## Radiology Management

Provider Orientation Session for Rocky Mountain Health Plans (RMHP)













## **Agenda**

Company Overview

- Clinical Approach
- Program Overview
- Submitting Requests
- Prior Authorization Outcomes & Special Considerations
- Reconsideration Options
- Provider Portal Overview
- Additional Provider Portal Features
- Provider Resources
- Q & A

## **Company Overview**



## Medical Benefits Management (MBM)

#### Addressing the complexity of the healthcare system



10 Comprehensive solutions



Evidence-based clinical guidelines



5k+ employees, including 1k+ clinicians



Advanced, innovative, and intelligent technology

## **Clinical Approach**



#### **Evidence-Based Guidelines**

#### The foundation of our solutions





Contributions from a panel of community physicians



Experts associated with academic institutions



Current clinical literature

#### **Aligned with National Societies:**

- American College of Cardiology
- American Heart Association
- American Society of Nuclear Cardiology
- Heart Rhythm Society
- American College of Radiology
- American Academy of Neurology
- American College of Chest Physicians
- American College of Rheumatology
- American Academy of Sleep Medicine
- American Urological Association

- National Comprehensive Cancer Network
- American Society for Radiation Oncology
- American Society of Clinical Oncology
- American Academy of Pediatrics
- American Society of Colon and Rectal Surgeons
- American Academy of Orthopedic Surgeons
- North American Spine Society
- American Association of Neurological Surgeons
- American College of Obstetricians and Gynecologists
- The Society of Maternal-Fetal Medicine

## Clinical Staffing – Multispecialty Expertise

Dedicated nursing and physician specialty teams for a wide range of solutions

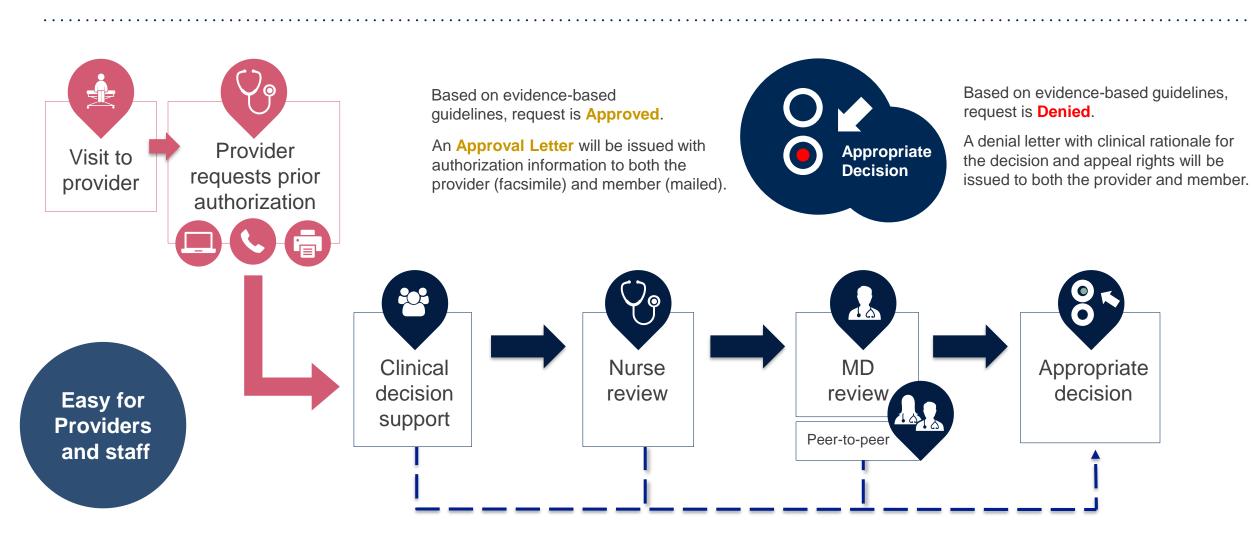
- Anesthesiology
- Cardiology
- Ohiropractic
- Emergency Medicine
- Family Medicine
  - Family Medicine / OMT
  - Public Health & General Preventative Medicine
- Gastroenterology
- Internal Medicine
  - Cardiovascular Disease
  - Critical Care Medicine
  - Endocrinology, Diabetes
     Metabolism
  - Geriatric Medicine
  - Hematology
  - Hospice & Palliative Medicine
  - Medical Oncology
  - Pulmonary Disease
  - Rheumatology
  - Sleep Medicine
  - Sports Medicine

- Medical Genetics
- Nuclear Medicine
- OB/GYN
  - Maternal-Fetal Medicine
- Oncology / Hematology
- Orthopedic Surgery
- Otolaryngology
- Pain Mgmt. / Interventional Pain
- Pathology
  - Clinical Pathology
- Pediatric
  - Pediatric Cardiology
  - Pediatric Hematology-Oncology
- Physical Medicine & Rehabilitation Pain Medicine
- Physical Therapy
- Radiation Oncology Radiology
- Diagnostic Radiology
  - Neuroradiology
  - Radiation Oncology
  - Vascular & Interventional Radiology

- Sleep Medicine
- Sports Medicine
- Surgery
  - Cardiac
  - General
  - Neurological
  - Spine
  - Thoracic
  - Vascular
- Urology



## **Utilization Management – the Prior Authorization Process**



## **Program Overview**

### **RMHP Prior Authorization Services**

eviCore healthcare (eviCore) will begin accepting prior authorization requests for radiology services for Elite providers on August 23, 2021 for dates of service September 1, 2021 and after.

## Prior authorization applies to the following services:

- Outpatient
- Diagnostic
- Elective / Non-emergent

## Prior authorization does **NOT** apply to services performed in:

- Emergency Rooms
- Observation Services
- Inpatient Stays



Providers should verify member eligibility and benefits on the secured provider log-in section at: <a href="https://www.rmhp.org/provider-login">www.rmhp.org/provider-login</a>

## **Applicable Memberships**

Prior Authorization is required for RMHP members who are enrolled in the following lines of business/programs:

- Commercial
- Medicare
- Medicaid
- CHP+

When requesting an authorization either online at <a href="https://www.evicore.com">www.evicore.com</a> or by calling eviCore's toll-free number 800-792-8750 you will need to use the Member ID, which is located on the Member's Rocky Mountain Health Plans insurance card.

## Radiology Solution

.....

#### **Covered Services:**

#### **Advanced imaging services**

- CT, CTA
- MRI, MRA
- PET, PET/CT
- Nuclear Medicine

To find a **complete list** of radiology Current Procedural Terminology (CPT) codes that **require prior authorization through eviCore**, please visit:

https://www.evicore.com/resources/healthplan/rocky-mountain-health-plans

→ Solution Resources

→ Radiology



## **Submitting Requests**

## **Methods to Submit Prior Authorization Requests**

#### eviCore Provider Portal (preferred)

The eviCore online portal www.eviCore.com is the quickest, most efficient way to request prior authorization and check authorization status, and it's available 24/7

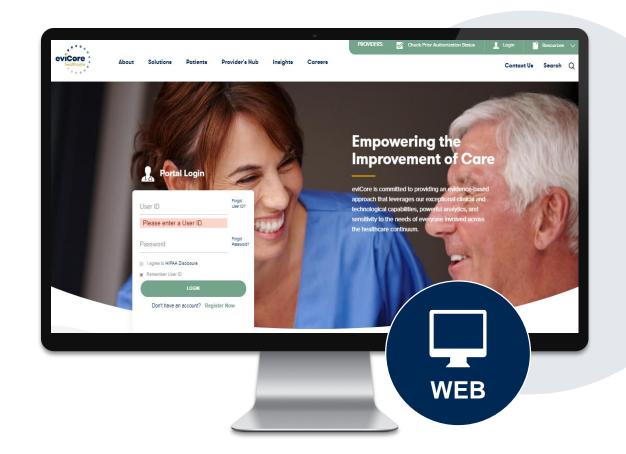
#### **Phone Number:**

800-792-8750 Monday through Friday: 7 am – 7 pm MST

#### **Fax Number:**

800-540-2406
PA requests are accepted via fax and can be used to submit additional clinical information

