University Health Alliance (UHA) OnePA MDM

For the Prior Authorization of **Medical Drug Management**



Announcement

Effective <u>October 2021</u>, **UHA** medical drug management (MDM) prior authorization cases can be initiated through www.EviCore.com.

- Care Continuum (CCUM) manages the MDM program and utilization review.
- EviCore.com acts as a single sign on portal, allowing the provider to submit an electronic request to CCUM.
- Web portal issues may be addressed by phone at 800-646-0418 Option 2, or emailed to EviCore's Portal Support team
 at portal.support@EviCore.com.
 - The EviCore web team will triage the issue and guide the caller with technical support issues.
- To submit MDM prior authorization requests via phone, contact CCUM at 866-877-7042, or fax CCUM at 866-877-7179.
- Case status or inquiries are handled by accessing the EviCore portal or by calling CCUM.
- Member eligibility will be through UHA.
- For UHA helpful resources, please use this link: www.evicore.com/resources/healthplan/uha



Provider/Prescriber Prior Authorization Submission Options

What do I need?

Electronic Phone Fax

Medical Drug PA
(Medical Benefit / Buy & Bill)

EviCore.com
Available: 24/7

EviCore.com
Available: 24/7

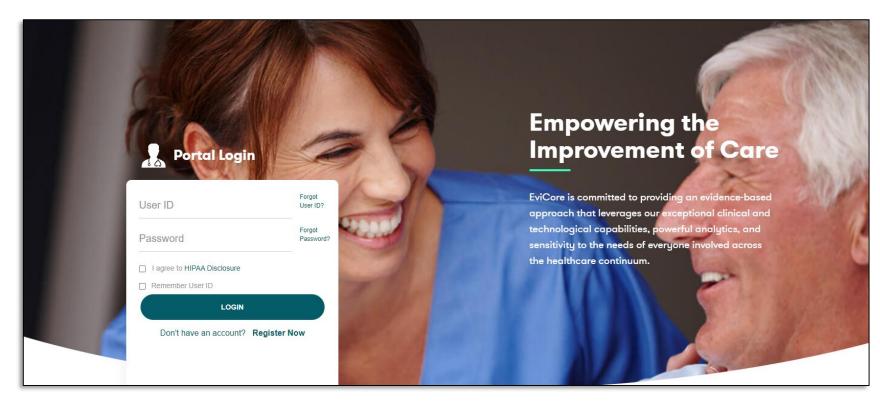
Mon-Fri

866-877-7042(CCUM)
Available: 8am-7pm EST,
Mon-Fri



EviCore by Evernorth Website

Medical drug prior authorization requests for medical drug management can be initiated through www.EviCore.com.



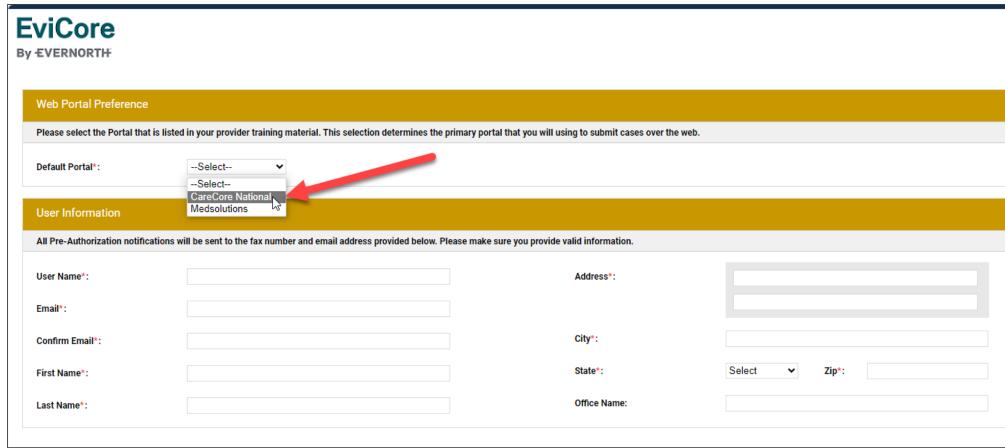
Login or Register

To create a new portal account, select "Register Now."

If already registered, skip to slide 15.



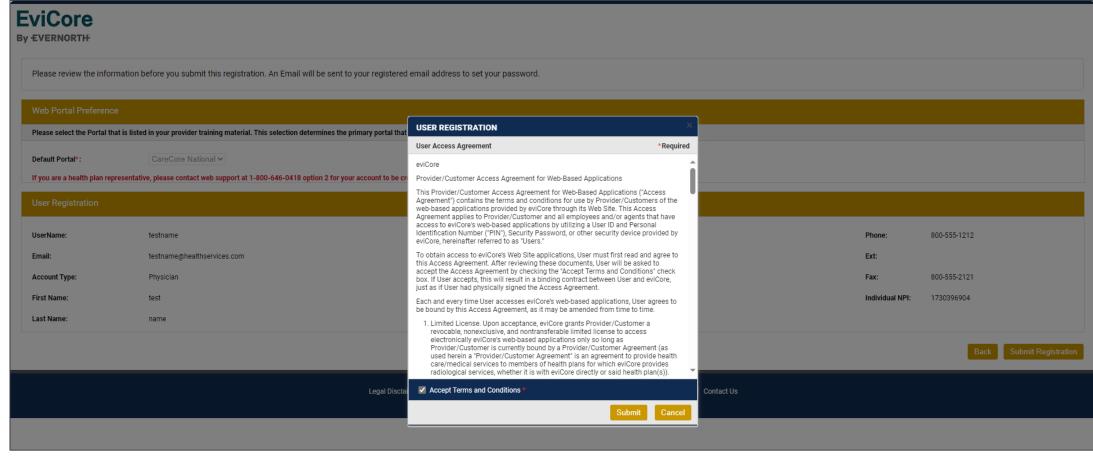
Creating an Account



Under "Default Portal," select "CareCore National," then complete the user registration form.



User Registration Continued



Accept the Terms and Conditions, then click "Submit."



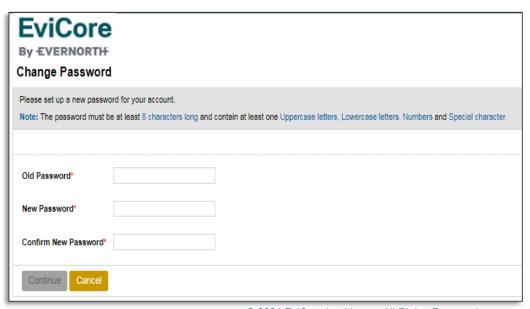
User Registration Continued



You will receive a message on the screen confirming your registration is successful. An email will be sent to your inbox with instructions on how to create a password.

