

## Subject: New York Prior Authorization Portal Registration

The New York Workers' Compensation Board (NYWCB) is continuing to develop a web-based Medical Portal, which will be used for the prior authorization process required for requesting non-formulary drugs. To access the portal, users will need a [NY.Gov ID](#). This ID will be provided to the user by the Board as part of the registration. The Prior Authorization System is targeted to be available in November 2019. Once the portal is fully functional, users will be able to access the Medical Treatment Guidelines (MTG), access the New York WCB Drug Formulary, and request and review prior authorizations for non-formulary drugs among other functionalities.

Please review the important information below to help you prepare for this process.

### Level 1 Review

The payer is ultimately responsible for the review of formulary prior authorizations; however, a payer may designate a Pharmacy Benefit Manager (PBM) as a Level 1 contact. Coventry Health Care Workers Compensation, Inc. (First Script) will be registering with the State as a Level 1 Reviewer. Please work with your account manager if you are considering using First Script as your Level 1 Reviewer.

### Level 2 Review

The Level 2 Reviewer must be the Carrier's Physician. Per Section 441.1 (g) of the regulation, "Carrier's Physician" means a physician or physicians, licensed by New York State, or the appropriate state where the professional practices, who is:

1. employed or contracted by the insurance carrier or self-insured employer; or
2. is employed by a URAC accredited company retained by the insurance carrier or self-insured employer through a contract to review claims requests for non-formulary agents and advise the insurance carrier or self-insured employer; and
3. is not employed or contracted by the carrier or self-insured employer's pharmacy benefits network

Please note that if you do not have a physician on staff to perform these reviews and wish to use a contracted physician, a written request must be made to the Workers' Compensation Board prior to assignment of that individual as the Level 2 Reviewer. Contact the Board's Medical Director's office at (800) 781-2362 or [WCBMedicalDirectorsOffice@wcb.ny.gov](mailto:WCBMedicalDirectorsOffice@wcb.ny.gov) for more information.

For more detailed information about the Prior Authorization System registration process, please visit:

<http://www.wcb.ny.gov/content/ebiz/drugformulary/>

First Script has also published two previous bulletins on this topic:

[August 21, 2019 - New York formulary and Prior Authorization Portal](#)

[June 25, 2019 - New York Drug Formulary Adoption](#)

If you have additional questions, please contact your Account Manager or Account Pharmacist.