The online portal is the best way to submit clinical information to eviCore



### **Benefits of Provider Portal**

Did you know that most providers are already saving time submitting prior authorization requests online? The provider portal allows you to go from request to approval faster. Following are some benefits & features:

- Saves time: Quicker process than phone authorization requests
- Available 24/7: You can access the portal any time and any day
- Save your progress: If you need to step away, you can save your progress and resume later
- Upload additional clinical information: No need to fax in supporting clinical documentation, it can be uploaded on the portal to support a new request or when additional information is requested
- View and print determination information: Check case status in real-time
- Dashboard: View all recently submitted cases
- Duplication feature: If you are submitting more than one prior authorization request, you can duplicate information to expedite submittals

## **Keys to Successful Prior Authorizations**

To obtain prior authorization on the very first submission, the provider submitting the request will need to gather four categories of information:

#### 1. Member

- ID
- Member name
- Date of birth (DOB)

# **Necessary** Information

#### 2. Referring (Ordering) Physician

- Physician name
- National provider identifier (NPI)
- Phone & fax number

#### 4. Supporting Clinical

- Pertinent clinical information to substantiate medical necessity for the requested service
- CPT/HCPCS Code(s)
- Diagnosis Code(s)
- · Previous test results

- 3. Rendering Facility \*
  - Facility name
  - Address
- National provider identifier (NPI)
- Tax identification number (TIN)
  - · Phone & fax number

\* Rendering facility information will not be collected for Medicare members

## Insufficient Clinical – Additional Documentation Needed

#### **Additional Documentation to Support Medical Necessity**

If all required pieces of documentation are not received, or are insufficient for eviCore to reach a determination, the following will occur:

A Hold Letter will be faxed to the Requesting Provider requesting additional documentation

To ensure that a determination is completed within the designated timeframe for each LOB, the case will remain on hold as follows:

Medicare: 1 calendar day

Medicaid: 8 calendar days

Commercial: 3 business days

The Provider must submit the additional information to eviCore

Requested information must be received within the timeframe as specified in the Hold Letter.

eviCore will review the additional documentation and reach a determination

Determination will be completed within 14 calendar days of the request



## Hold letter example

eniCore healthcare 400 Buckwalter Place Boulevard Bluffton, SC 29910





Date: 8/2/2021

CONFIDENTIAL

Dear DR.

eviCore healthcare (eviCore) reviews certain prior authorization requests on behalf of Rocky Mountain Health Plans (RMHP).

We have received the request for the below service:

Member Name: Member Number: Date of Birth: Requested Service:

Requesting Provider: Facility (if applicable): Reference Number:

The information we have received is insufficient to process this request, eviCore will consider additional information, if available, as part of this request for prior authorization. Please provide the following records by 8/10/2021 for the request to be processed. Be sure to include the reference number noted above when submitting the information.

The medical record for this patient is required to complete medical necessity review due to a same or similar request on file. This request will be pended until relevant medical records are uploaded at eviCore.com.

Please submit this information to eviCore at the below address or by calling 800-792-8750. Information may also be faxed to 800-540-2406.

Clinical Department eviCore healthcare 400 Buckwalter Place Blvd. Bluffton. SC29910

Upon receipt of this information, eviCore will make a timely determination. If additional information is not received by 8/10/2021, eviCore will make a decision based on the information available and inform you of the determination.

If the procedure or service takes place without a prior authorization, you may not bill the Member for services provided pursuant to your contract and state law. If you have questions, please contact the eviCore healthcare Authorization Department at 800-792-8750, Monday through Friday, 7 AM -7 PM MST.

If you have already submitted this information, please disregard this notice. Thank you for your assistance with this request.

Sincerely,

eviCore healthcare

cc: DR.

eviCore is working with your office to obtain the necessary clinical information.

Please disregard this notice if the additional information has already been submitted.

## Prior Authorization Outcomes & Special Considerations

## **Prior Authorization Approval**

#### **Approved Requests**

- Each case is reviewed in the order that it was received, and are typically handled within 2 business days from the receipt of relevant clinical information and will not exceed 14 calendar days for review
- Radiology authorizations are valid for 45 days from the date of the submission
- Authorization letters will be faxed to the ordering physician
- Members will receive a letter by mail
- Approval information can be printed on demand from the eviCore portal: www.eviCore.com



## **Authorization letter example**

KATHRYN RHINAMAN 14706 Highway 6 And 24 Parachute, CO 816359727

Dear

CareCore National, LLC d/b/a eviCore healthcare (eviCore), reviews prior authorization requests on behalf of your health insurance company, Rocky Mountain Health Plans (RMHP). Certain health care services or medical equipment require prior authorization. This means RMHP must authorize those services or equipment before you receive them. Information about prior authorization can be found in your Member materials.

eviCore has reviewed the request for prior authorization of health care services and/or medical equipment. These services and/or equipment are approved only as described below and are subject to your plan's applicable cost sharing, including deductibles, coinsurance, and/or maximum out-of-pocket payments.

Reference Number: Member Name: Member Number: Date of Birth: Requesting Provider: Facility (if applicable): Dates of Service:

CPT/HCPC Code(s) if applicable	CPT/HCPC Code(s) Description if applicable	Total Number of Visits/Units or DME approved (if applicable):
73221	Magnetic Resonance Imaging (MRI), a special kind of picture of your arm joint (wrist, elbow or	1
	shoulder) without contrast (dye)	

The approved services indicated above are valid for 45 calendar days from 8/2/2021 to 9/16/2021.

A copy of this notice has been faxed to the Requesting Provider.

You can request copies of any information we have about your claim for benefits at no cost. You can also have billing, treatment, and diagnosis codes and their meanings sent to you if you

request them. If you have any questions about this notice, we're here to help you. You can contact RMHP Customer Service using the information below or by emailing customer\_service@rmhp.org. If you are deaf, hard of hearing, or have a speech disability, dial 711 for Relay Colorado, or use our Live Chat at rmhp.org.

- RMHP Commercial Members: Call 970-243-7050 or 800-346-4643, Monday Friday, 8:00 a.m. – 5:00 p.m. MT. Para asistencia en español llame al 800-346-4643.
- RMHP Prime or Regional Organization Members: Call 888-282-8801, Monday Friday, 8:00 a.m. – 5:00 p.m. MT. Para asistencia en español llame al 888-282-8801.
- RMHP Medicare Advantage and DSNP Members: Call 970-244-7912 or 888-282-1420 (TTY: 711). Hours are 8am 8pm, 7 days/week, October 1-March 31, and 8am 8pm, M-F, April 1-September 30. Para asistencia en español llame al 888-282-1420. Plans are insured through UnitedHealthcare Insurance Company or one of its affiliated companies, a Medicare Advantage organization with a Medicare contract and a contract with a State Medicaid Program. Enrollment in the plan depends on the plan's contract renewal with Medicare

In-network providers must submit claims directly to RMHP. Claims for these services will be paid in accordance with provider and Member contracts.

Plan information may be available in a different format or language. To request a document in another format or language, call Customer Service.

Se puede presentar la información acerca del plan en un formato idioma distinto. Para solicitor un documento en español, favor de llamar a Atención al Cliente.

Note: The approval for these services or equipment noted in this notice is only for the time period during which the patient remains eligible on the patient's current health benefit plan or for a shorter period as specified in this form. The health plan will not pay for services or equipment rendered if the client is not enrolled and eligible at the time services are provided. In no event will this notice be valid more than 60 days after the requesting and/or servicing provider is no longer a contracted provider with the health plan. Further, as permitted by applicable law, this notice is subject to terms and conditions in the Member's health benefits contract, including but not limited to all applicable copayments, coinsurance and deductibles; coordination of benefits provisions; and any agreements between Rocky Mountain Health Plans and the health care provider. Billing for the services authorized in this form is subject to nationally standardized rules for coding and paying health care services. Confidentiality Notice: If you have received this via a fax machine, this facsimile transmission (and/or documents accompanying it) may contain confidential, proprietary, and privileged information. This information is intended only for the use of the individual(s) or providers named above. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this transmission in error or cannot identify the recipient for distribution purposes, please notify RMHP immediately at 970-243-7050.

