MSK Specialized Therapies

Migration from the Palladian portal to the eviCore portal for Physical Therapy/Occupational Therapy

Provider Orientation Session for:

HealthCare Partners













Agenda



Solutions Overview PT/OT

Submitting Requests

Prior Authorization Outcomes, Special Considerations, and Post-Decision Options

eviCore Provider PortalOverview, Features, and Benefits

Provider Resources

Questions & Next Steps

Appendix

- Portal Case Submission
- Peer-to-Peer Scheduling Tool

From Palladian to eviCore

Effective January 1, 2024, **HealthCare Partners** prior authorization requests for physical therapy and occupational therapy will no longer be initiated through the Palladian Health platform, instead, prior authorization requests will be initiated through eviCore healthcare, as outlined below.

Services performed without authorization may be denied for payment, and you may not seek reimbursement from members.

HealthCare Partners Prior Authorization Case Initiation Methods	
Web Portal:	www.evicore.com
Phone:	HealthCare Partners: 855-748-6499
	HealthCare Partners: 866-935-5348
Fax:	



HealthCare Partners Prior Authorization Services

eviCore healthcare will begin accepting prior authorization requests for outpatient therapy services on **January 1, 2024** for dates of service **January 1, 2024** and beyond

Prior Authorization applies to the following services:

- Physical Therapy
- Occupational Therapy

Prior Authorization does NOT apply to services that are preformed during:

- Emergency Room Services
- 23 Hour Observations
- Inpatient Stays

Provider Resource Page:

Providers and/or staff can utilize the **HealthCare Partners** Provider Resource pages to access a list of covered CPT codes,, FAQs, and additional educational materials by visiting:

https://www.evicore.com/resources/healthplan/healthcare-partners

Applicable Memberships

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

- Medicare
- Medicaid
- Commercial

Prior Authorization Program

Fundamental Approach

- Clinical reviewers evaluate clinical information to determine whether services meet medical necessity criteria.
- Providers are encouraged to request authorization before care is delivered to ensure payment for services rendered.
- A request can be made as early as 7 calendar days prior to requested start date.

Clinical Philosophy

- Support patient-centered care founded on best available evidence.
- Promote functionally oriented and measureable treatment programs.
- Focus on skilled, medically necessary treatment interventions.
- Empower patient independence.
- Eliminate practice variation that cannot be explained or justified.

Prior Authorization Program

Goals

- Authorize medically necessary services which require the skills of a licensed professional.
- Promote evidence-based practice.
- Identify and review treatment interventions where evidence does not support use.
- Provide evidence-based guidelines to support authorization decisions and educate practitioners.
- Decrease or eliminate unexplained practice variation and unnecessary visits.
- Manage costs efficiently so members can continue to receive quality care and skilled services.

Prior Authorization Program

Medical Necessity

- The services must be specific and effective treatment for the condition.
- The condition is expected to improve significantly in a reasonable (and generally predictable) period of time. Therapy duration should <u>not</u> be ongoing without end.
- The amount, frequency, and length of the services must be reasonable under accepted standards of practice.
- The medical benefit is designed to allow therapy to return the patient to essential activities of daily living.
 - It was <u>not</u> designed to allow continued therapy to return to recreational or athletic activities.
 - It was <u>not</u> designed to cover therapy for the purpose of improving or maintaining general fitness.

You can view the therapy guidelines at www.evicore.com/provider/clinical-guidelines

Submitting Requests

How to Request Prior Authorization

The eviCore Provider Portal is the easiest, most efficient way to request clinical reviews and check statuses.

- Save time: Quicker process than requests by phone or fax.
- Available 24/7.
- 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 supporting clinical documentation, it can be uploaded on the portal.
- View and print determination information: Check case status in real time.
- Dashboard: View all recently submitted cases.
- E-notification: Opt to receive email notifications when there is a change to case status.
- **Duplication feature**: If you are submitting more than one request, you can duplicate information to expedite submissions.

To access the eviCore Provider Portal, visit www.evicore.com

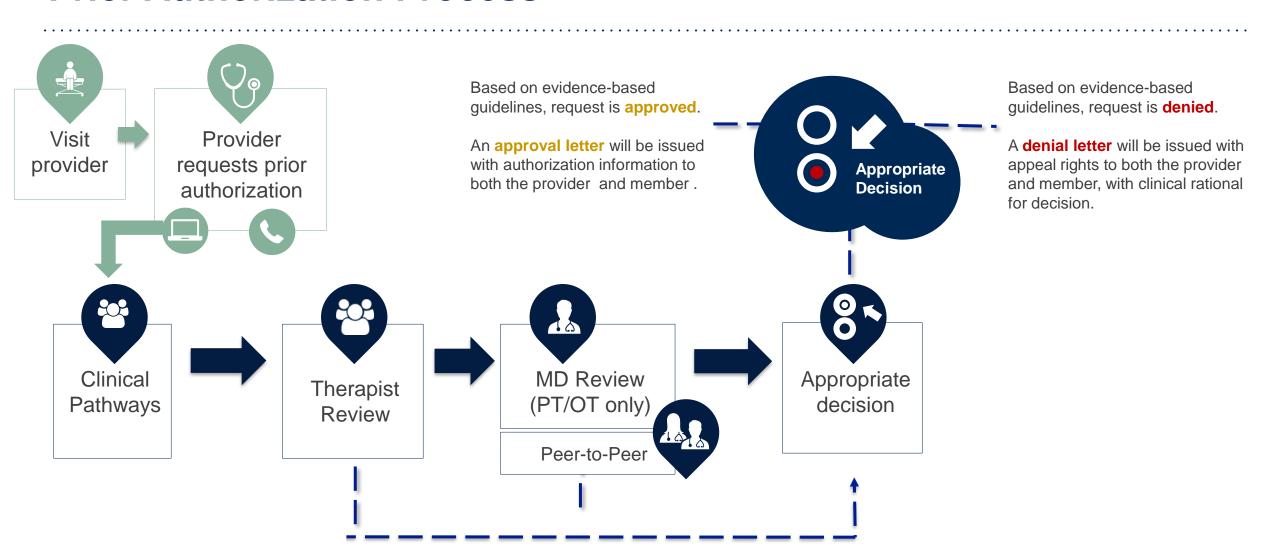


Phone: 855-748-6499

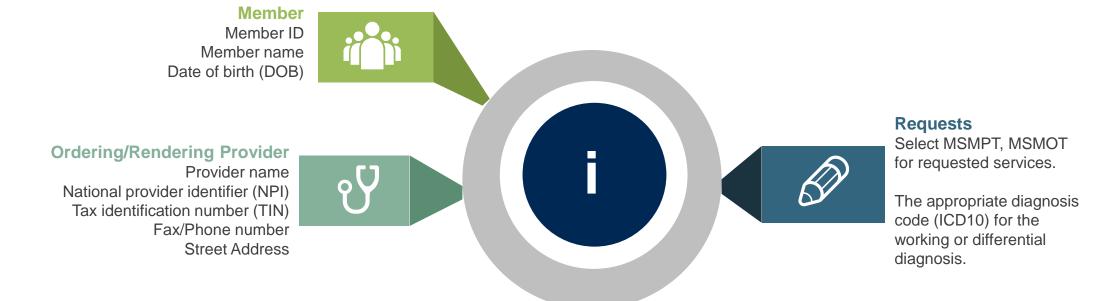
Monday – Friday 7AM – 7PM (local time)

Fax: 866-935-5348

Prior Authorization Process



Information Required for Request



Clinical information needed for requests:

- Patient's subjective complaints, objective examination findings, and level of function.
- Baseline clinical information from the initial evaluation.
- Current clinical information from follow-up visit.
- Provider's impression of the member's response to therapy (follow-up visits).
- Information from patient-reported functional outcome measures, progress notes, and/or clinical worksheets.
- Complexities that will impact the therapy plan of care.



