

How to submit prior authorization requests for medical benefit drugs

For Blue Cross commercial and BCN commercial

Revised May 2025

Follow these steps to submit prior authorization requests when prescribing most drugs covered under the medical benefit for Blue Cross Blue Shield of Michigan and Blue Care Network commercial members.

Note: The information below doesn't apply to oncology medical benefit drugs.

Michigan prescribers

To submit prior authorization requests electronically:

1. Log in to our provider portal (availability.com*).
2. Click *Payer Spaces* on the menu bar and click the BCBSM and BCN logo.
3. Click the *Medical/Pharm Drug Benefit Prior Auth (Commercial)* tile on the Applications tab.
4. In the Medical and Pharmacy Drug PA Portal, click the *Authorization* menu and select *Add New*.
5. Enter the member's last name, date of birth, subscriber ID and authorization start date.
6. Click *Search* and then select the appropriate member in the member list.
7. Complete all required fields and submit the request.

If you're registered for Availity Essentials™ but aren't able to access it, submit the prior authorization request using the *Medication Authorization Request Form*, or *MARF*, that's on the next page. Fax it to the number on the form.

Non-Michigan prescribers

When submitting prior authorization requests, prescribers located outside of Michigan should complete the appropriate steps on the [Getting Started](#) page on ereferrals.bcbsm.com. Look in the *Submit prior authorization requests* section.

If a non-Michigan prescriber is unable to submit a prior authorization request using the instructions on the webpage, submit the request using the *Medication Authorization Request Form*, or *MARF*, that's on the next page. Fax it to the number on the form.

Information about the Medical and Pharmacy Drug PA Portal

To help you learn how to use the Medical and Pharmacy Drug PA Portal, view a recorded demo by going to Blue Cross and BCN's Provider Training site, searching on *drugs* and launching the *Medical and Pharmacy Drug PA Portal Overview*.

For detailed information about accessing the Provider Training site, see the "Online training" section of the [Training Tools](#) page on ereferrals.bcbsm.com.

*Clicking this link means that you're leaving the Blue Cross Blue Shield of Michigan and Blue Care Network website. While we recommend this site, we're not responsible for its content.

Availity® is an independent company that contracts with Blue Cross Blue Shield of Michigan and Blue Care Network to offer provider portal and electronic data interchange services.

Blue Cross Blue Shield/Blue Care Network of Michigan
Medication Authorization Request Form
ACTEMRA® (tocilizumab) J3262



Nonprofit corporations and independent licensees
of the Blue Cross and Blue Shield Association

This form is to be used by participating physicians to obtain coverage for ACTEMRA®. For commercial members only, please complete this form and submit via fax to 1-877-325-5979. If you have any questions regarding this process, please contact BCBSM Provider Relations and Servicing or the Medical Drug Helpdesk at 1-800-437-3803 for assistance.

PATIENT INFORMATION

Name
ID Number
D.O.B. ☐ Male ☐ Female
Pt weight (in kg) Date recorded: _____
Diagnosis
Drug Name
Dose and Quantity
Directions
Date of Service(s)

PHYSICIAN INFORMATION

Name
Specialty
Address
City /State/Zip
Phone/Fax: P: () - F: () -
NPI
Contact Person
Contact Person Phone / Ext.

STEP 1:

DISEASE STATE INFORMATION

- Is this request for: ☐ Initiation ☐ Continuation *Date patient started therapy:* _____
- How is this medication being administered? ☐ Self-administered (***Please fax this completed form to BCBSM at (866) 601-4425***)
☐ Healthcare professional administered (***Continue to #3***)
- Site of administration?** ☐ Provider office/Home infusion ☐ Other: _____
☐ Hospital outpatient facility (***go to #4***) *Reason for Hospital Outpatient administration:* _____
- Please specify location of administration if hospital outpatient infusion:** _____
- Please provide the NPI number for the place of administration:** _____
- Initiation AND Continuation of therapy:**
 - Please check patient's diagnosis?
 - ☐ Rheumatoid arthritis ☐ Giant Cell Arteritis
 - ☐ Still's disease (Systemic juvenile idiopathic arthritis or adult-onset Still's disease)
 - ☐ Polyarticular juvenile idiopathic arthritis
 - ☐ Systemic sclerosis-associated interstitial lung disease
 - ☐ Cytokine Release Syndrome associated with chimeric antigen receptor (CAR)T cell therapy
 - ☐ Other, list diagnosis: _____
 - Has the patient tried and failed therapy with at least one conventional therapy?
 - ☐ Methotrexate, Date started: _____ Date ended: _____
 - ☐ Sulfasalazine, Date started: _____ Date ended: _____
 - ☐ Hydroxychloroquine, Date started: _____ Date ended: _____
 - ☐ Leflunomide, Date started: _____ Date ended: _____
 - ☐ Glucocorticoid (for example: Prednisone), Date started: _____ Date ended: _____
 - ☐ Nonsteroidal anti-inflammatory drugs (NSAID) (for example: Ibuprofen), Date started: _____ Date ended: _____
 - ☐ Mycophenolate mofetil, Date started: _____ Date ended: _____
 - ☐ Cyclophosphamide, Date started: _____ Date ended: _____
 - ☐ Other: _____, Date started: _____ Date ended: _____
 - Will the patient be receiving Actemra with other biologic agents (for example: Remicade, Humira, Stelara, Cosentyx, Entyvio, or Tremfya, etc.) or targeted DMARD medications (for example: Otezla)?
☐ Yes, Comment: _____ ☐ No
- Continuation Request: Actemra start date:** _____
 - Have the patient's signs and symptoms improved with Actemra?
☐ Yes ☐ No, Comment: _____

Please add any other supporting medical information necessary for our review

Coverage will not be provided if the prescribing physician's signature and date are not reflected on this document.

☐ Request for expedited review: I certify that applying the standard review time frame may seriously jeopardize the life or health of the member or the member's ability to regain maximum function

Physician's Name	Physician Signature	Date
Step 2: Checklist	☐ Form Completely Filled Out ☐ Attached Chart Notes	☐ Prior Treatments with traditional DMARD
Step 3: Submit	By Fax: BCBSM Specialty Pharmacy Mailbox 1-877-325-5979	By Mail: BCBSM Specialty Pharmacy Program P.O. Box 312320, Detroit, MI 48231-2320

Confidentiality notice: This transmission contains confidential information belonging to the sender that is legally privileged. This information is intended only for use of the individual or entity named above. The authorized recipient of this information is prohibited from disclosing this information to any other party. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or action taken in reliance on the contents of this document is strictly prohibited. If you have received this in error, please notify the sender to arrange for the return of this document.

01/21/14; 10/19/2015; 11/9/2016; 12/28/2016; 8/11/2017;12/5/2017; 2/2/2018; 7/24/2018, 9/18/2018; 3/7/2019; 4/8/2021