Sincerely,

eviCore healthcare

## When a Request is Determined as Inappropriate



Based on evidence-based guidelines, request is determined as **inappropriate**.

A denial letter with the rationale for the decision and the appeal rights will be issued to both the provider and member.

## **Special Circumstances**

#### **Urgent Prior Authorization Requests**

- eviCore uses the NCQA/URAC definition of urgent: when a delay in decisionmaking may seriously jeopardize the life or health of the member
- Can be initiated on provider portal or by phone
- Urgent cases are typically reviewed within 24 to 72 hours

#### **Authorization Update**

- If updates are needed on an existing authorization, you can contact eviCore by phone
- If the authorization is not updated and a different facility location or CPT code is submitted on the claim, it may result in a claim denial



## **Reconsideration Options**

## **Post-Decision Options**

#### My case has been denied. What's next?

- Providers are often able to utilize post-decision activity to secure case review for overturn consideration
- Your determination letter is the best immediate source of information to assess what options exist on a case that has been denied. You can also call us at 800-792-8750 to speak to an agent who can provide available option(s) and instruction on how to proceed.



## Post-Decision Options: Commercial and Medicaid Members

#### My case has been denied. What's next?

#### Reconsiderations

- Providers and/or staff can request a reconsideration review
- Reconsiderations must be requested within 7 business days for Medicaid members, and within 180 calendar days for Commercial membership after the determination date
- Reconsiderations can be requested in writing or verbally via a Clinical Consultation with an eviCore physician

#### **Appeals**

- eviCore will not process first-level appeals
- Appeal information will be included in the denial determination letter that is faxed to the ordering provider and mailed to the member

## **Pre-Decision Options: Medicare Members**

#### I've received a request for additional clinical information. What's next?

#### **Submission of Additional Clinical Information**

- eviCore will notify providers telephonically and in writing before a denial decision is issued on Medicare cases
- You can submit additional clinical information to eviCore for consideration per the instructions received
- Additional clinical information must be submitted to eviCore in advance of the due date referenced

#### **Pre-Decision Clinical Consultation**

- Providers can choose to request a Pre-Decision Clinical Consultation instead of submitting additional clinical information
- The Pre-Decision Clinical Consultation must occur prior to the due date referenced
- If additional information was submitted, we proceed with our determination and are not obligated to hold the case for a Pre-Decision Clinical Consultation, even if the due date has not yet lapsed

## **Post-Decision Options: Medicare Members**

#### My case has been denied. What's next?

#### **Clinical Consultation**

- Providers can request a Clinical Consultation with an eviCore physician to better understand the reason for denial
- Once a denial decision has been made, however, the decision cannot be overturned via Clinical Consultation

#### Reconsideration

 Medicare cases do not include a Reconsideration option

#### **Appeals**

- eviCore will not process first-level appeals
- Appeal information will be included in the denial determination letter that is faxed to the ordering provider and mailed to the member

## **Provider Portal Overview**

## Single-Sign On Experience

Providers can visit the RMHP provider site (www.rmhp.org/provider-login) in order to link to the eviCore website:

#### To submit a request to eviCore healthCare

- Advanced imaging procedures performed 'within Colorado must be made through eviCore healthCare online.
- Genetic testing must be submitted through eviCore healthCare online.

eviCore healthCare website



By clicking this link, you will be leaving the RMHP website. For additional information access the RMHP Lab Quick Reference Guide.

#### To submit a behavioral health service prior authorization request

- Access the secure RMHP provider portal, accessRMHP, for outpatient authorization requests
- Contact RMHP at 855-886-2832 for hospital notification

Log into access RMHP

To submit a pharmacy or drug prior authorization request

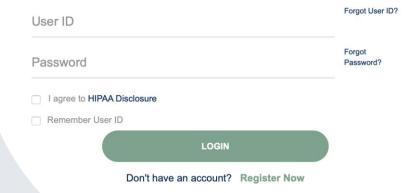
**Prior Authorization for Pharmacy** 

Criteria



#### **Provider's Hub**

#### **Portal Login**

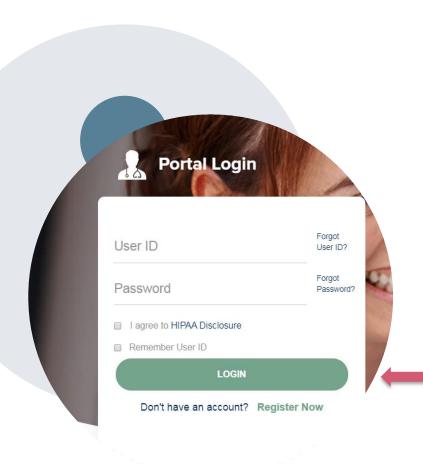


## **Portal Compatibility**

The eviCore.com website is compatible with the following web browsers:

- Google Chrome
- Mozilla Firefox
- Internet Explorer 9, 10, and 11

You may need to disable pop-up blockers to access the site. For information on how to disable pop-up blockers for any of these web browsers, please refer to our <u>Disabling Pop-Up Blockers guide</u>.



## eviCore healthcare Website

Visit www.evicore.com

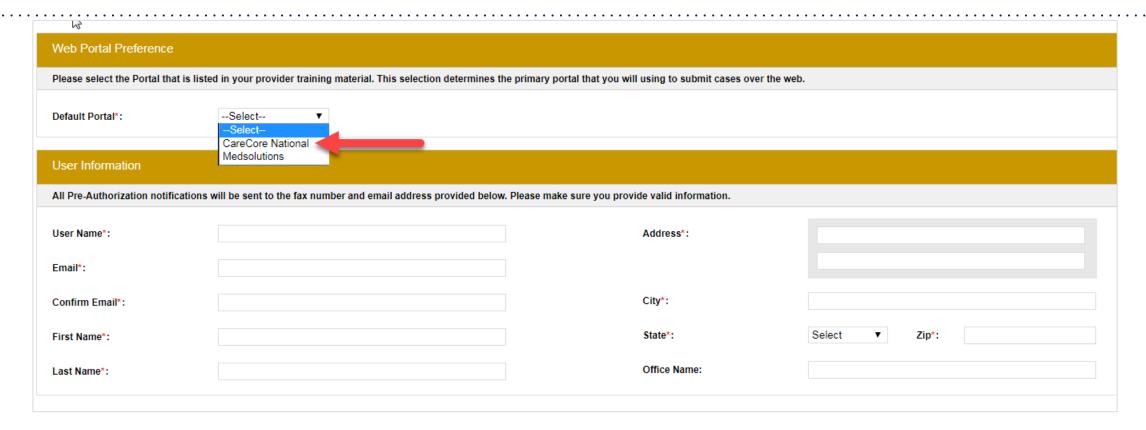
#### Already a user?

If you already have access to eviCore's online portal, simply log-in with your User ID and Password and begin submitting requests in real-time!