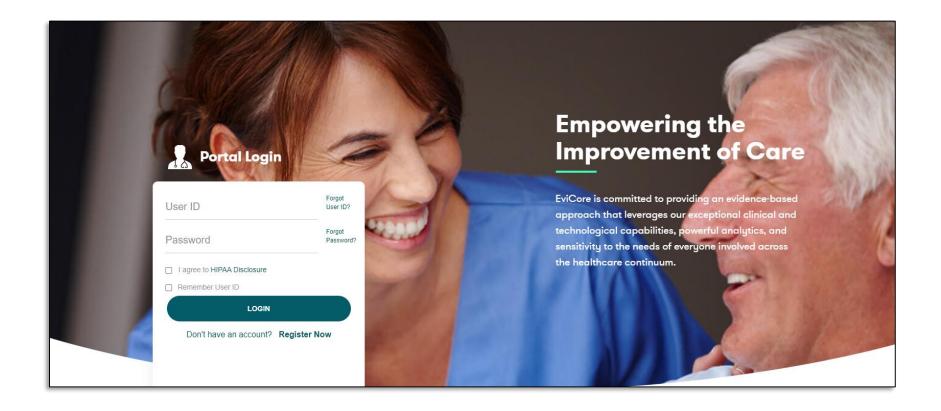
Your password must be at least eight (8) characters long and contain the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Characters (e.g., ! ? *)





Account Log-In

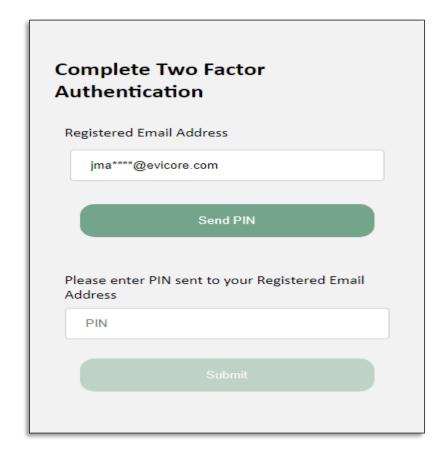


To log-in to your account, enter your User ID and Password.

Agree to the HIPAA Disclosure, and click "LOGIN."



Two Factor Authentication



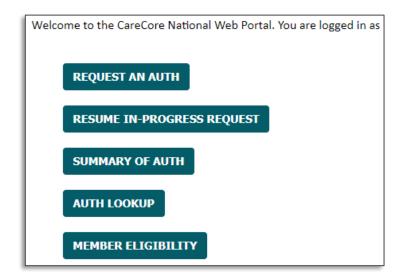
After entering your login/password, you will be prompted to "Send PIN." The required PIN will be received into your registered email account. Enter the received PIN and submit.

Once logged into the web registration, there will be a five (5) hour window before the authentication process would expire.



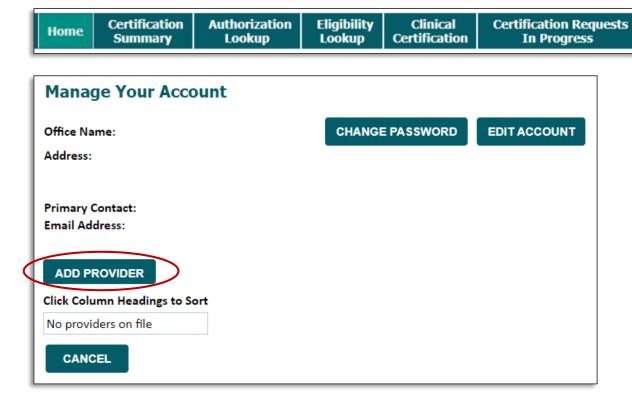
Welcome Screen | Adding Providers to Registration





Providers can be added to your account prior to case submission. Click the "Manage Your Account" tab to add providers to the web registration.





Click the "Add Provider" button.

MSM Practitioner

Perf. Summary Portal



MedSolutions

Portal

Help /

Contact Us

Manage

Your Account

Resources

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account	MedSolutions Portal	Help / Contact Us
						_				

Add Practitioner								
Enter Practitioner information and find matches. *If registering as rendering genetic testing Lab site, enter Lab Billing NPI, State and Zip								
Practitioner NPI								
Practitioner State	~							
Practitioner Zip								
FIND MATCHES	CANCEL							

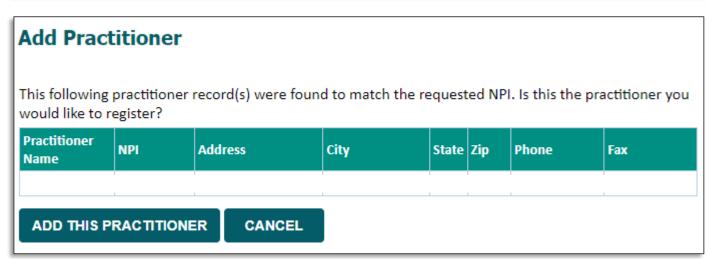
Enter the Provider's NPI, state, and zip code to search for the provider record.

Once entered, click "Find Matches."

Multiple providers can be added to your account.







Selecting the matching record based upon your search criteria.



Certification Authorization Eligibility Clinical **Certification Requests MSM Practitioner** MedSolutions Help / Manage **Home** Resources Certification Perf. Summary Portal **Your Account** In Progress Summary Lookup Lookup Portal Contact Us

Add Practitioner

Thank you for registering on the CareCore National website. If you wish to add an additional practitioner, click the "Add Another Practitioner" button. If you are finished, click the "Continue" button to complete the registration process.

ADD ANOTHER PRACTITIONER

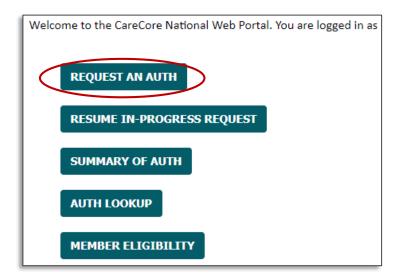
CONTINUE

Once you have selected a practitioner, your registration will be completed and ready for building a case. You can click on "Add Another Practitioner" to add another provider to your account or click "Continue."



Initiating a Case

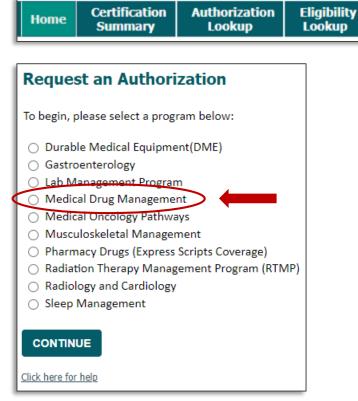


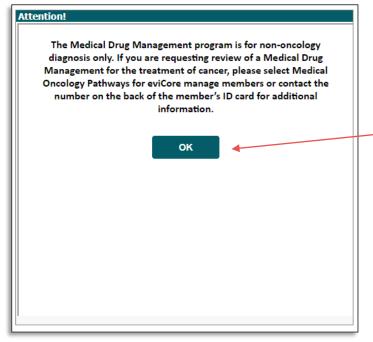


The requester/user will log into the EviCore portal using their existing login credentials, then select "Request an Auth" or "Clinical Certification."



Select Program





Certification Requests

In Progress

MSM Practitioner

Perf. Summary Portal

Please note this message is not health plan specific, please click OK to proceed.

Manage

Your Account

Resources

MedSolutions

Portal

Help /

Contact Us

For drugs requiring review by CCUM, select "Medical Drug Management" from the program list and continue.