Clinical Information Needed

If clinical information is needed, please be able to supply the following information:

- Primary and secondary diagnosis/ICD10
- Primary and secondary area of treatment
- Co-morbidities/complexities that will impact the therapy plan of care
- Surgery Date/Type
- Functional outcome measures/patient reported outcome scores
- Standardized test scores
- Results of physical performance tests relevant to the condition

Required Medical Information Check List:

https://www.evicore.com/-/media/files/evicore/provider/training-resources/requiredmedical-information-check-list.pdf

Prior Authorization Process – Clinical Information

Clinical Information – What eviCore needs and why we need it:

- Clinical information is required to determine whether the services requested are medically necessary.
- Use clinical worksheets located at eviCore.com as a guide to determine what clinical information is required.
 - The clinical worksheets are specific to conditions and designed to assist with the submission of the patient and provider information for medical necessity review.
 - Worksheets should be used as a guide for questions and the provider will be prompted to answer when completing the online requests.
 - These worksheets should be completed by the provider during the initial consultation/evaluation and treatment planning, collecting the clinical information to allow for ease of submission.
 - Physical & occupational therapy requests have the ability for a real time decision for the first <u>two (2)</u> requests for an episode of care.
 - The clinical worksheets are available on the eviCore website.
- Be prepared to provide patient-reported functional outcome measures with your submission (for example: ODI, NDI, DASH/QuickDASH, LEFS, HOOS JR, KOOS JR).
- Clinical information should be current typically something collected within 14 days prior of the request.
- Missing or incomplete clinical information will delay case processing.



Prior Authorization Process

If you are requesting authorization before treatment begins:

- Complete your initial evaluation, then submit for prior authorization within 2 business days. The initial
 evaluation does not require prior authorization.
- Start date should be the **first day of treatment** (Date of initial evaluation or visit following if treatment was not provided during the initial evaluation visit).
- When requesting ongoing or continuing care, you can submit up to **7 calendar days** prior to the next start date for authorization.
- Notification requires submission of the following information:
 - Patient demographics
 - Provider demographics
 - Minimal clinical information
 - Type of condition
 - Post-surgical therapy? If so, please provide the date of surgery.
 - Functional outcome measures
- If there was prior therapy, questions will be asked to determine if this is a new condition.



Prior Authorization Process

How to Request Additional Visits:

- Additional visits may be requested as early as 7 calendar days prior to the requested start date.
- The **start date** will be the first date you need additional visits to begin.
- Clinical information should be current. Recommended timeframes:
 - Adult and non-developmental pediatric patients = 14 calendar days
 - Developmental pediatric patients = 30 calendar days
- Use the appropriate Clinical Worksheet as a guide. Please provide initial and current functional outcome measure scores.
- If condition is complex or the worksheet does not capture aspects of the condition you want to convey, this information can be given as "additional information" via upload, fax, or text box summary.
- Address any complexities that will impact the therapy plan of care.
- Provider's impression of the member's response to care.



Link to Clinical Worksheets: Physical & Occupational Therapy

Login Resources V Start at evicore.com, click on **Resources CLINICAL GUIDELINES** From the Resources dropdown, select Clinical Worksheets Clinical Worksheets Musculoskeletal: Therapies Select Musculoskeletal: **Therapies Musculoskeletal: Therapies** Search by health plan name to view clinical worksheets. Adobe PDF Reader is required to view Enter **Health Plan** name in the search field Search by Health Plan ... The PT/OT worksheets will be listed under Physical Therapy and Occupational Therapy The PT/OT header corePath 3 MSK PTOTChiro

Insufficient Clinical – Additional Documentation Needed

Additional Documentation to Support Medical Necessity

If during case build 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

The Hold notification will inform the provider about what clinical information is needed as well as the <u>date by</u> which it is needed.

The Provider must submit the additional information to eviCore

Requested information must be received within the timeframe as specified in the Hold Letter, or eviCore will render a determination based on the original submission. eviCore will review the additional documentation and reach a determination

Determination notifications will be sent.



Prior Authorization Process – Important Concepts

Authorization decisions include:

- Visits or units (depending on health plan)
- Approved time period (i.e. 6 visits, authorized from 1/1/23 to 1/31/23)
- eviCore recommends approved visits be spread over the approved period to prevent a gap in care.

Prior Authorization Process – Important Concepts

Overlapping Requests

- Request for more visits within the existing approved time period.
- Review to determine if additional visits are medically necessary.

Authorization Extensions

- Providers can request a 30-day authorization extension.
- Provider must request extension prior to the original authorization's expiration date.
- Date extension can be requested via the online portal.



Prior Authorization Process - Treating Multiple Conditions

Treating Multiple Conditions Within The Same Authorization Period

- If you are treating multiple conditions within the same period, there is no need to request authorization for treatment for each condition.
- The authorization covers all conditions treated within the same period of time.
- If a member is receiving treatment from a different therapist within the same clinic with a new plan of care for a specialty condition (vestibular treatment, wound care, etc.), then a separate authorization may be indicated. Be sure to submit under the appropriate ICD10 code and state this request is for a new condition by a different therapist.
- When treating more than one condition, please advise eviCore to ensure adequate units are approved.
 - When submitting by the web, you will be asked if you are treating a second condition.
 - Answer = Yes; report information specific to the second condition.
 - When requesting authorization over the phone, inform the agent that you are requesting authorization for two conditions.
 - If submitting by fax, complete clinical worksheets for both conditions.



Prior Authorization Outcomes, **Special Considerations & Post-Decision Options**

Prior Authorization Outcomes

Approvals and Denials

Approved Requests

- All requests are processed in 3 <u>business</u> days for commercial members and not to exceed 14 calendar days for Medicare and Medicaid after receipt of all necessary clinical information.
- Authorizations are typically valid for 6 months from the date of the final determination.

Denied Requests

- Communication of the denial determination and rationale.
- Letter contains reconsideration options based on the members health plan and line of business.
- Instructions on how to request a Clinical Consultation.

Authorization Letter

- The letter will be faxed/emailed to the ordering physician and site..
- The member will receive the letter in the mail.
- Approval information can be printed on demand from the eviCore portal.

Denial Letter

- The letter will be faxed/emailed to the ordering physician and performing facility.
- The member will receive the letter in the mail.
- The letter will contain the denial rationale and reconsideration options and instructions.