#### Don't have an account?

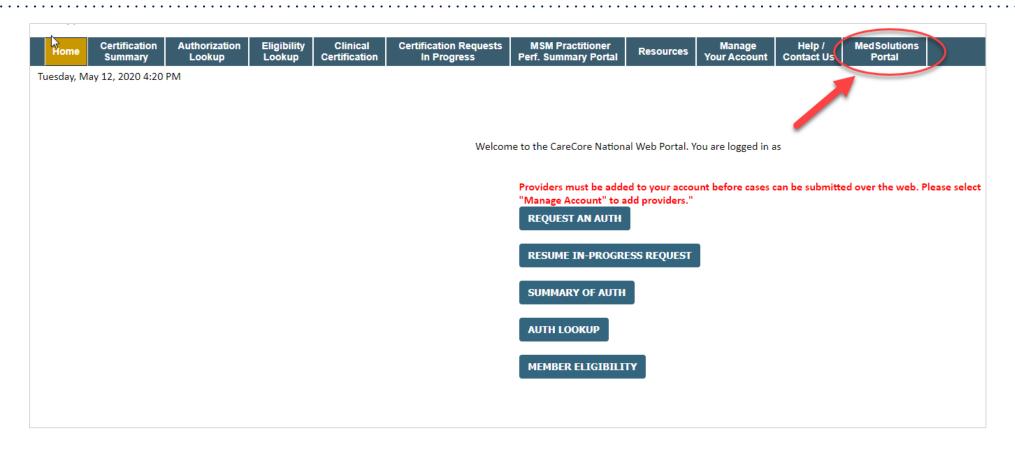
Click "Register Now" and provide the necessary information to receive access today!

## **Creating An Account**



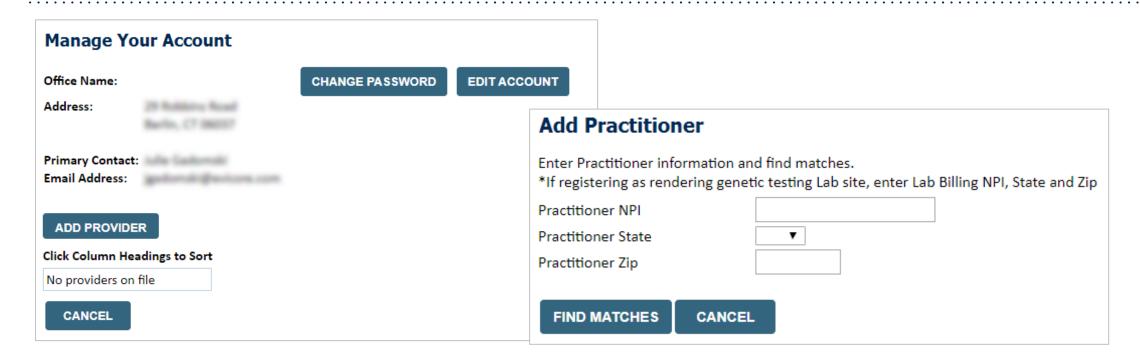
- Select CareCore National as the Default Portal, complete the User Information section in full, and Submit Registration.
- You will immediately be sent an email with a link to create a password. Once you have created a password, you will be redirected to the log-in page.

### **Welcome Screen**



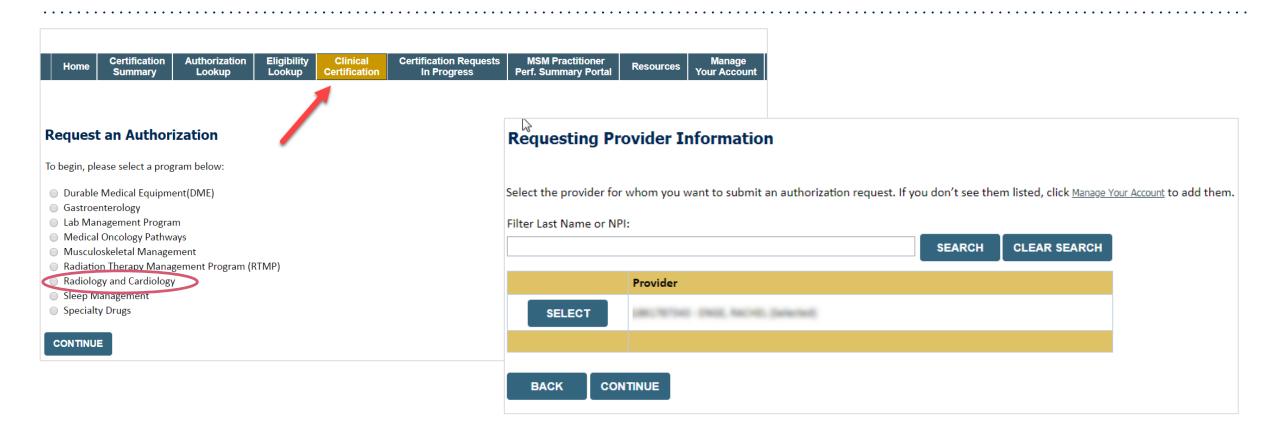
<u>Note</u>: You can access the <u>MedSolutions Portal</u> at any time without having to provide additional login information. Click the <u>MedSolutions Portal</u> on the top-right corner to seamlessly toggle back and forth between the two portals.

### **Add Practitioners**



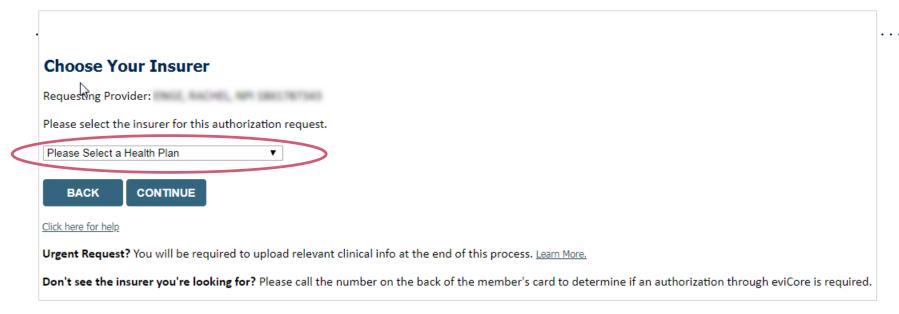
- Select the "Manage Your Account" tab, then the Add Provider
- Enter the NPI, state, and zip code to search for the provider
- Select the matching record based upon your search criteria
- · Once you have selected a practitioner, your registration will be complete
- You can also click "Add Another Practitioner" to add another provider to your account
- You can access the "Manage Your Account" at any time to make any necessary updates or changes

## **Initiating A Case**

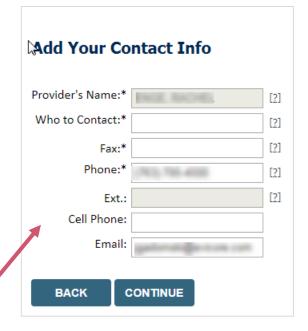


- Choose Clinical Certification to begin a new request
- Select the appropriate program
- Select "Requesting Provider Information"

## Select Health Plan & Provider Contact Info

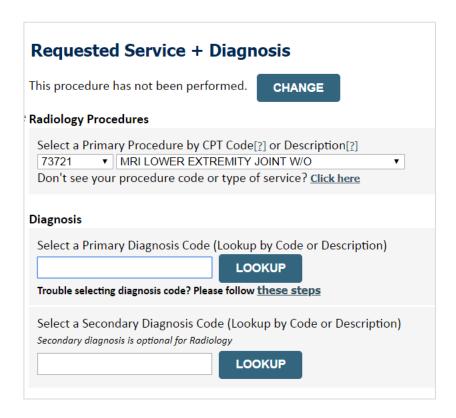


- Choose the appropriate Health Plan for the request
- Once the plan is chosen, select the provider address in the next drop-down box
- Select CONTINUE and on the next screen Add your contact info
- Provider name, fax and phone will pre-populate, you can edit as necessary



# **Member & Request Information**

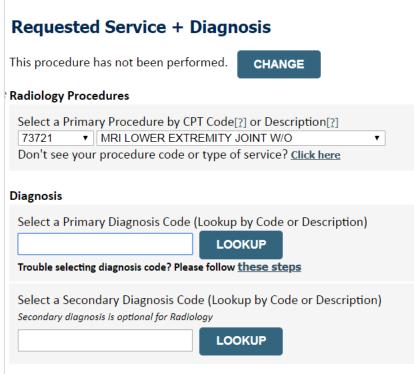




- Enter the member information, including the patient ID number, date of birth, and last name
- Click Eligibility Lookup and select the appropriate member from the search results
- Next enter the requested CPT code & diagnosis code

# **Member & Request Information**





- Enter the member information, including the patient ID number, date of birth, and last name. Click Eligibility Lookup
- Next screen you can enter CPT code & diagnosis code

# **Verify Service Selection**

Requested Service + Diagnosis

Confirm your service selection.

