

Important Changes to AADL Authorization and Quantity and Frequency Review Processes

To All AADL Authorizers/Assessors/Specialty Assessors/Specialty Suppliers:

Now mail in 1250 /1251 forms

In consultation with authorizers, and other stakeholders, AADL is revising processes required for authorizing AADL benefits. The intent is to streamline and align processes with existing policies and procedures and improve program efficiency.

The following process changes will be effective **April 1, 2013**.

Discontinue faxing 1250, 1251 and 1731 (Change/Correction) Forms.

All these forms are now to be mailed to AADL:

- With the exception of palliative authorizations, faxed copies of authorization forms will no longer be accepted.
- This applies to ALL benefit areas.
- This includes relevant supporting documentation, and spec sheets.
- Multiple forms can be mailed in one envelope. Be sure to staple each authorization form/spec sheet set together to avoid documents being mismatched.
- E-Business users: This process does not apply to E-Business users.

Quantity and Frequency Review process

Quantity and Frequency Review (QFR) requests must be approved PRIOR to completing an authorization form.

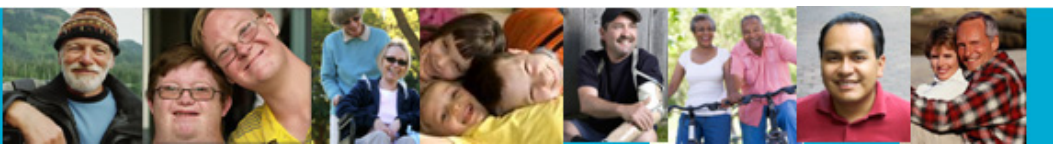
- **Only** QFR forms and benefit-specific documentation are to be faxed to the QFR fax number (780-644-1521).
- **Do not** include 1250 or 1251 forms.
- **Mail** authorization forms to AADL **only once the QFR is approved**.
- Approved QFRs will be assigned a reference number. This number must be quoted on the authorization form to ensure timely processing.
- E-Business users: E-Business authorizations are not be created until the QFR approval is received.

For wheelchairs and large equipment only: A QFR is no longer required when AADL identifies equipment as not cost effective to repair.

- Once a vendor has been advised by AADL that the equipment is not cost effective to repair (“scrapped”), the authorizer can assess the

See page 2 for an updated AADL authorization/QFR process flowchart

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client and submit the authorization form and spec sheets by mail without the need for a QFR.

These changes take effect April 1, 2013. Any authorizations/QFRs received by prior to that date will still be processed. Be sure to order pre-paid envelopes for sending forms to AADL (see below).

For more information regarding these process changes see the following documents.

To order more pre-paid envelopes:

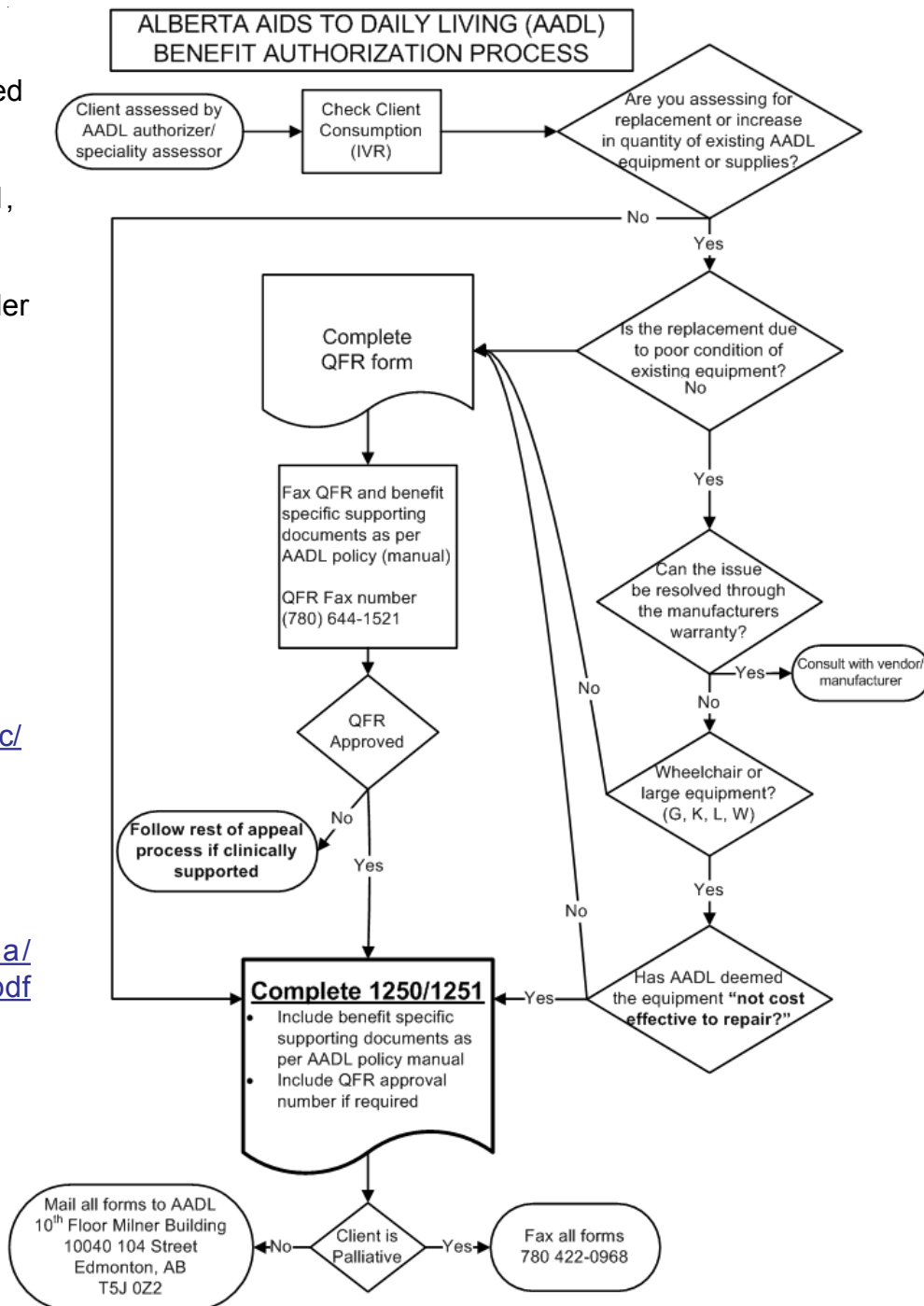
- Register at https://secure5.datagroup.ca/acsc/request_ext.asp

or

- Fill out form at <http://www.health.alberta.ca/documents/AADL-Order-form.pdf>

Resources and videos regarding AADL Policies:

<http://www.health.alberta.ca/services/AADL-authorizer-resources.html>



A list of benefit-specific supporting documents can be found in the AADL General Policies and Procedures, Policy GN4-30: Quantity and Frequency Review Process Submissions.

<http://www.health.alberta.ca/documents/AADL-Policy-Procedures.pdf>