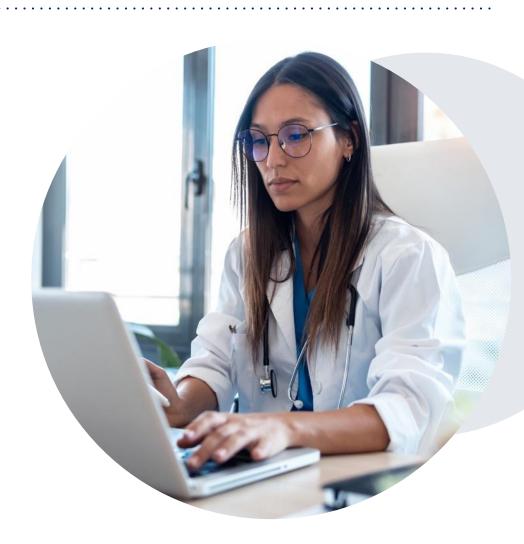
Special Circumstances

Retrospective (Retro) Authorization Requests

- Unlimited timeframe for submission from the date of services.
- Retro requests submitted beyond this timeframe will be administratively denied.
- Reviewed for clinical urgency and medical necessity.
- Retro requests are processed within 30 calendar days for commercial and Medicare; 180 calendar days for Medicaid.
- When authorized, the start date will be the submitted date of service.

Urgent Prior Authorization Requests

- eviCore uses the NCQA/URAC definition of urgent: when a delay in decision-making 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 not to exceed to 72 hours.



Special Circumstances

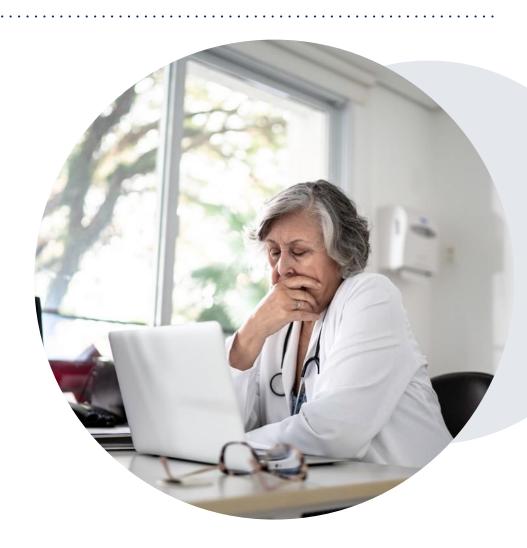
Alternative Recommendations

- An alternative recommendation may be offered, based on eviCore's evidence-based clinical guidelines.
- The ordering provider can either accept the alternative recommendation or request a reconsideration for the original request.
- Providers have up to 14 calendar days to contact eviCore to accept the alternative recommendation.

Authorization Update

- If updates are needed on an existing authorization, you can contact eviCore by phone at 855-748-6499.
- While eviCore needs to know if changes are made to the approved request, any change could result in the need for a separate clinical review and require a new request (and the original approved request would need to be withdrawn).

Note: If the authorization is not updated, it may result in a claim denial.



Providing Additional Information (Medicare Intent to Deny)

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

There are three ways to supply the requested information to eviCore for review:

- eviCore will notify providers telephonically and in writing before a denial decision is issued on Medicare cases.
 - Additional clinical information must be submitted to eviCore prior to the due date referenced in the request.
- Additional clinical information should be submitted to eviCore for consideration per the instructions received, clinical can be faxed to 866-935-5348 or uploaded directly into the case via the provider portal at www.eviCore.com
- Alternatively, providers can choose to request a **Pre-Decision Clinical Consultation** instead of submitting additional clinical information. This consultation can be requested via the eviCore website (see the end of this presentation for instructions).
 - The Pre-Decision Clinical Consultation (Peer-to-Peer) must occur prior to the due date referenced in the request.
- If the additional clinical information is faxed/uploaded, that clinical is what is used for the review and determination. The case is **not** held further for a Pre-Decision Clinical Consultation, even if the due date has not yet lapsed.
- Once the determination is made, notifications will go out to the provider and member, and status will be available on www.eviCore.com

Pre-Decision Options: Medicare Members

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

Submission of Additional Clinical

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

Pre-Decision Clinical Consultation

- Providers may choose to request a Pre-Decision Clinical Consultation instead of submitting additional clinical information
- The Pre-Decision Clinical Consultation must occur before the due date referenced
- If additional information was submitted, we will 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

For Medicare, there is no appeal option



Post-Decision Options Commercial & Medicaid Members

My case has been denied. What's next?

Your determination letter is the best immediate source of information to assess what options exist on a case that has been denied.

You may also call eviCore at **855-748-6499** to speak with an agent who can provide available option(s) and instruction on how to proceed.

Alternatively, select "All Post Decisions" under the authorization lookup function on eviCore.com to see available options.

Reconsiderations

- Reconsiderations must be requested within 180 calendar days for commercial and 14 calendar days for Medicaid after the determination date.
- Reconsiderations can be requested in writing or verbally via a Clinical Consultation with an eviCore physician. Only 1 P2P is allowed.

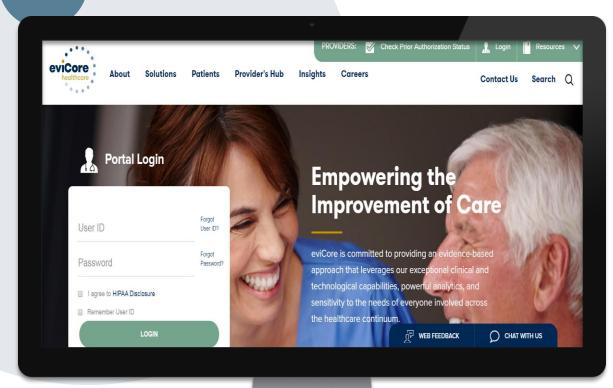


Appeals

- eviCore will process first-level appeals.
- Appeal requests can be submitted in writing or verbally via a Clinical Consultation with an eviCore physician.
- A written notice of the appeal decision will be mailed to the member and faxed/emailed to the ordering provider.

Provider Portal Overview

eviCore Provider Portal



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

By visiting www.eviCore.com providers can spend their time where it matters most — with their patients!

Or by phone:

Phone Number:

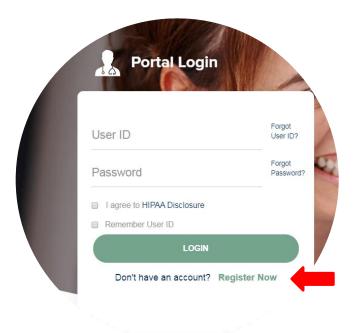
855-748-6499

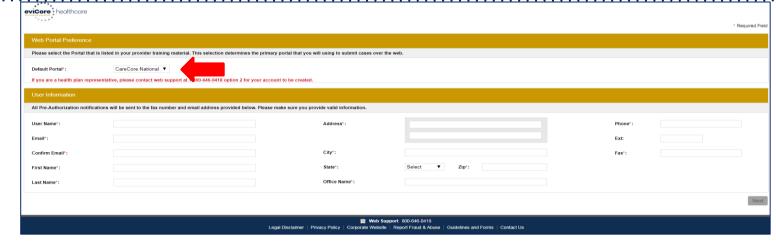
7:00 a.m. to 7:00p.m.