Procedure Date: TBD CPT Code: 73721

**Description:** MRI LOWER EXTREMITY JOINT W/O

Primary Diagnosis Code: R68.89

**Primary Diagnosis:** Other general symptoms and signs

Secondary Diagnosis Code:

**Secondary Diagnosis:** 

Change Procedure or Primary Diagnosis

Change Secondary Diagnosis

BACK

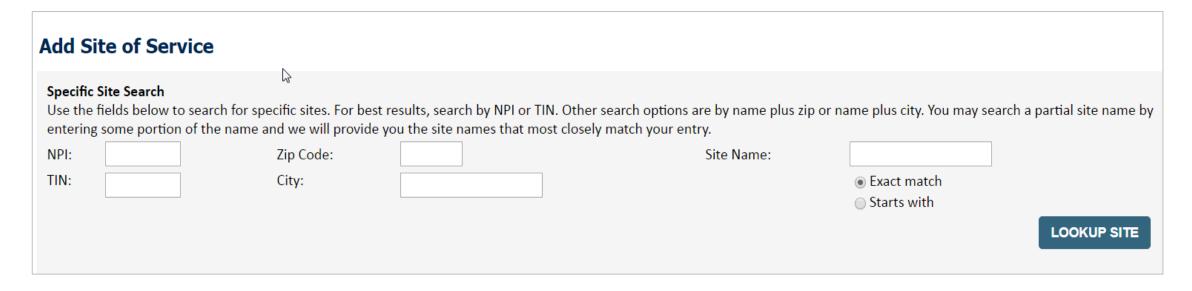
CONTINUE

Click here for help

- Verify requested service & diagnosis
- Edit any information if needed by selecting Change Procedure or Primary Diagnosis
- Click continue to confirm your selection

## **Site Selection**

Start your search by entering the **NPI** or **TIN**, and **zip code** for the site where the procedure will be performed. You can search by any fields listed. Searching with NPI, TIN, and zip code is the most efficient.



Select the specific site where the testing/treatment will be performed.

Site of Service information will not be collected for Medicare members

## **Clinical Certification**

#### Proceed to Clinical Information

You are about to enter the clinical information collection phase of the authorization process.

Once you have clicked "Continue," you will not be able to edit the Provider, Patient, or Service information entered in the previous steps. Please be sure that all Ihis data has been entered correctly before continuing.

In order to ensure prompt attention to your on-line request, be sure to click SUBMIT CASE before exiting the system. This final step in the on-line process is required even if you will be submitting additional information at a later time. Failure to formally submit your request by clicking the SUBMIT CASE button will cause the case record to expire with no additional correspondence from eviCore.

**BACK** 

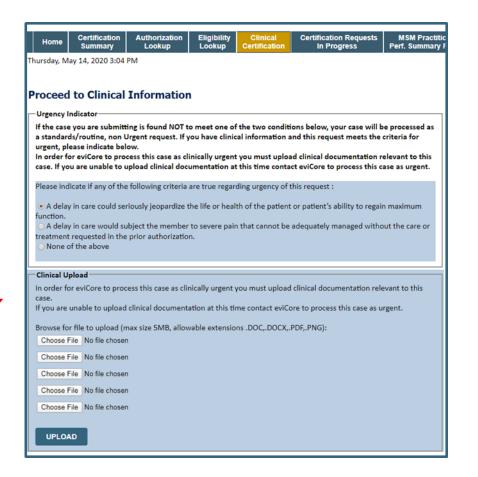
CONTINUE

- Verify that all information is entered and make any changes needed
- You will not have the opportunity to make changes after this point

# **Standard or Urgent Request?**

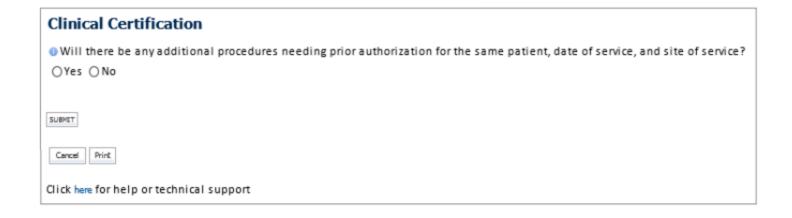
- If your request is urgent select No
- When a request is submitted as Urgent, you will be <u>required</u> to upload relevant clinical information
- If the case is standard select Yes
- You can upload up to FIVE documents in .doc, .docx, or .pdf format – max 5MB document size
- Your case will only be considered Urgent if there is a successful upload





# Requesting Multiple CPT Codes

After you indicate the case urgency of the case, you will be asked about additional procedures. All CPT codes must be for the same program.

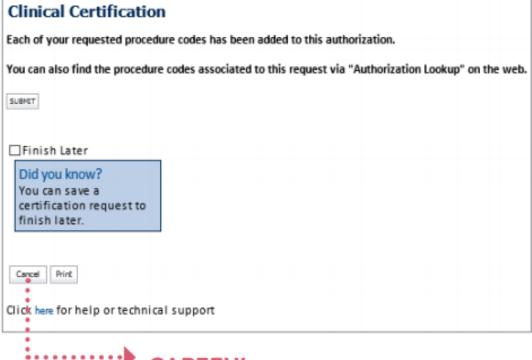




- Select YES to add Additional CPT codes.
- Enter one CPT at a time and select SUBMIT after each one.

# Requesting Multiple CPT Codes





If the CPT code does not pass validation, an onscreen message will inform you that the code is either out of scope, has been requested already, or requires the creation of a separate authorization. If the CPT code has been added, an on screen message will display.

#### CAREFUL

Selecting CANCEL will not save or submit any of the info you've just entered.

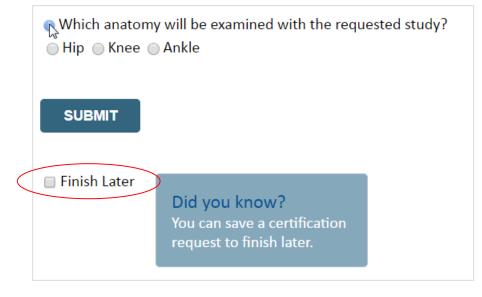
## **Proceed to Clinical Information**

Is this a request for a bilateral procedure of a previously requested authorization?

YES

NO

Clinical Certification questions may populate based on the information provided



Note: You will have 2 business days to complete the case. When logged in, you can resume a saved request by going to Certification Requests in Progress.

## **Clinical Certification**

Why am I no longer seeing the clinical survey questions when I submit a prior authorization request on some of my requests?

#### **Enhanced Process**

- Clinical survey questions may populate based upon the information provided. However...
- For some cardiology and radiology cases, the experience may be different due to enhancements we are making in the system.
- We have been able to replace clinical surveys with a new faster and streamlined process.
- These enhancements will reduce submission time and improve turnaround times.
- If the case is not approved in real-time based on the clinical information, you will be asked to submit the member's medical record supporting the request for services.
- You will be prompted to upload clinical at that time, or you can choose to send it in at a later time – a delay in providing clinical will cause a delayed case decision.