Please note: The program name may change to "Medical Specialty Drugs"

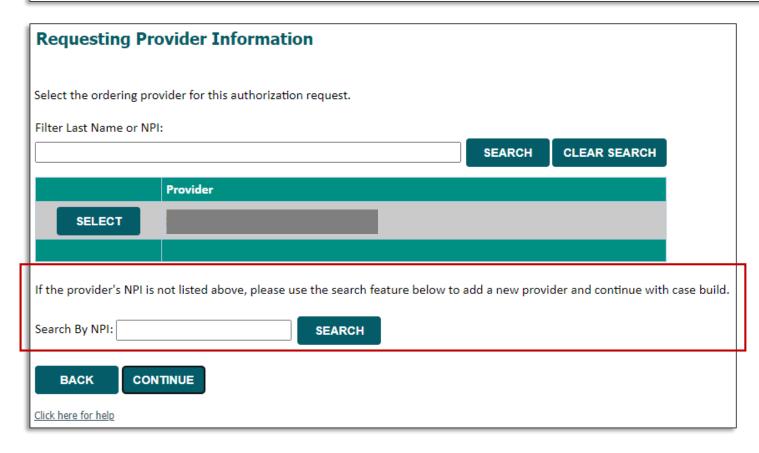
Clinical

Certification



Select Provider

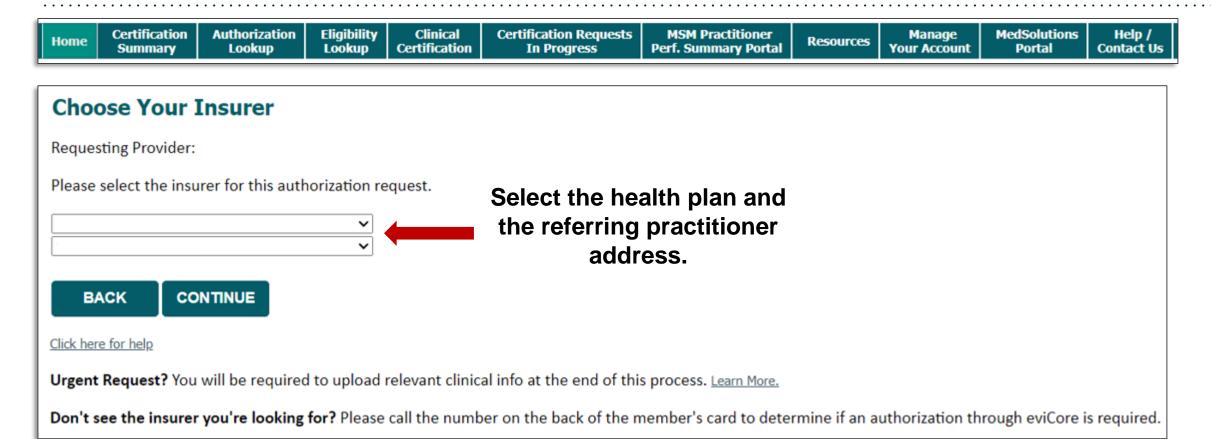
Clinical Certification **Authorization** Eligibility **Certification Requests MSM Practitioner** Manage MedSolutions Help / **Home** Resources Lookup Certification In Progress Perf. Summary Portal **Your Account** Lookup **Contact Us** Summary Portal



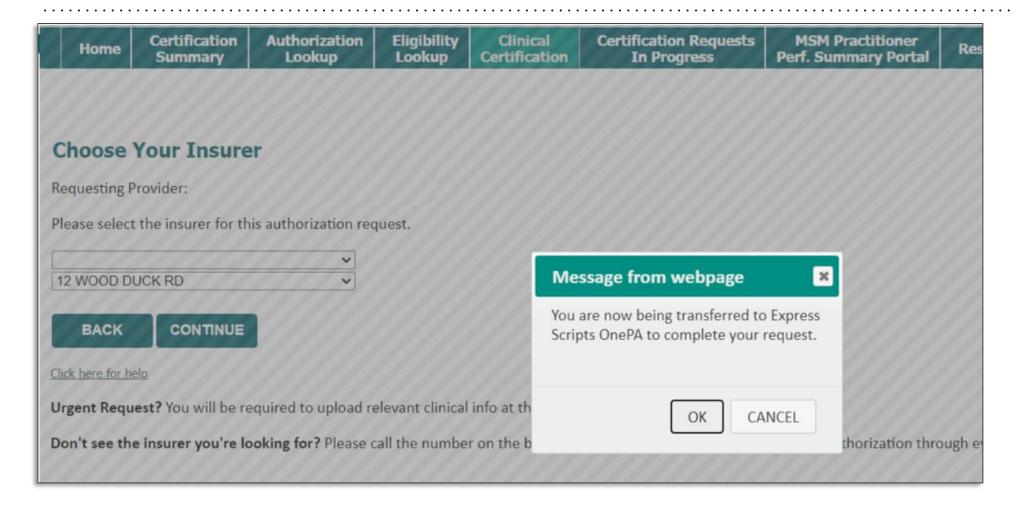
Select the provider who is referring the patient for medical drug treatment.