Monday - Friday

Registering for an account

www.eviCore.com





Select a **Default Portal**, and complete

the registration form.

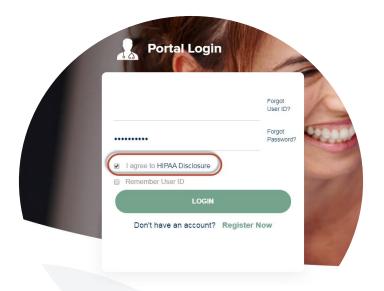


Review information provided, and click

"Submit Registration"

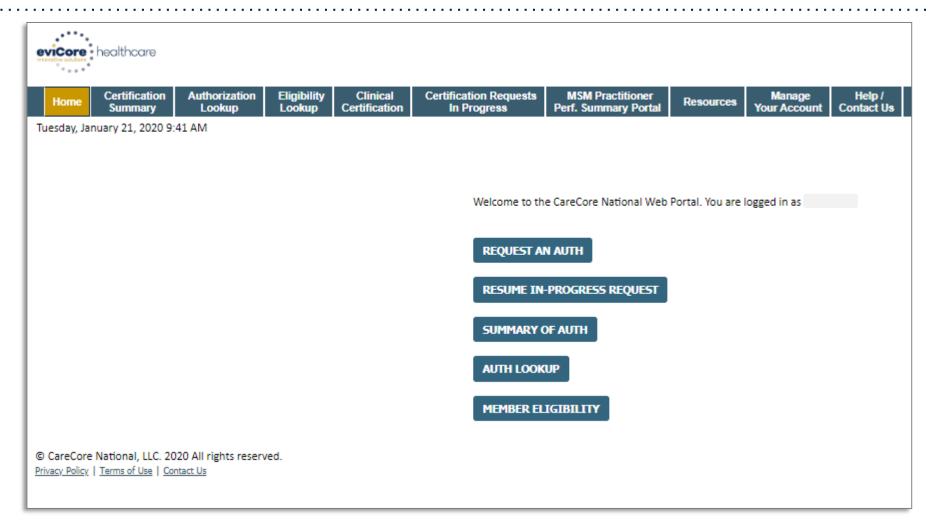
Create a password

You will receive a message on the screen confirming your registration is successful. You will be sent an email to create your password. Your Registration has been accepted. An email has been sent to your registered email account allowing you to set your password. Please close the browser Your password must be at least (8) characters long and contain the following: Password Maintenance Uppercase letters Please set up a new password for your account. Note: The password must be at least 5 characters long and contains the following categories: Uppercase letters, Lowercase letters, Numbers and special characters Lowercase letters New Password* Numbers Confirm New Password* Characters (e.g., ! ? *)



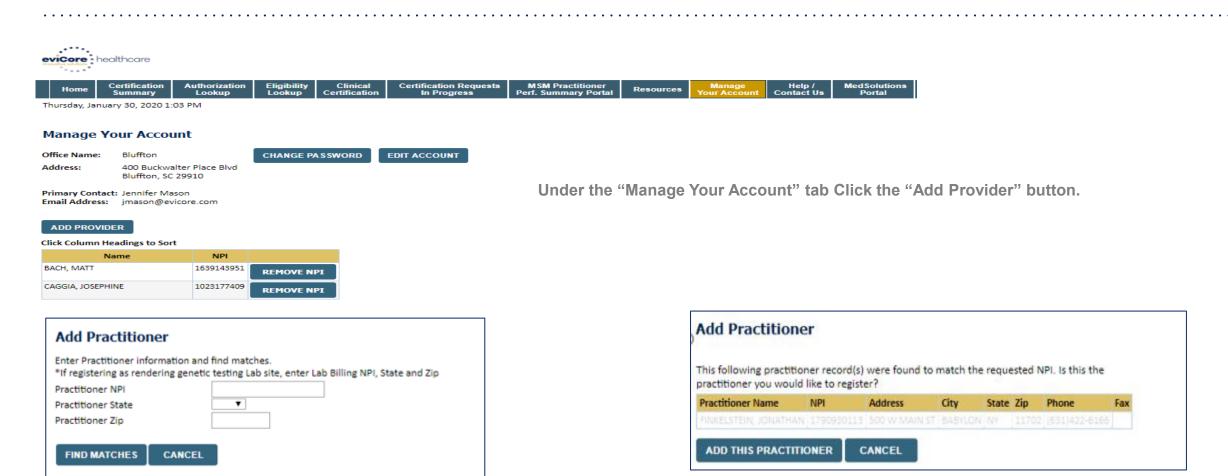
- To log-in to your account, enter your User ID and Password.
 - Agree to the HIPAA Disclosure, and click "Login."

Initiating A Case



- Click the Clinical Certification tab to get started.
- Choose Request an Auth to begin a new case request.

Add Practitioner



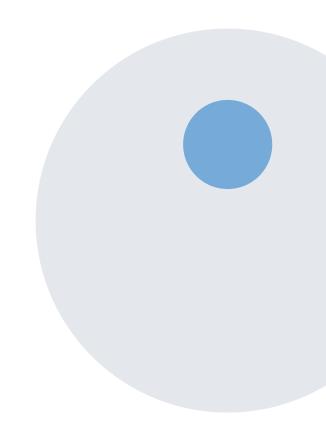
Enter the Provider's NPI, State, and Zip Code to search for the provider record to add to your account.

You are able to add multiple Providers to your account.

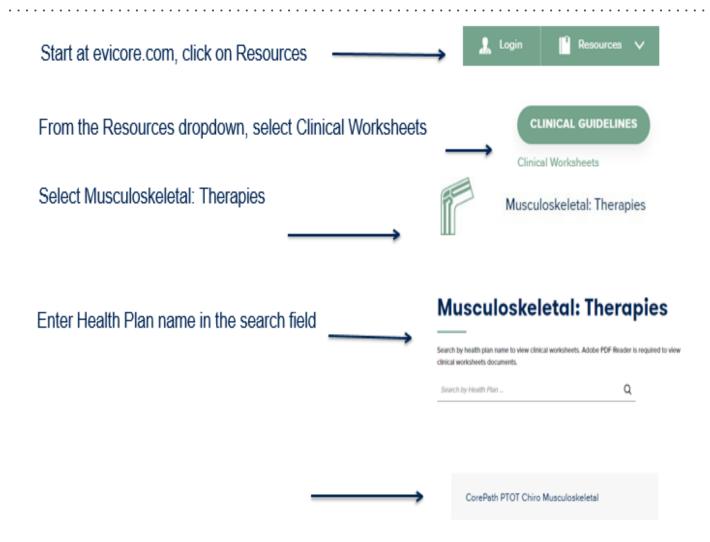
Select the matching record based upon your search criteria

