

## Quick Reference Guide

### Authorization Required

All out-patient, non-emergent, diagnostic advanced imaging services including:

- MRI/MRA
- CT/CTA
- PET

### Authorization Not Required

- Inpatient Radiology
- Radiology testing done in the ER
- 23 hour observation
- Outpatient Radiology services other than indicated

### Urgent Requests

When service is required due to a medically urgent condition, the referring physician's office must **call eviCore healthcare at 888-209-5762** for authorization. eviCore will make a good faith effort to render a decision within 72 hours of receipt of all necessary information. In most cases where requisite information is provided in the initial call, a decision is rendered and communicated within 1 business day. Please indicate that the notification is for **medically urgent care**.

## Authorization Requirements

To ensure the authorization process is as quick and efficient as possible, we highly recommend that the physician's office submitting requests have:

- Recent clinical information including prior tests, lab work, and /or imaging performed related to this diagnosis
- Working or differential diagnosis and notes from the patient's last visit related to the diagnosis and
- Notes
- Type and duration of treatment performed
- Patient's name, address, and current
- Member ID

## Authorizations

An authorization number will be faxed to the ordering physician and requested facility upon approval. eviCore healthcare will approve the specific facility performing the imaging study and the CPT code or codes for diagnostic imaging. **Contact eviCore healthcare for changes to facility or study.**

It is the responsibility of the performing facility to confirm that the referring physician completed the prior authorization process for advanced imaging procedures. Verification may be obtained via the eviCore healthcare website or by calling 888-209-5762.

**Important!** Authorization from eviCore healthcare does not guarantee claim payment. Services must be covered by the health plan and the member must be eligible at the time studies are rendered. **Claims submitted for unauthorized procedures are subject to denial, and the member must be held harmless.** Please verify the member's eligibility with the health plan.

## Authorization Denials

For Commercial and Medicare: the referring provider will receive outreach prior to receiving a denial letter containing the reason the request has denied. A Physician-to-Physician discussion with an eviCore Medical Director will be offered at which point any additional details can be submitted for consideration when making a final decision. Please note that due to TX state mandated commercial time frames you will have one (1) business day to schedule the physician consult.

## Quick Reference Guide

We offer three convenient methods to request authorizations:

### Web Portal

The SWHP Provider Portal is available 24/7, click on the eviCore link to initiate a case at <https://portal.swhp.org/ProviderPortal/#/login>

The eviCore healthcare Web Portal is also available 24/7 at <https://www.evicore.com/pages/providerlogin.aspx>

After a one-time registration, you are able to initiate a case, view case/authorization details, verify eligibility, and more. The Web Portal remains the quickest, most efficient way to obtain information.

If you have questions or need assistance, please contact the Web Portal team via email at [portal.support@evicore.com](mailto:portal.support@evicore.com) or via phone at 800-646-0418 (Option 2).

### Phone

Contact us toll-free at 888-209-5762 from 7AM to 8PM central time. For faster service, you'll need all pertinent clinical information before you call. Outside of normal business hours, you may call eviCore healthcare and leave a message for a return call the next business day.

eviCore healthcare's call center will be closed in observance of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day. **The web is available 24/7, 365 days a year.**

### Fax

Fax requests can be submitted to 800.540.2406. You can obtain modality specific forms on the eviCore healthcare website at [www.evicore.com](http://www.evicore.com) under the Clinical Guidelines and Forms section. Complete the appropriate fax form, and fax to the number above. eviCore healthcare will respond by fax when the authorization decision is complete.

## Guidelines on the Web

To access the eviCore healthcare Guidelines, visit our Advanced Imaging site at the following link: <https://www.evicore.com/solution/pages/radiology.aspx>

From there you can access important information and resources:

- Education Tools
- Program Overview
- Clinical Guidelines & Quick Reference Guides
- Online Forms

## Need Clinical Support?

If your case requires further clinical discussion for approval, we welcome requests for clinical determination discussions from referring physicians and radiologists. One of eviCore healthcare's physicians can assist in a consideration of imaging study options. To request a clinical discussion, call eviCore healthcare at 888-209-5762 and request a peer to peer discussion.

***This is not where claim denials reconsideration would be discussed. For claim denials, you must follow the appeal process.***

## Implementation Site

The eviCore Scott & White Health Plan implementation website contains web registration and submission information, comprehensive CPT code list, FAQ documents, and other important resources that are kept up-to-date for your convenience: <https://www.evicore.com/healthplan/scottandwhite>.