

KCMS PRIOR AUTHORIZATION TOOLKIT

Streamlining Access to Life-Saving Cervical Cancer Therapies

Purpose: To help oncology teams reduce administrative delays and secure faster prior authorization (PA) approvals for evidence-based cervical cancer treatments.

Why It Matters: Every day lost to paperwork can cost patients time—and, in advanced disease, survival. Efficient prior authorization workflows ensure patients receive appropriate therapy without interruption.

Inside the Toolkit

- ✓ **Step-by-Step Workflow:** From documentation to submission, with clear role assignments for staff.
- ✓ **Required Documentation Checklist:** Diagnosis, staging, pathology report, and biomarker results (PD-L1, HER2, NTRK, RET, TMB).
- ✓ **Appeal Letter Templates:** Pre-formatted language aligned with NCCN and ASCO criteria.
- ✓ **Expedited Review Request Form:** Template language to request 72-hour or same-day consideration.
- ✓ **Tracking Log:** Monitor authorization turnaround times and outcomes by payer.
- ✓ **Staff Training Module:** Five-minute orientation for new team members on PA best practices.

Clinic Success Tip

- ✓ Assign one staff champion to oversee prior authorization submissions and weekly tracking.
- ✓ Hold a 10-minute huddle each Monday to review pending cases and denials.
- ✓ **Average turnaround time can drop from weeks to days** when documentation and workflow are standardized.

✓ Fast Action

- Access the full toolkit and templates at: kcmsociety.org/priorauth
- Save and distribute checklists in shared folders or EHR systems for team access.

Sources: NCCN Guidelines: Cervical Cancer, 2025;
ASCO Access to Care Recommendations, 2024.