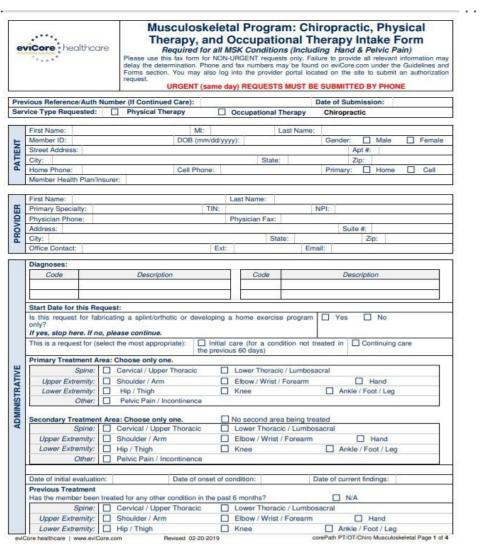
Program

- Occupational Therapy
- Physical Therapy



Clinical Worksheets





Prior Authorization

Requesting Authorization – Use the clinical worksheets

- Be prepared to provide patient reported functional outcome measures with your submission.
- Clinical information should be current typically something collected within 14 days prior to the request.
- Missing or incomplete clinical information will delay case processing.
- Medicare cases with incomplete or missing information will receive special handling. CMS allows eviCore to reach out multiple times over a 14 day period to obtain the information required to complete our review.
- Providers should base the frequency and intensity of care on the patient's condition, complexities, functional status and response to care.
- Avoid creating a plan of care based on historical or business practice. Providers will be expected to only use the visits and units that are medical necessary.

Prior Authorization

Requesting Authorization – Use the clinical worksheets

Submitting an Initial request via eviCore's Provider Portal

- Submit your request within 7 days of the requested start date.
- Start date for the request should be the date you want the authorization to begin.

Submitting for continued care via eviCore's Provider Portal

- You may submit your request as early as 7 days prior to the requested start date.
 - The start date should be after the existing authorization expires.
 - Remember to provide complete, current clinical information.
 - Notes: Requests with a start date of > than 7 days in the future will not be accepted. If the
 member is away from therapy, reassess the condition once treatment has resumed. This
 allows you to provide current information to allow eviCore to determine medical necessity
 of ongoing care.

Initiating A Request



Home Certification Summary

Authorization Lookup Eligibility Clinical Lookup Certification Certification Requests In Progress MSM Practitioner Perf. Summary Portal

Resources

Manage Your Account Help / Contact Us MedSolutions Portal

Thursday, January 30, 2020 1:11 PM

Welcome to the CareCore National Web Portal. You are logg

REQUEST AN AUTH

RESUME IN-PROGRESS REQUEST

SUMMARY OF AUTH

AUTH LOOKUP

MEMBER ELIGIBILITY

HORIZON PILOT PROGRAM

Choose "request an auth" to begin a new case request.

Request an Authorization – Select program

To begin, please select a program below:

- Durable Medical Equipment(DME)
- Gastroenterology
- Lab Management Program
- Medical Oncology Pathways
- Musculoskeletal Management
- Radiation Therapy Management Program (RTMP)
- Radiology and Cardiology
- Sleep Management
- Specialty Drugs

CONTINUE

Click here for help

Attention!

Physical Therapy, Occupational Therapy, Speech Therapy, Massage Therapy, Chiropractic Care, and Acupuncture services are eligible for case duplication and date extensions. Are you requesting one of these services?

Date Extension

Continuing Care

Continue to Build a New Case

Requests for Spine Surgery, Joint Replacement, Arthroscopy, and Pain Management, please select "Continue to Build a New Case"



Home

Authorization Lookup

Med Solutions Portal

CareCore National Portal

Unified Worklist

Help / Contact Us

Thursday, August 31, 2023 2:08 PM

Choose Your Insurer

Requesting Provider: ZELDIS, STEVEN, NPI 1134107048

Please select the insurer for this authorization request.

HEALTHCARE PARTNERS	~
200 OLD COUNTRY ROAD	~
Please Select an Address	
200 OLD COUNTRY ROAD	
222 STATION PLAZA N	

Click here for help

Urgent Request? You will be required to upload relevant clinical info at the end of this process. Learn More.

Don't see the insurer you're looking for? Please call the number on the back of the member's card to determine if an authorization through eviCore is required.

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Requesting Practitioner Information

Select the provider for whom you want to submit an authorization request. If you don't see them listed, click Manage Your Account to add them.

Filter Last Name or NPI: **CLEAR SEARCH SEARCH** Provider **SELECT** SELECT SELECT SELECT **SELECT** SELECT SELECT

BACK CONTINUE

Click here for help

After selecting the HealthCare Partners from the dropdown, select the ordering practitioners address.

Add Your Contact Information

Provider's Name:*

Who to Contact:* Jenn M.

Fax:* (800) 555-5555

Phone:*

Ext.:

Cell Phone:

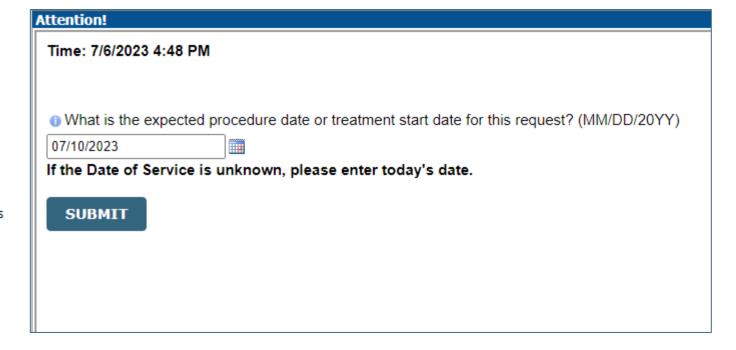
Email: jmason@evicore.com

Receive notification of case status changes

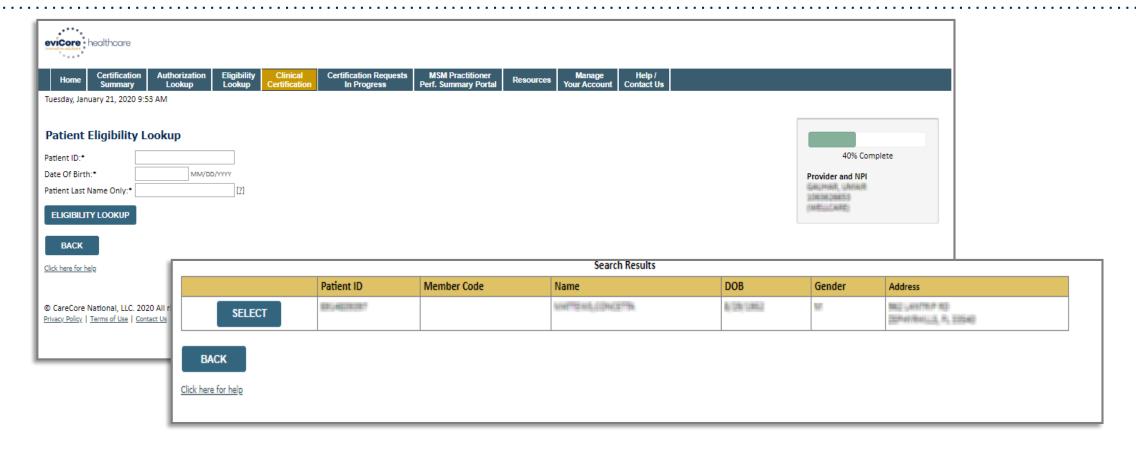
BACK

CONTINUE

Click here for help

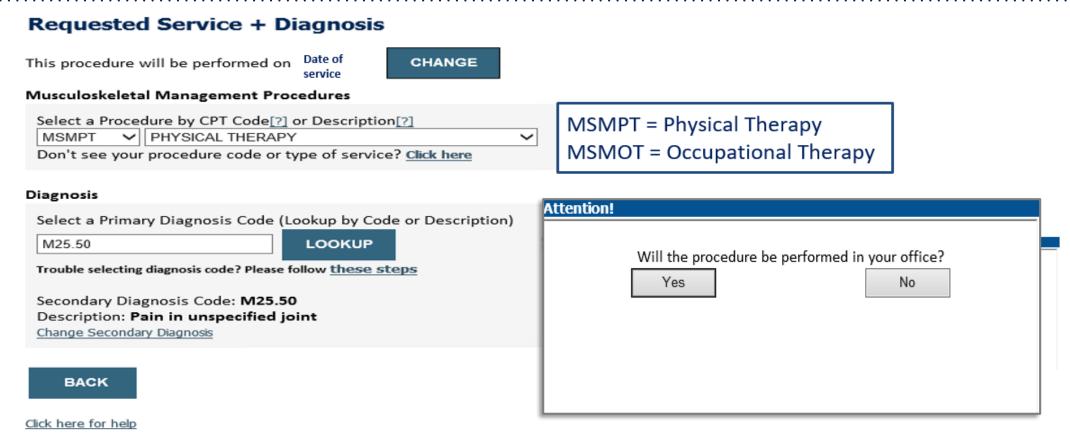


Member Information



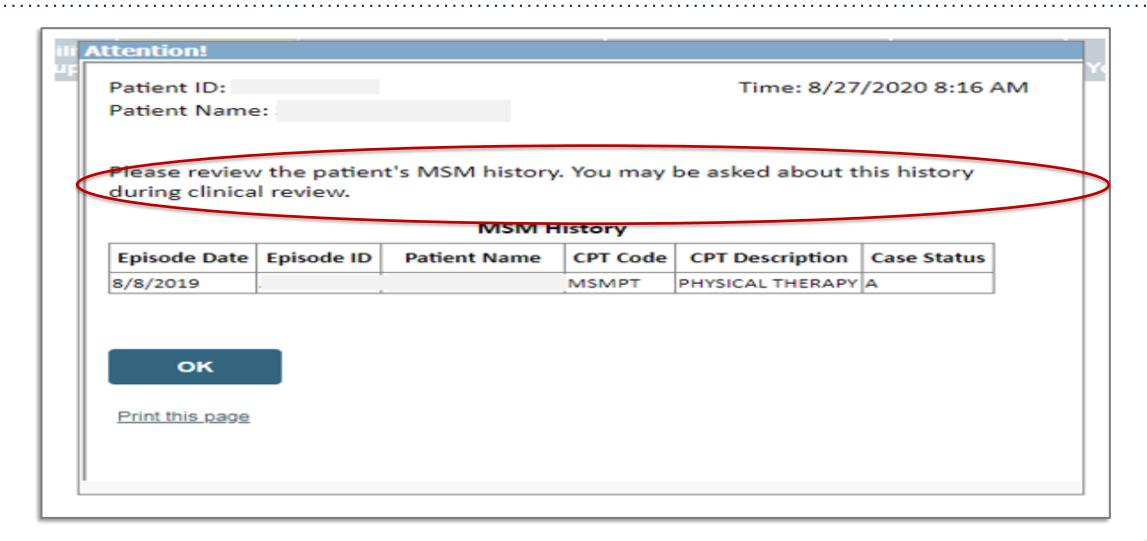
- Enter the member information including the patient's ID number, date of birth, and last name.
- Click Eligibility Lookup.
- Confirm your patient's information and click Select to continue.

Enter Request Information for Physical or Occupational Therapy

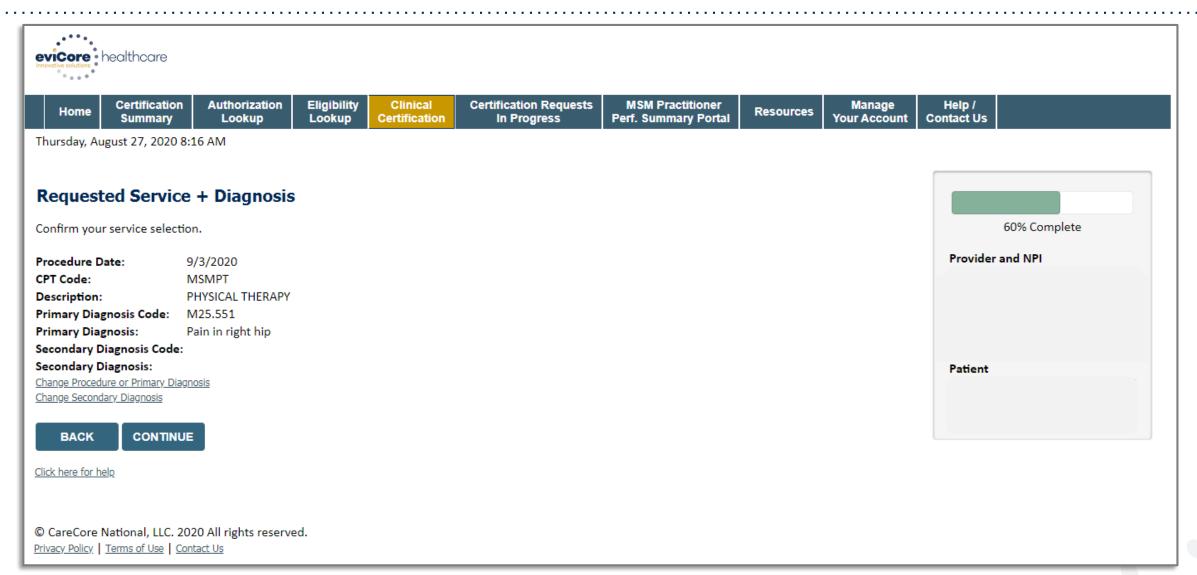


- Next you can enter procedure description (MSMPT or MSMOT)
- · Add diagnosis code(s)

Read Pop-Up Messages



Verify Service Selection



Site Selection

• • • • •			• • • • • • • •									
eviCore	healthcare											
Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account	Help / Contact Us	MedSolutions Portal		
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Specific Sit	lds below to sear	ch for specific sites	you the site n		PI or TIN. Other search optic closely match your entry.	ons are by name plus zip o Site Name:		ty. You may search Exact match Starts with		ame by entering		
There are no	sites associated v	with referer.										
BACK Click here for h	<u>elp</u>											

Search and select the specific site where the treatment will be performed.