# Finalizing the Case Submission

#### Clinical Certification

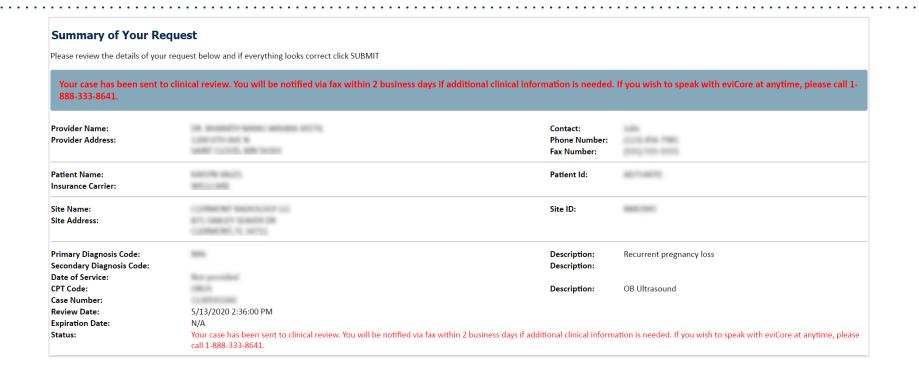
I acknowledge that the clinical information submitted to support this authorization request is accurate and specific to this member, and that all information has been provided. I have no further information to provide at this time.

Print SUBMIT CASE

Click here for help or technical support

Acknowledge the Clinical Certification statements, and click "Submit Case"

# **Next Step: Criteria not met**



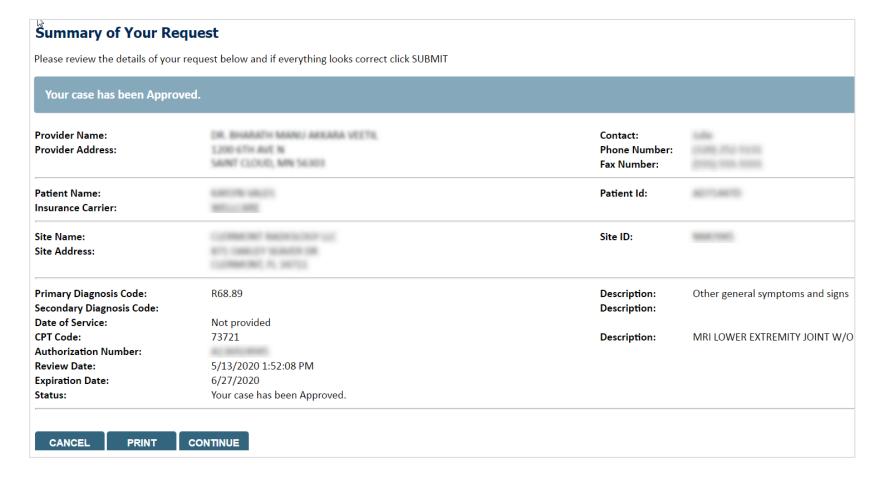
#### Tips:

- If additional clinical is requested, upload clinical notes on the portal, to avoid any delays (e.g., by faxing)
- Additional information uploaded to the case will be sent to a clinical team for review
- Print-out the summary of the request that includes the case # and indicates 'Your case has been sent to clinical review'

## **Criteria Met**

.....

Print the case summary of the request for your records



## **Additional Provider Portal Features**

# **Certification Summary**

- Certification Summary tab allows you to track recently submitted cases
- The work list can also be filtered

# **Authorization Lookup**



- You can look-up authorization status on the portal
- Search by member information OR
- Search by authorization number with ordering NPI
- View and print any correspondence

# **Duplication Feature**

#### Success

Thank you for submitting a request for clinical certification. Would you like to:

- · Return to the main menu
- · Start a new request
- · Resume an in-progress request

You can also start a new request using some of the same information.

Start a new request using the same:

- O Program (Radiation Therapy Management Program)
- O Provider ( .)
- O Program and Provider (Radiation Therapy Management Program and
- $\bigcirc$  Program and Health Plan (Radiation Therapy Management Program and CIGNA)

GO

- Duplicate feature allows you to start a new request using same information
- Eliminates entering duplicate information
- Time saver!

## How to schedule a Peer to Peer Request

- Log into your account at <u>www.evicore.com</u>
- Perform Authorization Lookup to determine the status of your request.
- Click on the "P2P Availability" button to determine if your case is eligible for a Peer to Peer conversation:

 If your case is eligible for a Peer to Peer conversation, a link will display allowing you to proceed to scheduling without any additional messaging.

P2P AVAILABILITY Request Peer to Peer Consultation

#### **Authorization Lookup**

Authorization Number:

Case Number:

Status:

Denied

P2P AVAILABILITY

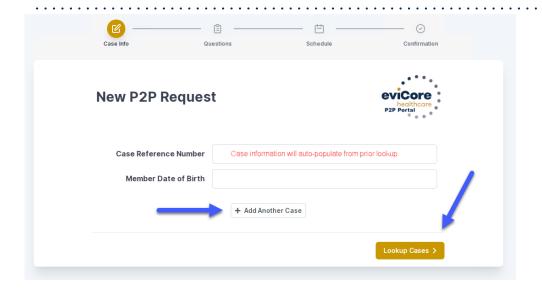
# How to schedule a Peer to Peer Request

Pay attention to any messaging that displays. In some instances, a Peer to Peer conversation is allowed, but the case decision cannot be changed. When this happens, you can still request a Consultative Only Peer to Peer. You may also click on the "All Post Decision Options" button to learn what other action may be taken.

# Authorization Lookup Authorization Number: NA Case Number: Request Peer to Peer Consultation Status: Denied Post-decision options for this case have been exhausted or are not delegated to eviCore. You may continue to P2P Eligibility Result: schedule a Peer to Peer discussion for this case but it will be considered consultative only and the original decision cannot be modified. P2P Status: ALL POST DECISION OPTIONS

Once the "Request Peer to Peer Consultation" link is selected, you will be transferred to our scheduling software via a new browser window.

# How to Schedule a Peer to Peer Request

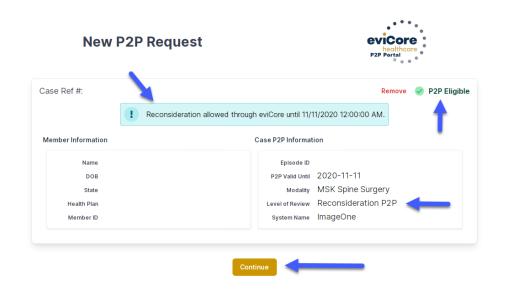


Upon first login, you will be asked to confirm your default time zone.

You will be presented with the Case Number and Member Date of Birth (DOB) for the case you just looked up.

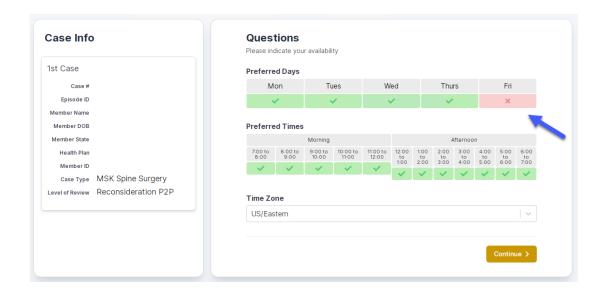
You can add another case for the same Peer to Peer appointment request by selecting "Add Another Case"

You will receive a confirmation screen with member and case information, including the Level of Review for the case in question. Click Continue to proceed.



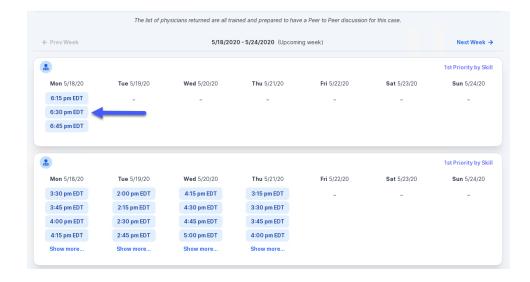
To proceed, select "Lookup Cases"

# How to Schedule a Peer to Peer Request



You will be prompted to identify your preferred Days and Times for a Peer to Peer conversation. All opportunities will automatically present. Click on any green check mark to deselect the option and then click Continue.