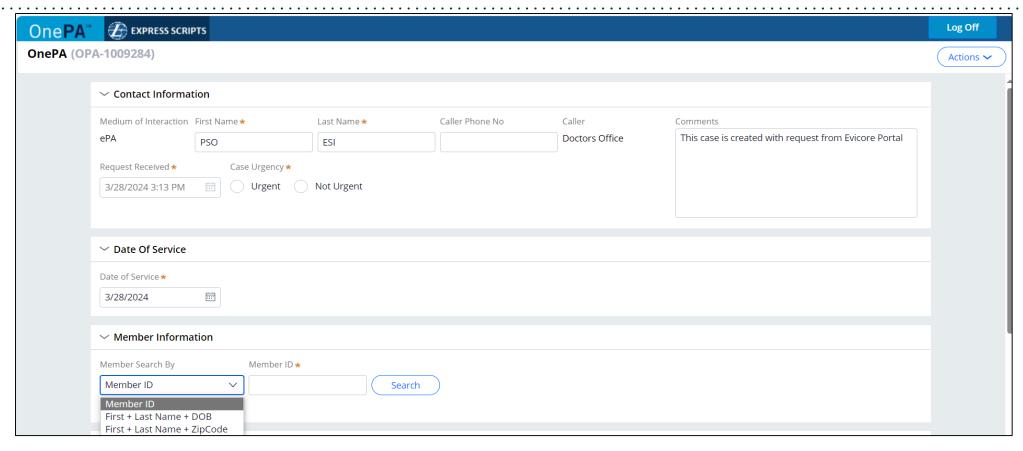
Select Health Plan and Provider Address





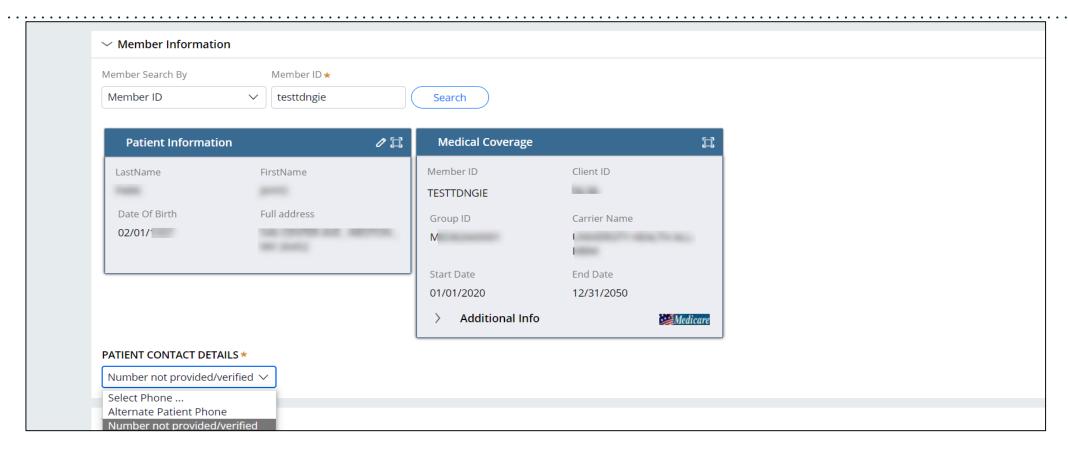






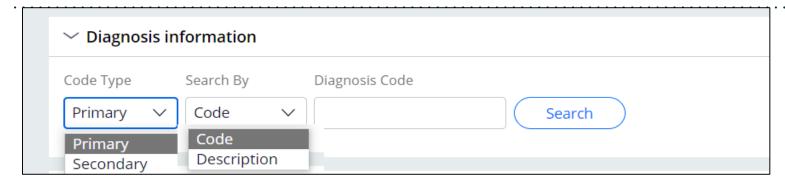
- Complete Contact information (case urgency), Date of Service and Member information: Search by Member ID, Member Name & DOB or Member Name and Zip.
- Fields with * are required fields.

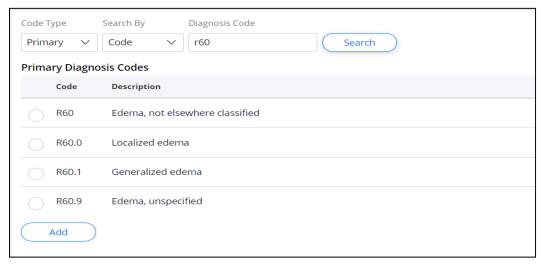


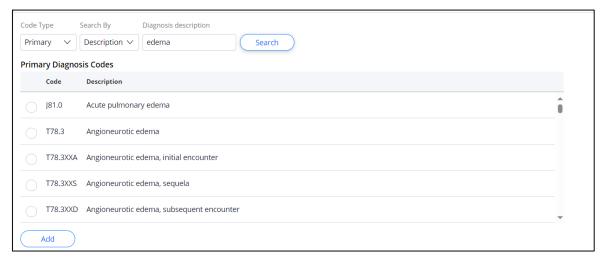


- Member information search displays patient information and medical coverage.
- Patient contact details: Provide patient phone using alternate patient phone if applicable. If no phone number, select number not provided/verified.









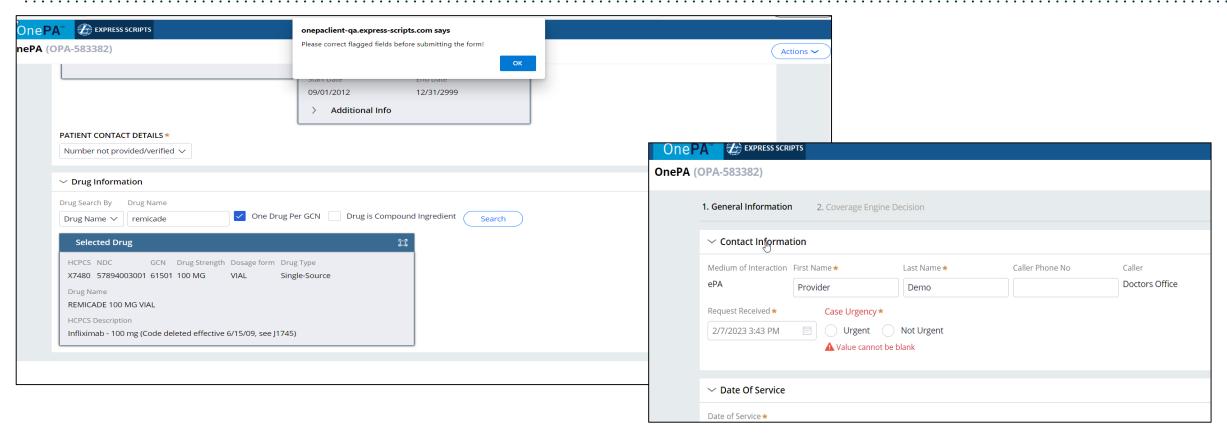
- Enter Diagnosis information by code or diagnosis description.
- Must have primary, can add up to 24 secondary codes, if needed.





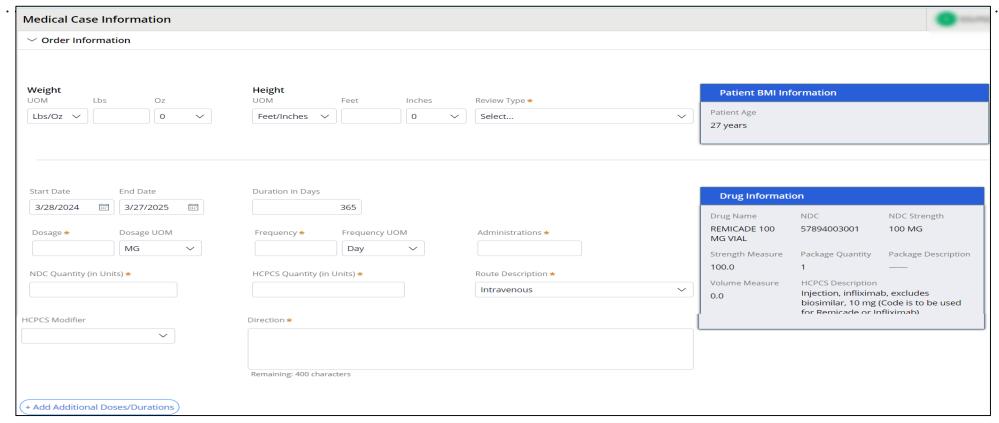
- Drug information can be searched by Drug Name, NDC, GCN, or HCPCS.
- Select continue to proceed.





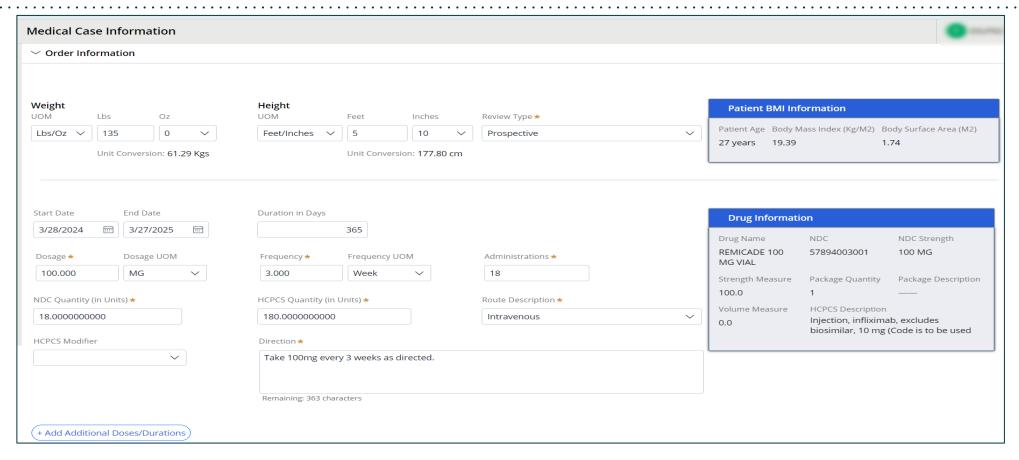
- If all required fields are not populated, will see message "Please correct flagged fields before submitting the form!"
- Fields that need data will be highlighted in red.