Submit Request

evicore healthcare

Home

Certification Summary Authorization Lookup Eligibility Lookup Clinical Ce

Certification Requests In Progress MSM Practitioner Perf. Summary Portal

Resources

Manage Your Account Help / Contact Us MedSolutions Portal

Thursday, January 30, 2020 2:40 PM

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 this 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

Click here for help

Verify all information entered and make any needed changes prior to moving into the clinical collection phase of the prior authorization process

Clinical Certification Statement

.....



Home

Certification Summary Authorization Lookup Eligibility Lookup Clinical Certification Certification Requests In Progress MSM Practitioner Perf. Summary Portal

Resources

Manage Your Account Help / Contact Us MedSolutions Portal

Thursday, January 30, 2020 2:48 PM

Proceed to Clinical Information

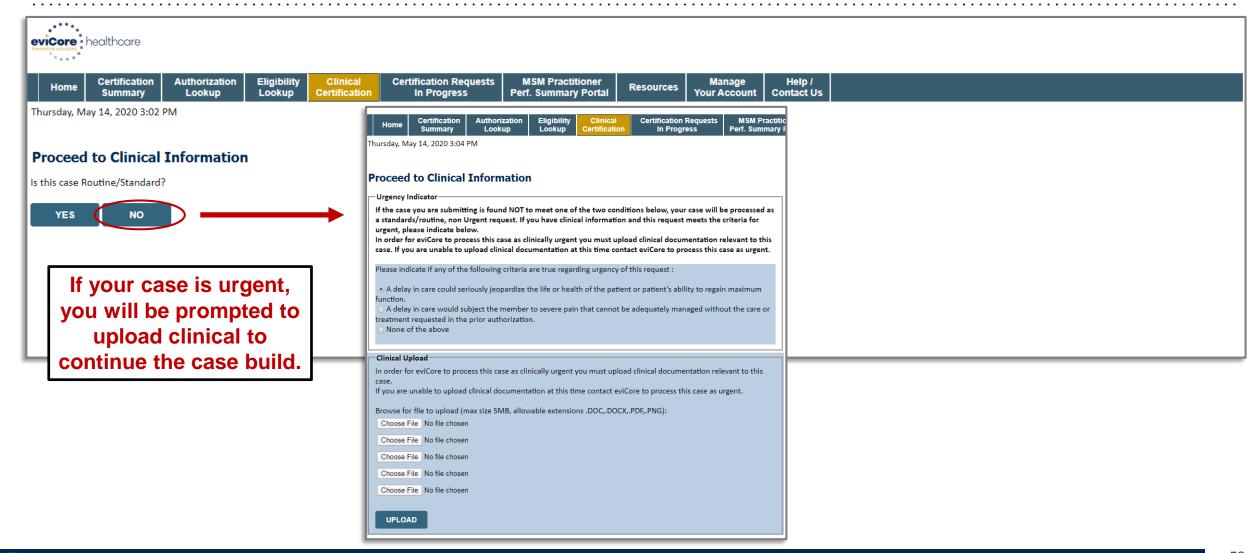
I acknowledge that the clinical information submitted to support this authorization request is accurate and specific to this member, and that all information has been provided. I have no further information to provide at this time.



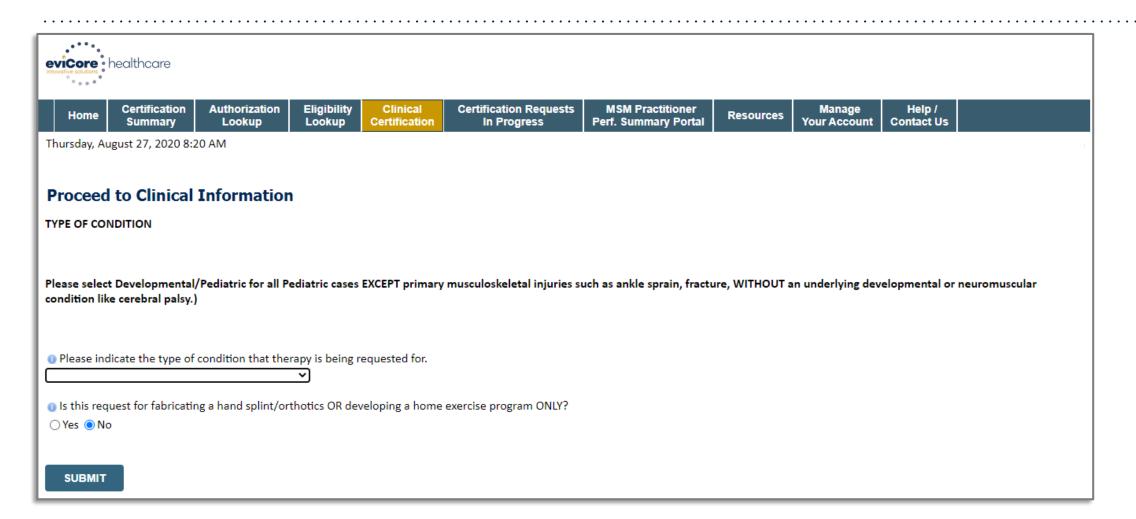
Click here for help

Acknowledge the Clinical Certification statements, and hit "Submit Case."

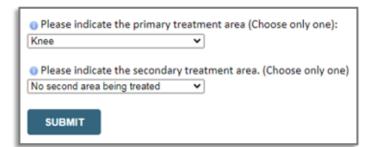
Urgency Indicator



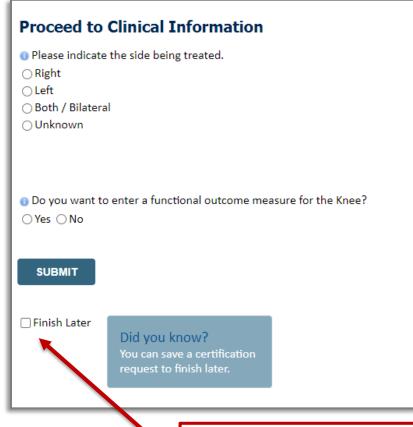
Clinical Collection



Clinical Collection - From the Clinical Worksheets



Even though the member may have had treatment under their benefit program, select "Initial Care" for the 1st authorization from eviCore.



Proceed to Clinical Information Please select the Functional Outcome measure used: LEFS (Lower Extremity Functional Scale HOOS Jr (HIP Osteoarthritis Outcome Score Jr) KOOS Jr (KNEE Osteoarthritis Outcome Score Jr)

You can click the "Finish Later" button to save your progress - You have until the end of the day to complete the case.

Criteria Not Met

Once you complete the clinical questions, you will have an opportunity to upload additional clinical information. Also, you will receive a summary of your request to print for your records.

