Medical Specialty Drug

Provider Orientation Session for 1199SEIU

March 1, 2025





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1/30/2025

Agenda

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Submitting Requests

Prior Authorization Outcomes, Special Considerations & Post-Decision Options

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Medical Specialty Drug Solution

Covered Services: Non-Oncology Medical Drugs *included but not limited to:

- + Spasticity Disorder
- + Immuno-modulators
- + Ophthalmic Disorders
- + Osteoporosis
- + Immune Deficiency
- + Osteoarthritis
- + Gene Therapy* (Relevant for Embarc Program)
- + Hemophilia* (NEW Prior Auth requirement)

To find a **complete list** of Medical Specialty Drug (CPT) codes that **require prior authorization through eviCore**, please visit:

https://www.evicore.com/resources/healthplan/1199seiu



1199SEIU Prior Authorization Services

EviCore will begin accepting prior authorization requests for Medical Specialty Drug services on 3/1/25 for dates of service 3/1/25 and after.

| Applicable Membership | Prior authorization applies to the following services | Prior authorization does NOT apply to services performed in |
|-----------------------------|---|---|
| US Commercial Fully Insured | Outpatient & limited inpatient drugs | Emergency Rooms |
| | Elective/Non-emergent | Observation Services |
| | | • Inpatient Stay* With exception to |
| | | some Gene Therapy |
| | | |

Providers should verify customer eligibility and benefits on the 1199SEIU secured provider at : www.NaviNet.com or by calling 1-888-819-1199



Prior Authorization Services – Continuity of Care

If an authorization for treatment starting before March 1, 2025 was issued through the Care Continuum Medical Drug Benefit Management Program (MDBM), will a new EviCore authorization be needed?

- 1199 will honor all Medical Drug Authorizations approved as of EviCore's management, effective March 1, 2025.
- Authorizations issued under the MDBM Program will be valid through the original expiration date.
- Authorizations previously submitted through the MDBM Program should <u>not</u> be resubmitted through EviCore.
- After March 1, 2025 there can be no modifications to authorizations issued prior to March 1, 2025
- If needed, please call 888.910.1199 to determine if an authorization for the services underway is already on file.



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UTILIZATION MANAGEMENT

Pre-service prior authorization workflow



Request is Denied

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

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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 in 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: 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 submittals



1/30/2025

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Necessary Information for Prior Authorization



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



Member

✓ Health Plan ID

 \checkmark Member name

✓ Date of birth (DOB)

×

Referring (Ordering) Physician

✓ Physician name

✓ National provider identifier (NPI)

✓ Phone & fax number

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| | |

Supporting Clinical

 Pertinent clinical information to substantiate medical necessity for the requested service

✓ CPT/HCPCS Code(s)

✓ Diagnosis Code(s)

✓ Previous test results



Rendering Facility

✓ Facility name

✓ Address

✓ National provider identifier (NPI)

 \checkmark Tax identification number (TIN)

 \checkmark Phone & fax number

All Clinical Information pages must include 2 patient/member identifiers

INSUFFICIENT CLINICAL

Additional Documentation Needed

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 provider must submit the additional information to EviCore.



EviCore will review the additional documentation and reach a determination.

The hold letter will inform the provider about what clinical information is needed as well as the **date by which it is needed**. 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. Determination notifications will be sent.



Prior Authorization Outcomes, Special Considerations & Post-Decision Options



Prior Authorization Determination Outcomes

Determination Outcomes

- Turnaround Time: Standard requests are typically reviewed within 2 business days (can vary by state based on state-specific regulations)
- **Approved Requests:** Authorizations are valid for 30-365 calendar days from the requested date of service for outpatient procedures—and from the date of service + goal length of stay for inpatient procedures.
- Denied Requests: If a request is determined as inappropriate based on evidencebased guidelines, a notification with the rationale for the decision and postdecision/appeal rights will be issued.

Notifications

- Authorization letters will be faxed to the ordering physician and mailed to customers
- Web-initiated cases will receive e-notifications if a user opted in to this method.
- Approval information can be printed on demand from the <u>EviCore portal</u>.



Dear Mr. Smith,

Lorem ipsum dolor sit amet, convectetuer adipiscing elit, sed diam nonummy nibh euismod tincidum ut loarest dolore magna aliquare eri volutpat. Ut wis einim ad minim venim, quis notud exerci tation utilancorpes suscipi fobortis nisi ut aliquip ex ea commodo consequat. Duis autem vel eum triure dolor in henderti ni vulputate velit esse moleste consequat, velitilm dolore en levegiat nulla facilitis at vero eros et accumsan et lusto odio dignissim qui blandit praesent luptatum zzil delenit augue duis dolore te feugati nulla facilisi.