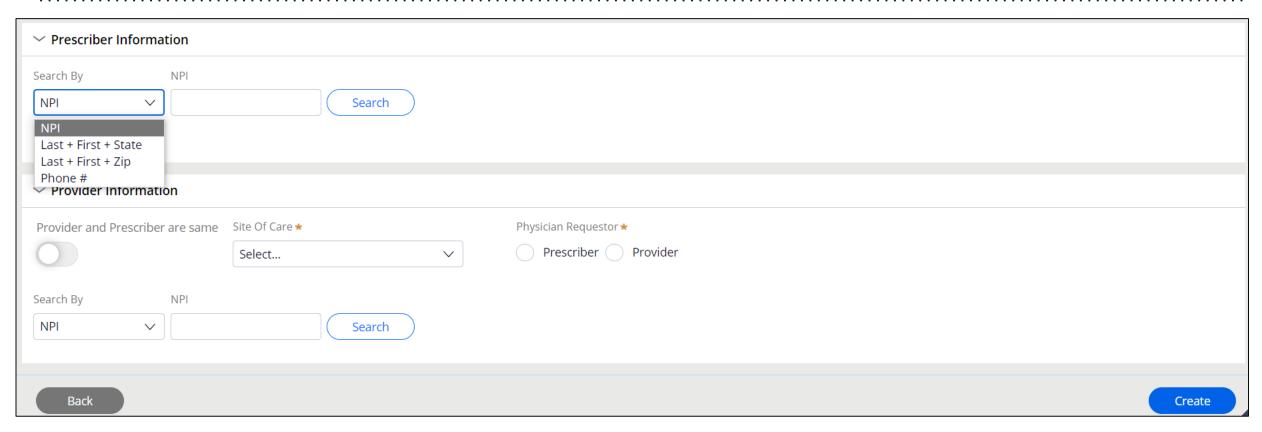
- Order Information: Enter weight and height, especially for weight based drugs for dosing and Review Type (Prospective, Retrospective or Concurrent)
- Enter Start Date, End Date, Dosage UOM, Frequency UOM, Administrations, NDC/ HCPCS QTY units, HCPCS Modifier (if applicable), Route Description, and Directions. Add additional Doses/Duration, if applicable.





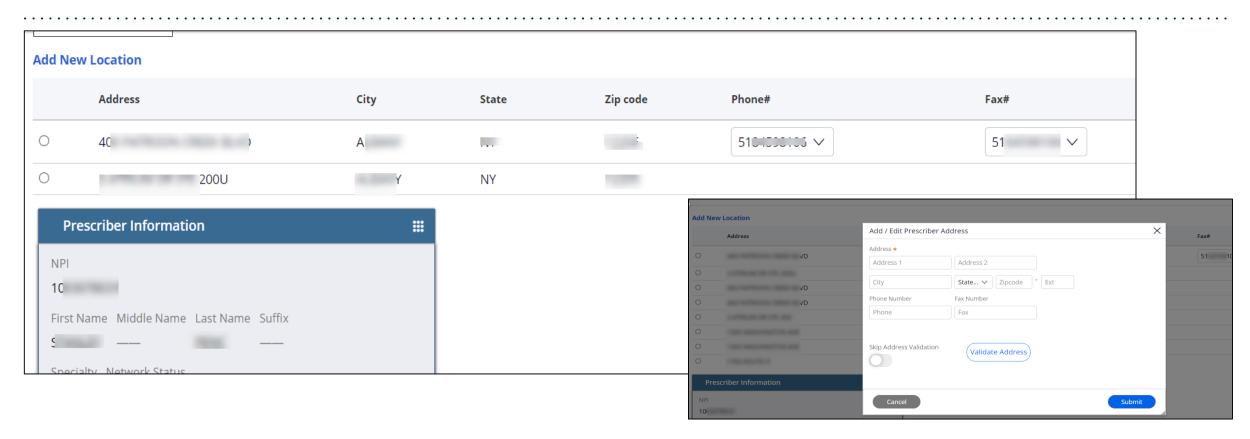
- Order Information: Populated with data.
- Patient BMI information populated when height and weight data provided.





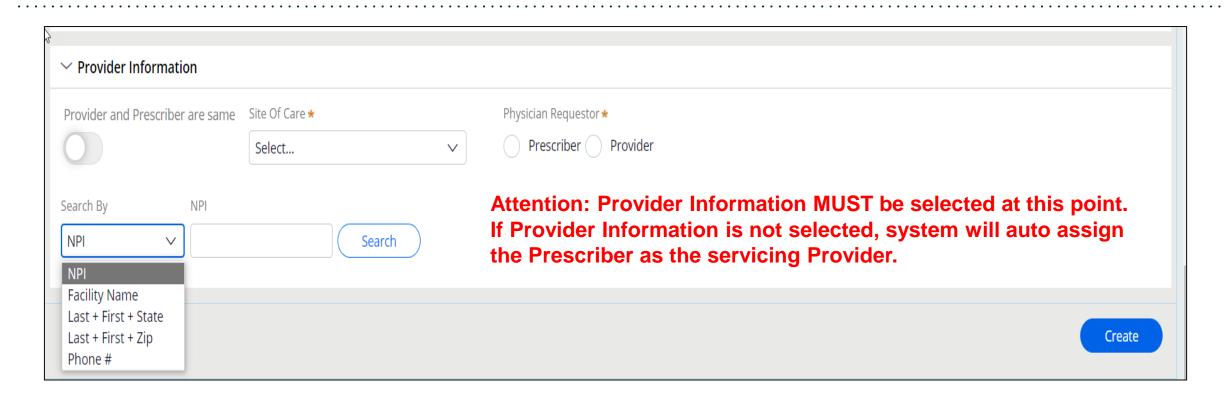
- Prescriber Information: Must match prescriber information registered via EviCore portal during the case request.
- Search by NPI, Name and state or zip or phone to locate.





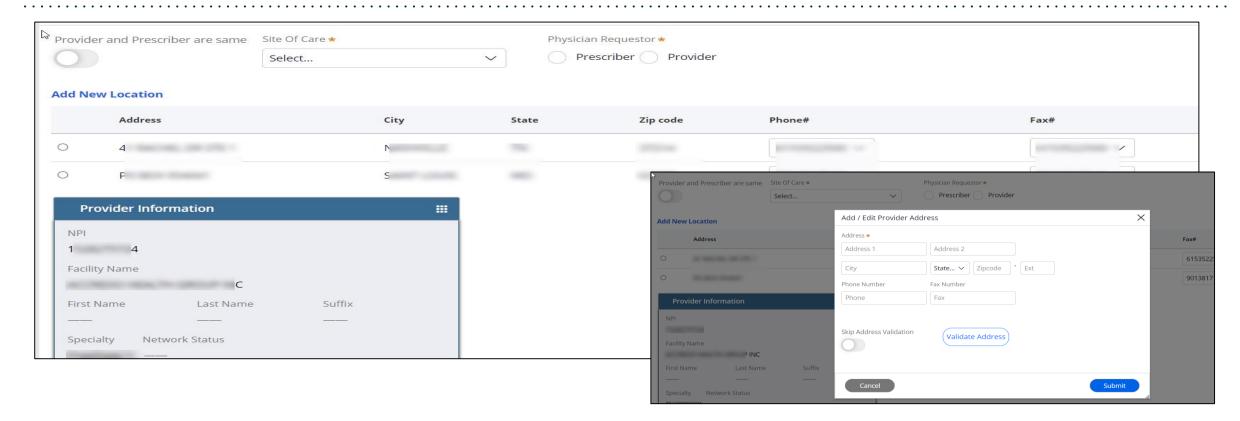
- Prescriber Information: NPI search results.
- Select the appropriate address with associated phone/fax.
- Add New Location, if applicable.





