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Instructions for the St. Vincent IPA Direct Referral Requisition Form

- PCP's may use the Direct Referrals Requisition Form.
- The provider's office initiating the direct referral is responsible for verifying eligibility benefits prior to completing the form.
- Direct Referral Requisition Forms are to be used **ONLY** for services that are listed on the form itself. *CPT Codes not listed require submission of a Routine Referral Form.*
- You **must complete** a regular referral form once a patient is determined to be pregnant in order to obtain an authorization tracking number. This tracking number should be referenced on claims for billing purposes.
- Direct Referral forms should be given to **all** St. Vincent IPA patients you are directing for the services listed on the form. Please fill out the form clearly and completely. **You must check off which facility the member can go to.**
- Be sure to indicate Diagnosis Code on the form.
- Be sure to reference current rosters when filling in the name of an OB/GYN provider on the form. **ONLY CONTRACTED OB/GYN's CAN BE USED.**

Please make multiple copies of the Direct Referral Requisition Form for your office and begin using immediately.

Thank you for your cooperation.