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Special Circumstances

Retrospective Authorization Requests

- Retrospective requests must be submitted to EviCore within 180 calendar days from the date of service. Any submitted beyond this timeframe will be expired
- Reviewed for **clinical urgency** and medical necessity
- Processed within 30 calendar days
- When authorized, the start date will be the submitted date of service

Urgent Prior Authorization Requests

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- EviCore uses the NCQA/URAC definition of urgent: when a delay in decision-making may seriously jeopardize the life or health of the patient
- Can be initiated on the EviCore Provider Portal or by phone
- Urgent cases are typically reviewed within 24 hours (can vary by state based on state-specific regulations)



Special Circumstances (cont.)

Authorization Update

- If updates are needed on an existing authorization, providers 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





Post-Decision Options

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 **866-668-9250** 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

EviCore

Bv EVERNORTH

- Reconsiderations can be requested after the determination as long as an appeal has not been filed.
- Reconsiderations can be requested verbally via a Clinical Consultation (Peer-to-Peer) with an EviCore physician.
- EviCore will make a decision within 1 business day for verbal requests..

Appeals

- EviCore will process first-level pre-service appeals for outpatient and inpatient services only.
- Appeal requests can be submitted in writing via a Clinical Consultation with an EviCore physician.
- A written notice of the appeal decision will be mailed to the customer and faxed to the ordering provider.

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EVICORE PROVIDER PORTAL

Eligibility Lookup

+ Confirm if patient requires clinical review

Clinical Certification

+ Request a clinical review for prior authorization on the portal

Prior Authorization Status Lookup

- + View and print any correspondence associated with the case
- + Search by member information OR by case number with ordering national provider identifier (NPI)
- + Review post-decision options, submit appeal, and schedule a peer-to-peer

Certification Summary

+ Track recently submitted cases

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EviCore Provider Portal | Access and Compatibility

Most providers are already saving time submitting clinical review requests online vs. telephone.

To access resources on the EviCore Provider Portal, visit **EviCore.com/provider**.

Already a user? Log in with User ID & Password.

Don't have an account? Click Register Now.



EviCore's website is compatible with **all web browsers**. If you experience issues, you may need to **disable pop-up blockers** to access the site.



Creating an EviCore Provider Portal 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 login page.

| Web Portal Preference | | | | |
|--|---|--|--------------------------------------|-----|
| Please select the Portal that | is listed in your provider training material. This sele | ction determines the primary portal that you wil | II using to submit cases over the we | eb. |
| Default Portal*: | Select V | | | |
| User Information
All Pre-Authorization notifica | CareCore National
Medsolutions | ess provided below. Please make sure vou provi | de valid information. | |
| | | | | |
| User Name*: | | | Address*: | |
| Email*: | | | | |
| Confirm Email*: | | | City*: | |
| | | | | |

Setting Up Multi-Factor Authentication (MFA)

To safeguard your patients' private health information (PHI), we have implemented a multi-factor authentication (MFA) process.

After you log in, you will be prompted to register your device for MFA.

Choose which authentication method you prefer: Email or SMS. Then, enter your email address or mobile phone number.

Select **Send PIN**, and a 6-digit pin will be generated and sent to your chosen device.

After entering the provided PIN in the portal display, you will successfully be authenticated and logged in.

| meh****@evicore.com Send PIN lease enter PIN sent to your Email ddress 768342 Submit | Cegister Ema | Email 🔘 SMS
ail Address |
|---|-------------------------------------|----------------------------|
| Send PIN Please enter PIN sent to your Email Address 768342 Submit | meh****@evid | core.com |
| Please enter PIN sent to your Email
Address
768342
Submit | | Send PIN |
| Submit | | |
| | Please enter F
Address
768342 | PIN sent to your Email |



EviCore Provider Portal | Add Providers



Providers will need to be added to your account prior to case submission.

- Click the Manage Your Account tab to add provider information.
- Select Add Provider.

