

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
Tepezza™ (teprotumumab-trbw) HCPCS CODE: J3241



This form is to be used by participating physicians to obtain coverage for Tepezza™. 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		PHYSICIAN INFORMATION
Name		Name
ID Number		Specialty
D.O.B. ☐ Male ☐ Female	Patient weight (in kg) Date recorded: _____	Address
Diagnosis		City /State/Zip
Drug Name		Phone/Fax: P: () - F: () -
Dose and Quantity		NPI
Directions		Contact Person
Date of Service(s)		Contact Person Phone / Ext.

STEP 1: DISEASE STATE INFORMATION

- Initiation or Continuation of treatment? ☐ Initiation ☐ Continuation Date patient started therapy: _____
- Site of administration? ☐ Provider office/Home infusion ☐ Other: _____
☐ Hospital outpatient facility (go to #3) Reason for Hospital Outpatient: _____
- 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 the patient's diagnosis: ☐ Thyroid eye disease ☐ Other: _____
 - What is the clinical activity score (CAS) in the most severely affected eye? _____ Date: _____
 - Patient's active thyroid eye disease is defined by:
☐ Decrease in color vision
☐ Moderate or severe soft tissue involvement
☐ Exophthalmos greater than or equal to 3 mm above normal for race and gender.
Please list millimeter: _____
 - Please provide T3 and T4 level:
☐ Free triiodothyronine (T3) level: _____, Lab range: _____, Date: _____
☐ Thyroxine (T4) level: _____, Lab range: _____, Date: _____
 - Has the patient tried and failed an adequate course of oral or intravenous (IV) corticosteroids (for example 30 mg/day Prednisone for 4 weeks)? ☐ Yes ☐ No Comment: _____
 - Has the physician discussed with the patient to stop smoking if they are a current smoker?
☐ Yes ☐ No Comment: _____ ☐ Not a current smoker
- Continuation Request-** Please include rationale for continuation of therapy _____

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	☐ Concurrent Medical Problems ☐ Prior Therapies
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

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