- 1 Is there any additional information specific to the member's condition you would like to provide?
- I would like to upload a document after the survey
- I would like to enter additional notes in the space provided
- I would like to upload a document and enter additional notes
- I have no additional information to provide at this time

SUBMIT

Clinical Upload



Certification Summary

Authorization Lookup

Eligibility Clinical Lookup Certification Certification Requests In Progress

MSM Practitioner Perf. Summary Portal

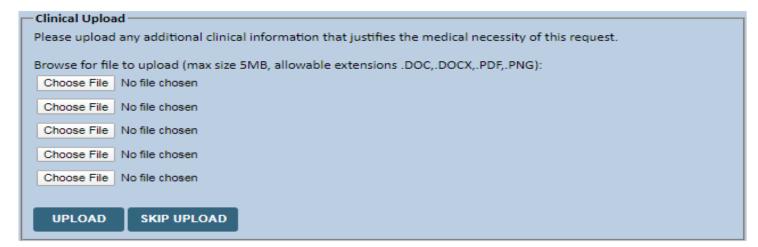
Resources

Manage Your Account

Help / **Contact Us** MedSolutions **Portal**

Thursday, January 30, 2020 2:47 PM

Proceed to Clinical Information



Providing clinical information via the web is the quickest, most efficient method.

Additional Provider Portal Features

Portal Features

Certification Summary

Allows you to track recently submitted cases

Authorization Lookup

- You can look-up authorization status on the portal and print any correspondence
- Search by member information OR by authorization number with ordering NPI
- Review post-decision options, submit appeal and schedule a peer-to-peer

Eligibility Lookup

Confirm if member requires prior authorization

Clinical Certification

You can begin an authorization request



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 (Musculoskeletal Management)
- O Provider (
- OProgram and Provider (Musculoskeletal Management and
- OProgram and Health Plan (Musculoskeletal Management and

GO

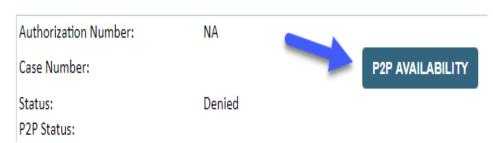
- Duplication feature allows you to start a new request using same information
- Eliminates entering duplicate information
- Time saver!

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 vour case is eligible for a Peer to Peer conversation:

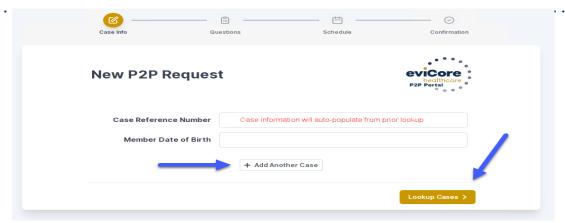
Authorization Lookup



 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.



How to Schedule a Peer to Peer Request



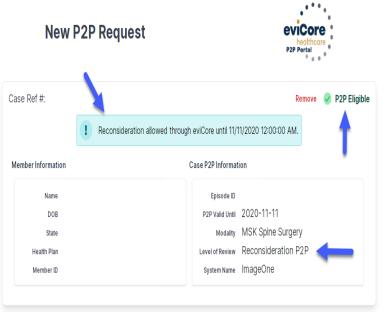
Upon first login, you will be asked to confirm your default time zone.

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

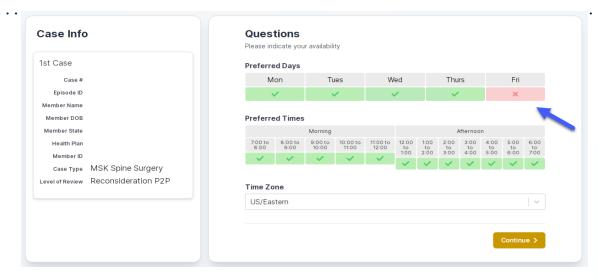
You can add another case for the same Peer to Peer appointment request by selecting "Add Another Case"

To proceed, select "Lookup Cases"

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.



How to Schedule a Peer to Peer Request

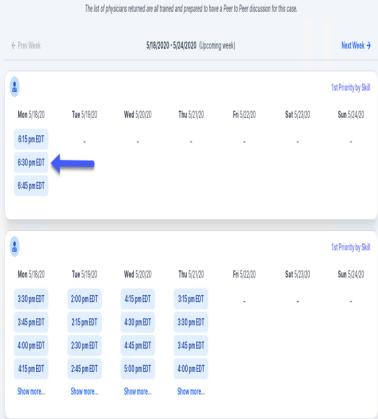


You will be prompted to identify your preferred Days and Times for a Peer to Peer conversation. All opportunities will automatically present. Click on

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

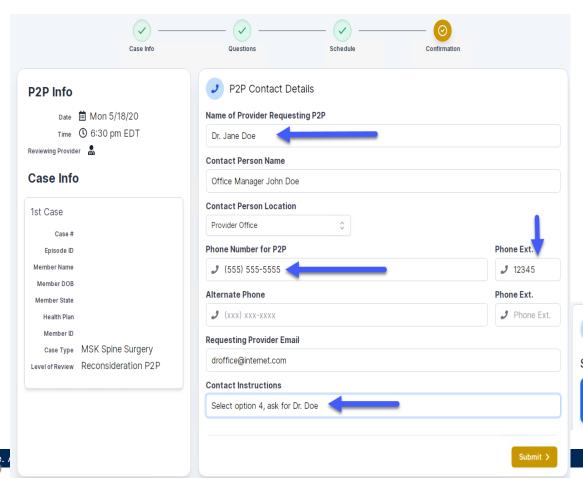
annaintment times to continue



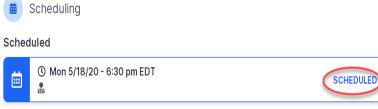
How to Schedule a Peer to Peer

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



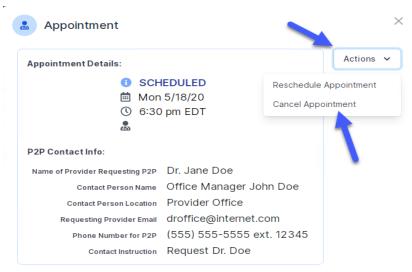
Canceling or Rescheduling a Peer to Peer Appointment

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. Close browser once done to select a new date or time as you did initially.

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



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 Prior Authorization Online Portal Tips** and **Tools** session, to navigate www.eviCore.com 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 Prior Authorization Online Portal Tips and Tools** session on www.eviCore.com → Provider's Hub → Scroll down to eviCore Provider Orientation Session Registrations → Upcoming



Provider Resources

Portal Support Team - If you should encounter an issue when initiating a request on the website you may contact the eviCore Portal Support Team for assistance.

Contact Info: Phone: 800-646-0418 Option 2; Email: portal.support@evicore.com

Client & Provider Services Team - Client & Provider Services is an escalation team consisting of specially trained agents that are responsible for HealthCare Partner inquiries. They are an eviCore first line resource available to research and resolve concerns that may occur.

Contact Info: Phone: 800-646-0418 Option 4; Email: clientservices@evicore.com

HealthCare Partners Resource Page – The resource page contains educational materials, such as a list of designated CPT Codes, Frequently Asked Questions, Announcement Letter with training schedule and a copy of this presentation.

https://www.evicore.com/resources/healthplan/healthcare-partners

Thank you