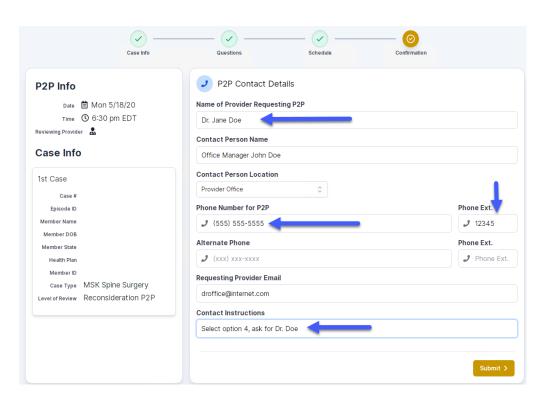
You will be prompted with a list of eviCore Physicians/Reviewers and appointment options per your availability. Select any of the listed appointment times to continue.



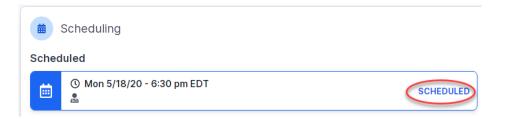
## How to Schedule a Peer to Peer

#### **Confirm Contact Details**

 Contact Person Name and Email Address will auto-populate per your user credentials



- Be sure to update the following fields so that we can reach the right person for the Peer to Peer appointment:
  - Name of Provider Requesting P2P
  - Phone Number for P2P
  - Contact Instructions
- Click submit to schedule appointment. You will be presented with a summary page containing the details of your scheduled appointment.



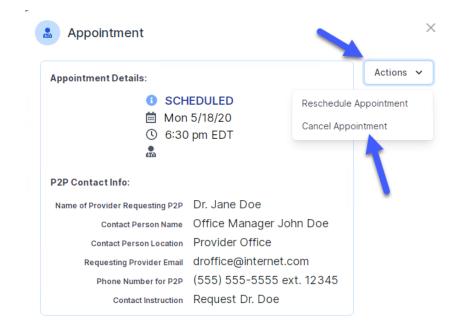
# Canceling or Rescheduling a Peer to Peer Appointment

#### To cancel or reschedule an appointment

- Access the scheduling software per the instructions above
- Go to "My P2P Requests" on the left pane navigation.
- Select the request you would like to modify from the list of available appointments
- Once opened, click on the schedule link. An appointment window will open
- Click on the Actions drop-down and choose the appropriate action

If choosing to reschedule, you will have the opportunity to select a new date or time as you did initially.

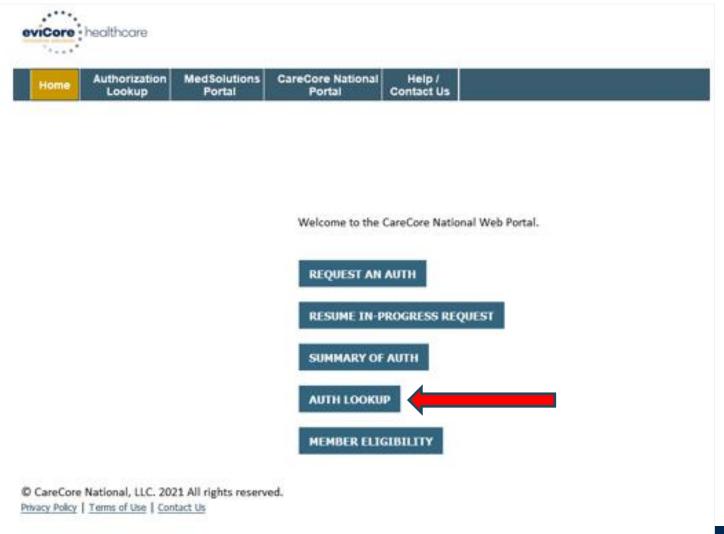
If choosing to cancel, you will be prompted to input a cancellation reason

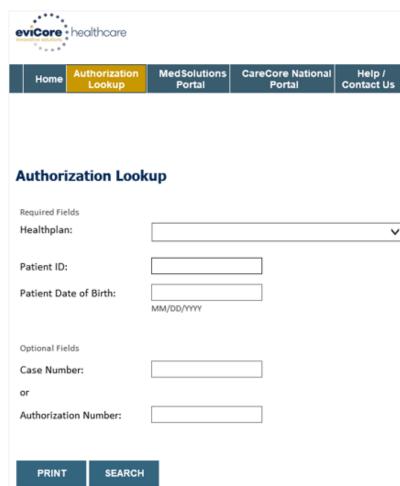


Close browser once done

### eviCore Reconsideration Review Process on the Web

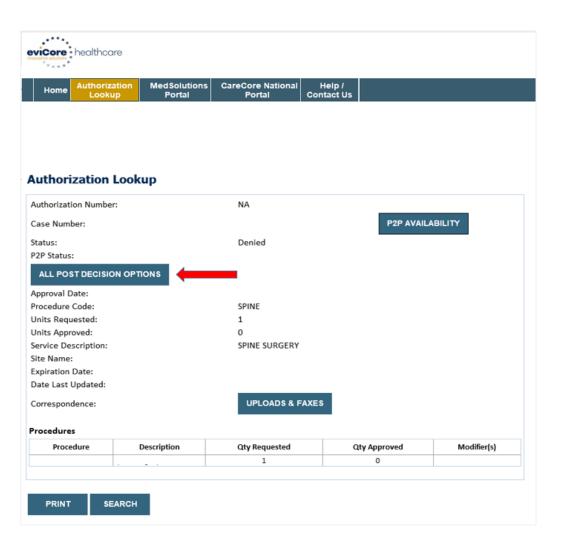
Select "Auth Lookup", health plan and enter the patient information





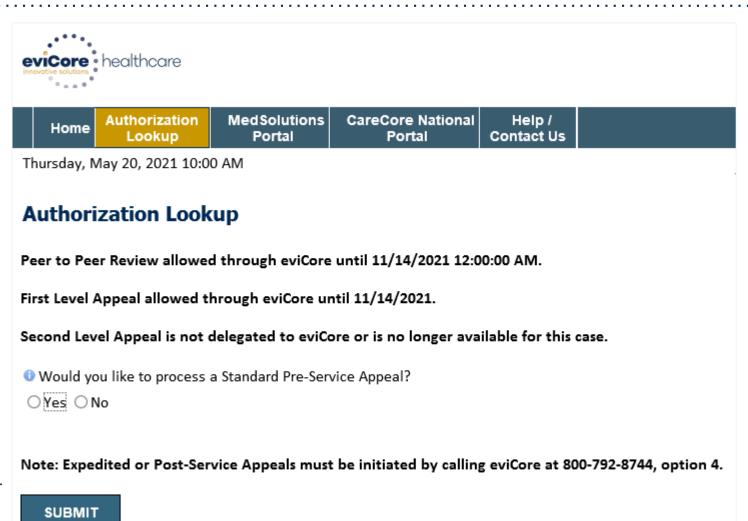
## eviCore Reconsideration Review Process on the Web (cont.)

 Select "All Post Decision Options" to view available options



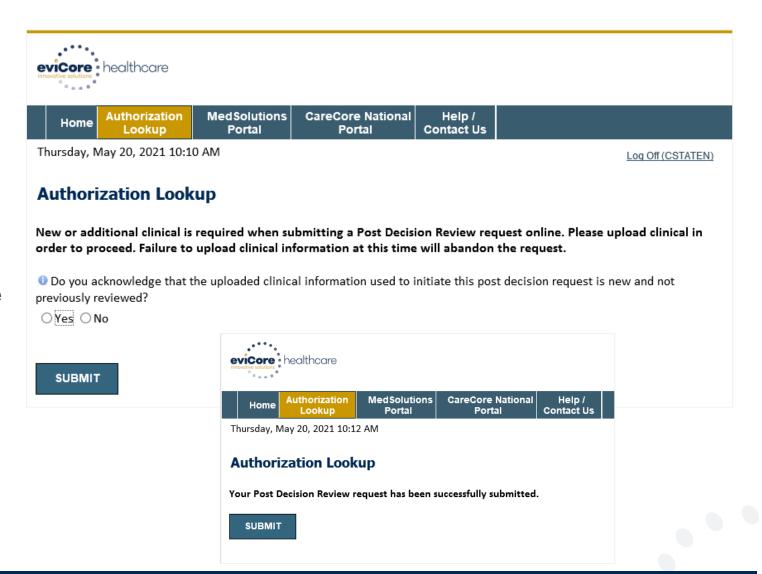
## eviCore Reconsideration Review Process on the Web (cont.)