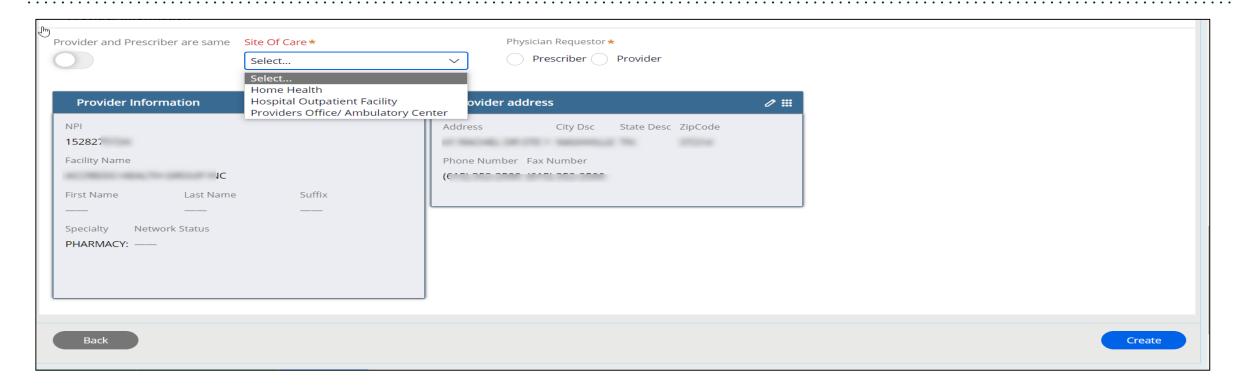
- Provider Information: If same as prescriber, select radio button.
- If not the same, search by NPI, facility name, name, and state or zip or phone.
- Selection of requestor is required when provider and prescriber are NOT the same.





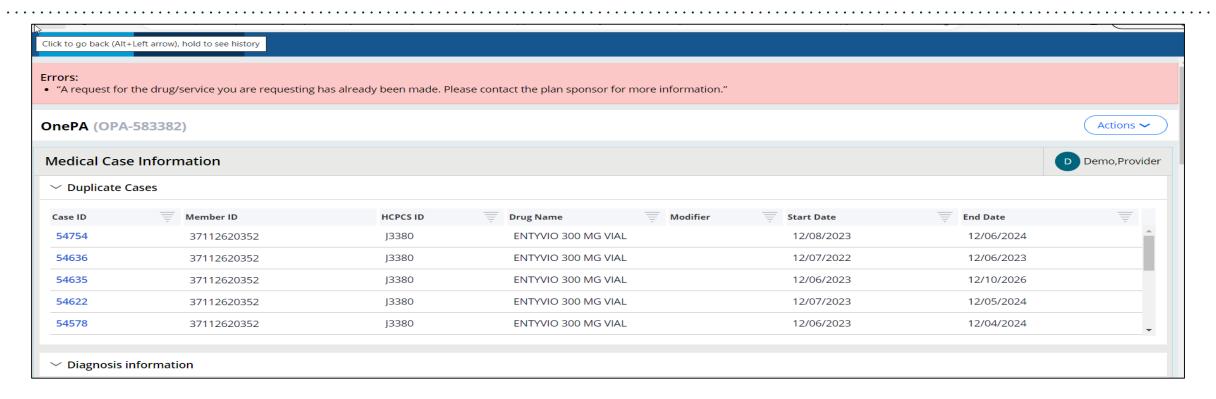
- Provider information: NPI search results.
- Select the appropriate address with associated phone/fax.
- Add New Location, if applicable.





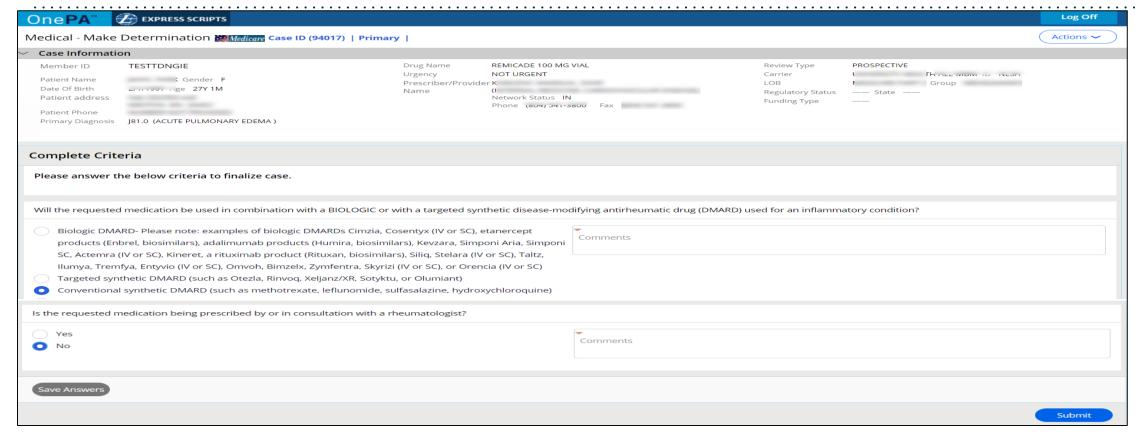
- Site of Care Selection: Select Home Health, Hospital Outpatient Facility or Providers
 Office/Ambulatory Center.
- Fields with * are required and system will alert if information is needed.
- Select Create to proceed.





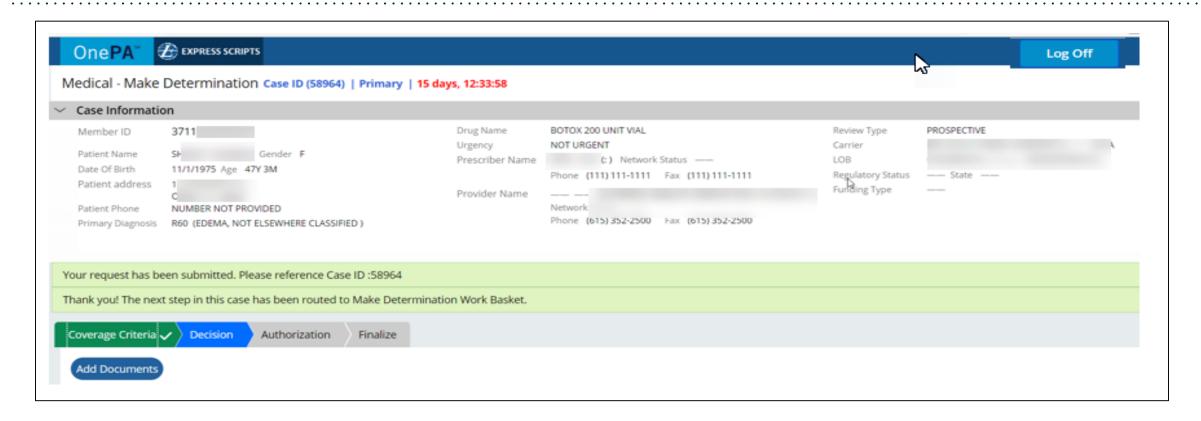
- If this message appears after you click create, this means there is a case for the same patient, drug within the same start and end date. (i.e., duplicate case).
- Duplicate cases will display for review.
- If additional details are needed, please contact Care Continuum at 866-877-7042.





