization Q3: July, August and September 2013	October 15, 2013
Prior Authorization Q4: October, November and December	January 15, 2014

If you have any questions, please contact Yadira Berríos or Maritza Espada from the Planning and Quality Division of ASES.

Cordially,



Ricardo Rivera- Cardona
Executive Director