- If a reconsideration or first level appeal is delegated through eviCore, the user will see the following question at the bottom of available appeal options
- User can answer "Yes" to move forward
- If the user answers "No" an appeal or reconsideration will not be started and the following notation will be placed on the case: Post Decision Review process opened and abandoned by Web User. Case will not proceed to Reconsideration or Appeal review at this time.
- Note: Select 'No' to go back to schedule a Peerto-Peer



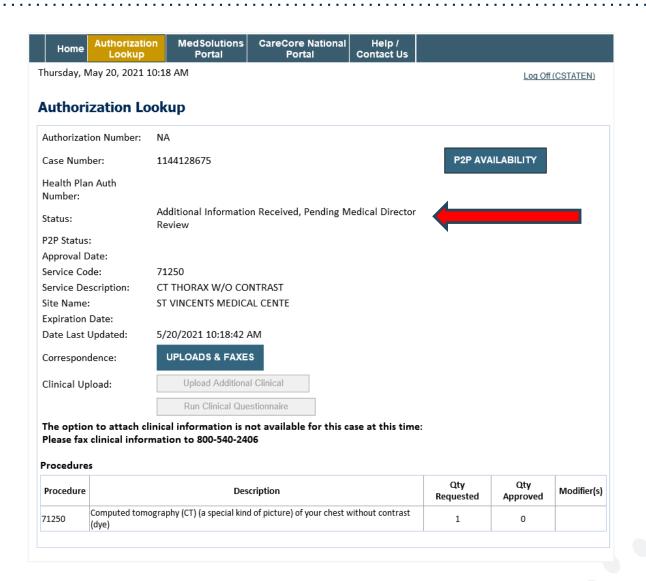
## eviCore Reconsideration Process on the Web (cont.)

- New or additional clinical documentation is required
- Failure to upload new or additional clinical documentation will cancel the request
- Once the clinical information is uploaded, the user will receive message "Your Post Decision Review request has been successfully submitted"
- Select 'Submit' to initiate the request



## eviCore Reconsideration Review Process on the Web (cont.)

- After the post decision review is initiated, the user will return to the authorization lookup
- Status will be updated to show additional information was submitted and pending review
- A determination will be faxed to the provider



## **Provider Resources**

## **Dedicated Call Center**

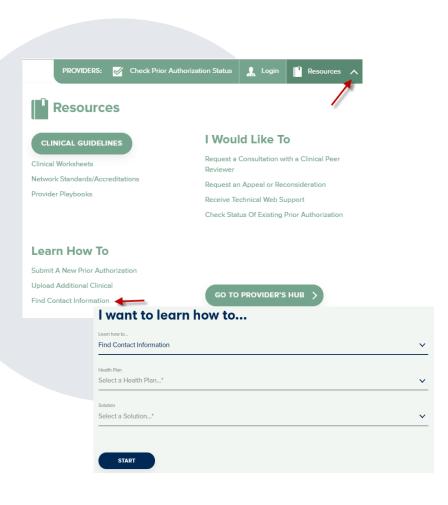
#### **Prior Authorization Call Center – 800-792-8750**

Our call centers are open from 7 a.m. to 7 p.m. (local time).

Providers can contact our call center to perform the following:

- Request Prior Authorization
- Check Status of existing authorization requests
- Discuss questions regarding authorizations and case decisions
- Change facility or CPT Code(s) on an existing case
- Request to speak to a clinical reviewer
- Schedule a clinical consultation with an eviCore Medical Director.





## **Online Resources**

#### Web-Based Services and Online Resources

- You can access important tools, health plan-specific contact information, and resources at <u>www.evicore.com</u>
- Select the Resources to view Clinical Guidelines, Online Forms, and more.
- Provider's Hub section includes many resources
- Provider forums and portal training are offered weekly, you can find a session on <u>www.eviCore.WebEx.com</u>, select WebEx Training, and search upcoming for a "eviCore Portal Training" or "Provider Resource Review Forum"
- The quickest, most efficient way to request prior authorization is through our provider portal. Our dedicated **Web Support** team can assist providers in navigating the portal and addressing any web-related issues during the online submission process.
- To speak with a Web Specialist, call (800) 646-0418 (Option #2) or email portal.support@evicore.com

# **Client & Provider Operations Team**

#### **Client and Provider Services**

Dedicated team to address provider-related requests and concerns including:

- Questions regarding Accuracy Assessment, Accreditation, and/or Credentialing
- Requests for an authorization to be resent to the health plan
- Consumer Engagement Inquiries
- Eligibility issues (member, rendering facility, and/or ordering physician)
- Issues experienced during case creation
- Reports of system issues

#### How to Contact our Client and Provider Services team

Email: <u>ClientServices@evicore.com</u> (preferred)

**Phone:** 1 (800) 646 - 0418 (option 4)

For prompt service, please have all pertinent information available. When emailing, make sure to include the health plan in the subject line with a description of the issue, with member/provider/case details when applicable.



## **Provider Engagement Team**

#### **Provider Engagement team**

Regional team that on-boards providers for new solutions and provides continued support to the provider community. How can the provider engagement team help?

- Partner with the health plan to create a market-readiness strategy for a new and/or existing program
- Conduct onsite and WebEx provider-orientation sessions
- Provide education to supporting staff to improve overall experience and efficiency
- Create training materials
- Monitor and review metrics and overall activity
- Conduct provider-outreach activities when opportunities for improvement have been identified
- Generate and review provider profile reports specific to a TIN or NPI
- Facilitate clinical discussions with ordering providers and eviCore medical directors

#### **How to contact the Provider Engagement team?**

You can find a list of Regional Provider Engagement Managers at evicore.com → Provider's Hub → Training Resources

## **Provider Resource Website**

#### **Provider Resource Pages**

eviCore's Provider Experience team maintains provider resource pages that contain client- and solution-specific educational materials to assist providers and their staff on a daily basis. The provider resource page will include, but is not limited to, the following educational materials:

- Frequently Asked Questions
- Quick Reference Guides
- Provider Training
- CPT code list

To access these helpful resources, please visit

https://www.evicore.com/resources/healthplan/rocky-mountain-health-plans

RMHP Provider Services: provider.relations@rmhp.org



## **Provider Newsletter**

#### **Stay Updated With Our Free Provider Newsletter**

eviCore's provider newsletter is sent out to the provider community with important updates and tips. If you are interested in staying current, feel free to subscribe:

- Go to eviCore.com
- Scroll down and add a valid email to subscribe
- You will begin receiving email provider newsletters with updates



## **Provider Resource Review Forums**

The eviCore website contains multiple tools and resources to assist providers and their staff during the prior authorization process.

We invite you to attend a Provider Resource Review Forum, to navigate <a href="https://www.eviCore.com">www.eviCore.com</a> and understand all the resources available on the Provider's Hub. Learn how to access:

- eviCore's evidence-based clinical guidelines
- Clinical worksheets
- Check-status function of existing prior authorization
- Search for contact information
- Podcasts & Insights
- Training resources



#### How to register for a Provider Resource Review Forum?

You can find a list of scheduled **Provider Resource Review Forums** on <u>www.eviCore.com</u> → Provider's Hub → Scroll down to eviCore Provider Orientation Session Registrations → Upcoming

# Thank You!