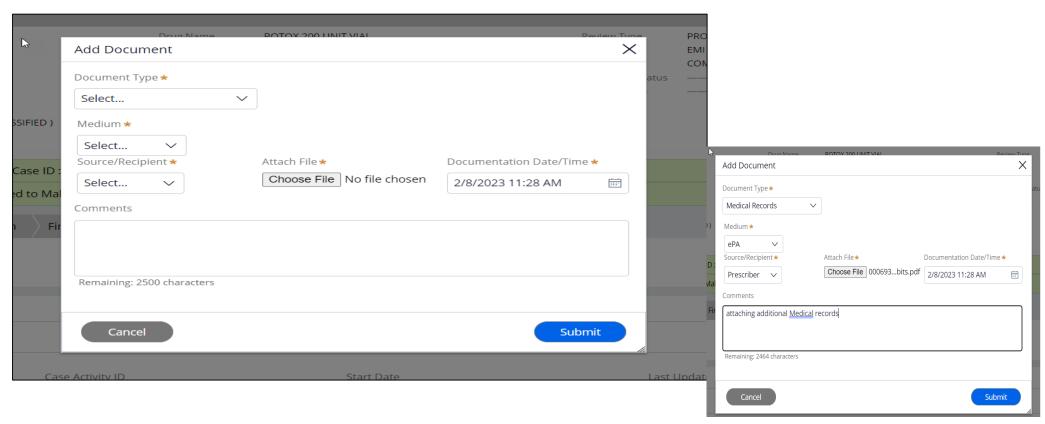
- Case is created and moves into the criteria collection phase. After answering the criteria questions, Select submit.
- There is a "save answers" option, if unable to answer criteria question. Choosing this option will allow you to obtain the answers and come back to the question later.





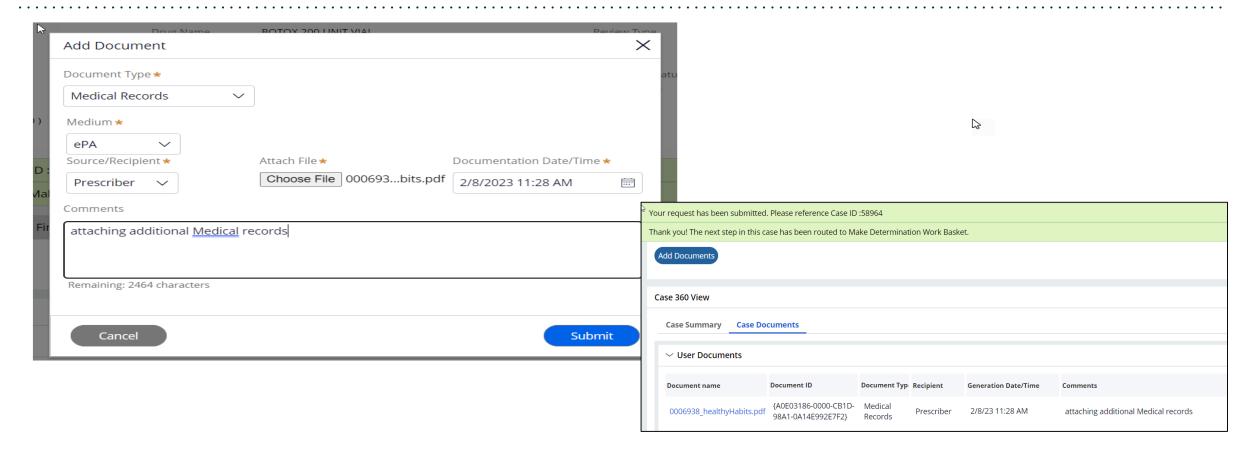
Criteria completion: Request is submitted, and Case ID referenced documentation can be added or Log Off to exit.





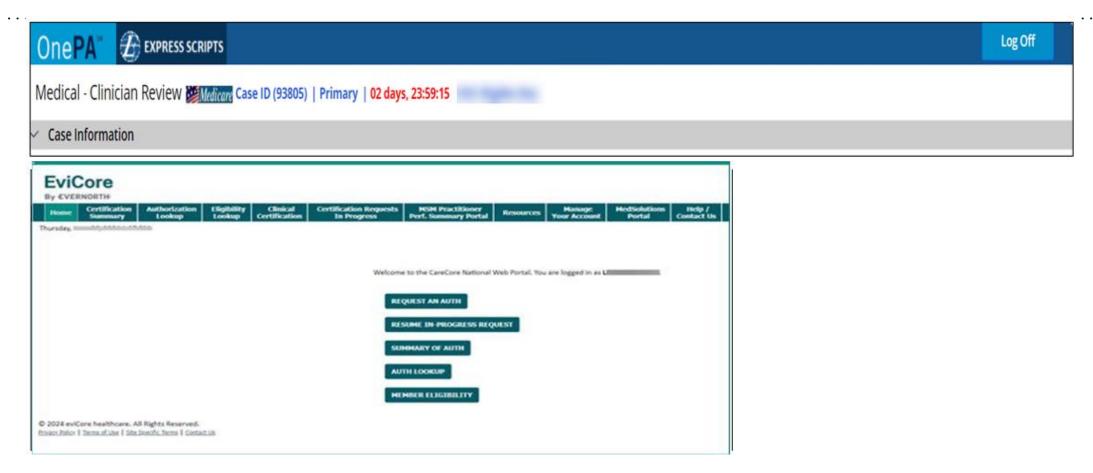
- Select Add Document, if applicable. Fill out required fields* and browse desktop to attach file. Comments may be entered as well.
- Once finished, select submit.





Once document added viewable under User Document Section.





Log off once done and takes user back to EviCore submission page.

