

How to Submit a Request for Pre-authorization for Line of Duty (LOD) Medical Care to DHA-GL

Who this is for National Guard and Reservist

Background and Purpose Defense Health Agency Great Lakes (DHA-GL) is responsible for pre-authorizing all civilian medical care for eligible National Guard and Reservist who have been injured or became ill in the line of duty during a period of qualified duty and **are not in the catchment area** of a Military Treatment Facility (MTF).

Eligibility You must meet the following criteria:

- National Guard or Reservist and have been issued a Line of Duty Determination (LOD) and are not in the catchment area of a MTF.
- Have medical eligibility documentation on file at DHA-GL prior to requesting care. See DHA-GL process guide “[How to Forward Medical Eligibility Documentation to DHA-GL](#)” for complete instructions.

Filing Process Follow these steps to receive pre-authorization for civilian health care:

Step	Action
1	Member or unit medical representative finds a Network Provider who can provide the care. NOTE: Call your Regional TRICARE Contractor or www.tricare.mil/welcome to locate a Network Provider.
2	Unit medical representative completes a Pre-Authorization Request for Medical Care DHA-GL Worksheet-02 (select from drop-down box under Request Worksheets). <u>Note:</u> Ensure specific medical care requested (e.g. orthopedic visit and 3 f/u visits or 12 PT visits, etc.), to include CPT codes, is listed in block 13 of the DHA-GL Worksheet-02. <u>If a surgical pre-authorization is requested</u> , complete and submit Pre-Authorization Request for Surgical Care DHA-GL Surgical Pre-Authorization Worksheet-06 (select from drop-down box under Request Worksheets).

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Step	Action
3	<p>Unit medical representative <u>faxes</u> or mails DHA-GL Worksheet-02, service approved LOD, clinical documentation, profile information (if applicable) and DHA-GL Worksheet-06 (if applicable) to the following <u>FAX</u> or address:</p> <p>NOTE: <u>All Army National Guard</u> requests are required by the National Guard Bureau to be submitted by the Electronic Medical Processing System (eMMPS). Ref: NGB-ARP memo, dtd 3 Feb 06, subj: Army National Guard (ARNG) Line of Duty (LOD) Module. ARNG LOD Module at https://medchart.ngb.army.mil/LOD. Army Reserve is strongly encouraged to use the module as well.</p> <ul style="list-style-type: none">• FAX: 847-688-7394 <p><u>Mailing Address:</u> Defense Health Agency Great Lakes (DHA-GL) Attn: Medical Pre-Authorizations Bldg 3400 Ste 304 2834 Green Bay Road Great Lakes IL 60088</p>

Results and Follow-up Once all appropriate documentation has been received a pre-authorization will be issued by DHA-GL to the TRICARE Regional Contractor within seven (07) working days. If the Unit Med Rep has not heard from DHA-GL within seven working days contact the DHA-GL Pre-Authorization department.

Website for Worksheets

- [Pre-Authorization Request for Medical Care, DHAGL Worksheet-02](#)
- [Pre-Authorization Request for Surgical Care, DHA-GL Worksheet-06](#)

Note: Select from drop-down box under Request Worksheets

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Point of Contact If you have questions or need additional assistance beyond the information provided here, contact:

Division	Medical Care Branch
Position	Customer Service Representative
Phone	888-647-6676
Fax	847-688-7394

Privacy Act Statement: This statement serves to inform you of the purpose for collecting information required by the Defense Health Agency Great Lakes (DHA-GL) and how it will be used. **AUTHORITY:** 10 U.S.C. Chapter 55, Medical and Dental Care; 32 CFR 199.17, TRICARE program; and E.O. 9397 (SSN), as amended. **PURPOSE:** To collect information from Military Health System beneficiaries in order to determine their eligibility for coverage under the TRICARE Program. **ROUTINE USES:** Use and disclosure of your records outside of DoD may occur in accordance with 5 U.S.C. 522a (b) of the Privacy Act of 1974, as amended, which incorporates the DoD Blanket Routine Uses published at: http://dpclo.defense.gov/privacy/SORNS/blanket_routine_uses.html. Any protected health information (PHI) in your records may be used and disclosed generally as permitted by the HIPPA Privacy Rule (45 CFR Parts 160 and 164), as implemented within DoD by 6025.18-R. Permitted uses and discloses of PHI include, but are not limited to, treatment, payment, and healthcare operations. **DISCLOSURE:** Voluntary; however, failure to provide information may result in the denial of coverage.