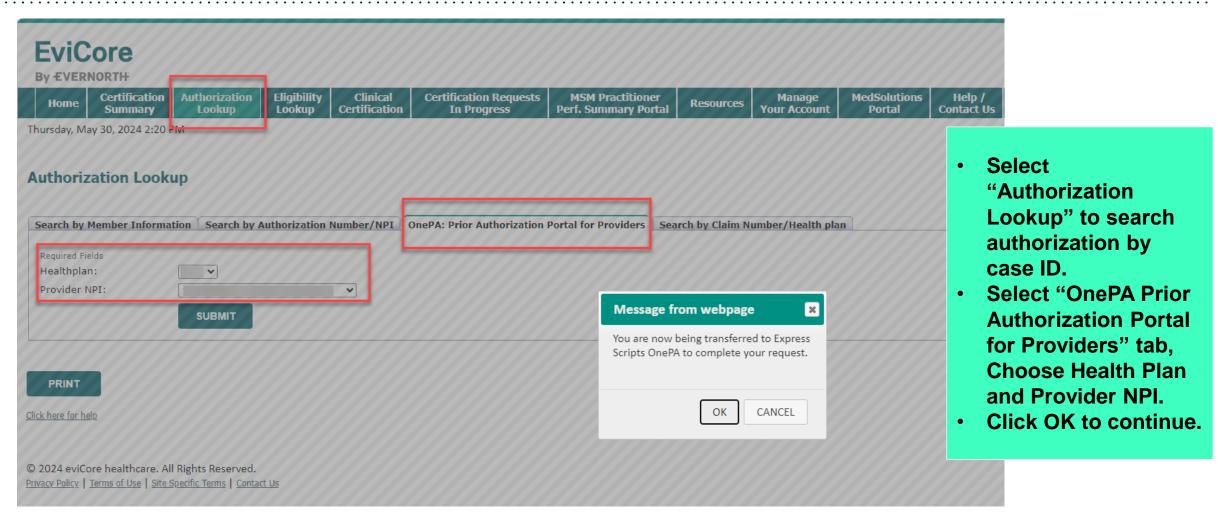


Additional Portal Features



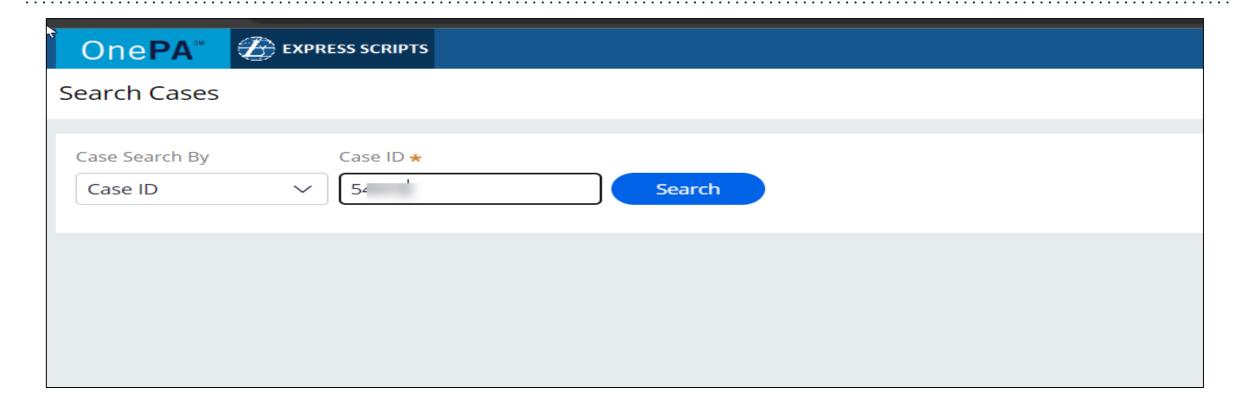


Access a Case via the Authorization Lookup Feature on the EviCore Portal





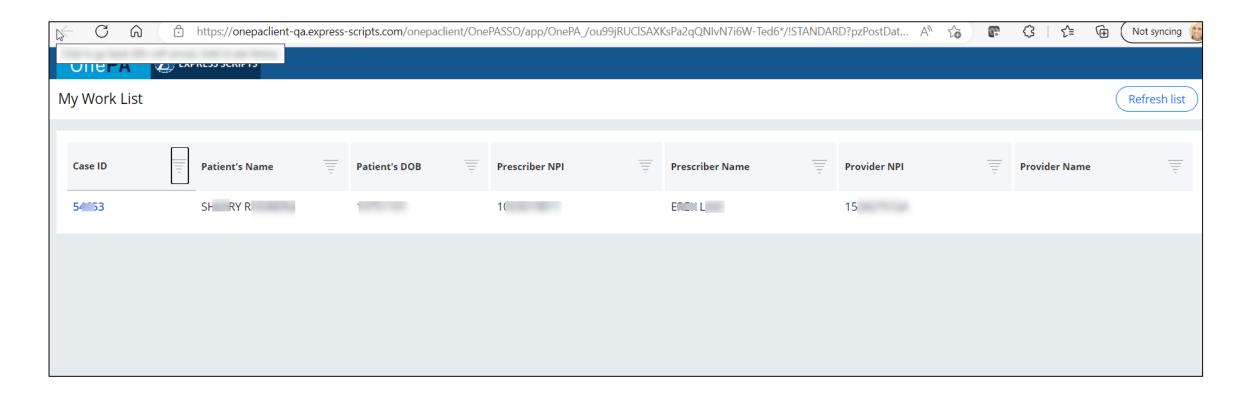
Case Look Up



• Case Search by Case ID: Enter case ID and click Search.



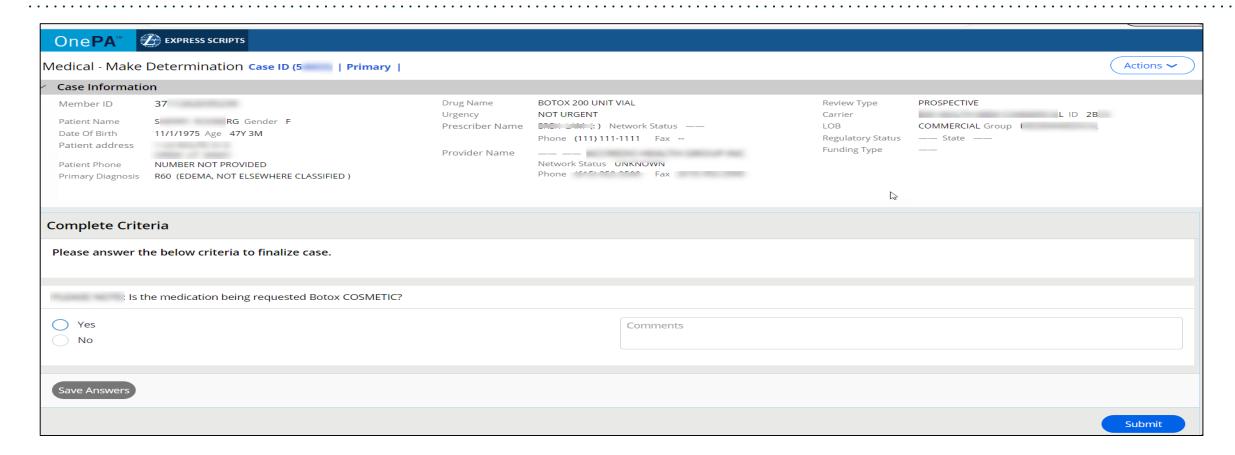
Case Look Up



- Work List of cases unique to Prescriber will display.
- Click applicable row for selection.



Case Completion



User provided page to complete criteria.



Web Portal Services

We're here to help

Tech/Web Support

Live chat is available M-F 7AM-7PM EST

START LIVE CHAT

Email: portal.support@ evicore.com

Phone: 800-646-0418 option 2

- Email: portal.support@evicore.com
- Call a Web Support Specialist at (800)646-0418 (Option 2)
- Connect with us via Live Chat on the EviCore Provider Resource Page at Provider's Hub | EviCore by Evernorth

CHAT WITH US



Thank You