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- 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.

| Hundge Tour | Account | | | |
|--|---|---------------------------|------------------|----------------|
| Office Name: | | | | |
| Address: | | | | |
| Primary Contact: | | | | |
| Email Address: | | | | |
| | | | | |
| ADDPROVIDER | | | | |
| Click Column Heading | gs to Sort | | | |
| Click Column Heading | gs to Sort | | | |
| Click Column Heading No providers on file CANCEL | gs to Sort | | | |
| Click Column Heading No providers on file CANCEL Add Practitioner | er | tches. | | |
| Click Column Heading
No providers on file
CANCEL
Add Practitioner
Enter Practitioner infor
*If registering as rende
Practitioner NPI | er
er
genetic testing | tches.
Lab site, enter | - Lab Billing NP | I, State and Z |
| Click Column Heading
No providers on file
CANCEL
Add Practitioner
Enter Practitioner infor
*If registering as rende
Practitioner NPI
Practitioner State | er
mation and find mat
ring genetic testing | tches.
Lab site, enter | · Lab Billing NP | l, State and Z |

Initiating a Case





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



Provider Experience – Program Selection



Click here for help

Provider Experience – Provider Selection

Requesting Provider Information

| Select the ordering pro | vider for this authorization request. | | The Office user will select | | | | | | |
|--|---|--------|-----------------------------|--------------------------------|--|--|--|--|--|
| Filter Last Name or NPI | : | | | the treating physician from | | | | | |
| | | SEARCH | CLEAR | their pre-populated affiliated | | | | | |
| | Provider | | | priysiciari list. | | | | | |
| SELECT | 1487105995 - PARK NICOLLET HEALTH CARE PRODUCTS | | | | | | | | |
| SELECT | SELECT 1619364213 - ROTH, MARC | | | | | | | | |
| SELECT | 1063494177 - ST LUKES HOSPITAL OF KANSAS CITY | | | | | | | | |
| | | | | | | | | | |
| If the provider's NPI is not listed above, please use the search feature below to add a new provider and continue with case build. | | | | | | | | | |
| Search By NPI: SEARCH | | | | | | | | | |
| BACK CON | TINUE | | | | | | | | |
| Click here for help | | | | | | | | | |

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Provider Experience – Case Submission





Provider Experience – Case Submission

Add Your Contact Info



Receive notification of case status changes

Please review the fax and phone numbers presented for accuracy. Change as necessary and click "Confirm Fax and Continue" to confirm they are correct. Changes apply only to this specific request. If you wish the change to be permanent, please contact the Health Plan.

BACK

CONFIRM FAX AND CONTINUE

Click here for help

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Contact information is confirmed or entered to ensure smooth communication of the determination or to request additional information as needed.

Provider Experience – Member

Patient Eligibility Lookup

| New Patient Registration Member ID (no spaces or dashes) | Filter by Physician All Providers (type to fill User or provider has no patients | New patients are registered
or current patients are
selected from the drop
down list. If a new patient
is being registered and
eligibility is verified, a
confirmation screen will
appear. Click "Yes" to |
|--|--|--|
| SEARCH CANCEL Provider: Select Provider Health Plan: Member ID: Date of Birth: 2/20/1973 Name: City, State: Do you want to continue YES NO | with this patient? | continue. |

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Provider Experience – History

The Patient History Screen becomes the

hub for all future requests or data relating to this patient. Including a record of previous requests for services through **Clinical Certification** eviCore, authorization numbers and dates, and clinical summaries based on the information provided through the request process. NEW REVIEW Reviews Provider Date Case # Drug Status VIEW HISTORY 8/18/2024 WINBERRY, JAMES J0222 Patisiran (Onpattro) Expired

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Click to view clinical information, Jcodes, and expiration date.

Provider Experience – Date of Service

| Time: 9/4/2024 9:52 A | M |
|------------------------------|---|
| Patient ID:
Patient Name: | |
| What is the anticipate | d treatment start date? (MM/DD/20YY)* |
| mm/dd/yyyy | Enter the <i>"treatment start date"</i> |
| Date must be in MM/ | DD/20YY |
| Submit | |
| | |
| | |
| | |
| | |
| | |



Provider Experience – Drug and Diagnosis

Requested Service + Diagnosis

This procedure will be performed on 9/6/2024.

CHANGE

~

Medical Drug Management

Select a Procedure by CPT Code[?] or Description[?]

J0222 V Patisiran (Onpattro)

Don't see your procedure code or type of service? <u>Click here</u>

Additional Procedure codes will be collected/presented during the clinical questionnaire

Diagnosis

Primary Diagnosis Code: **R34** Description: **Anuria and oliguria** <u>Change Primary Diagnosis</u>

Select a Secondary Diagnosis Code (Lookup by Code or Description) Secondary diagnosis is optional for Medical Drug Management

LOOKUP



Click here for help

Enter the "CPT Code, Enter Primary, and if applicable Secondary Diagnosis Codes".



Provider Experience – Site

| Attention! | |
|------------------------------|---|
| Will the physician be
Yes | administering the medication in their office? |

In office administration allows user to bypass site selection step

Add Site of Service

Specific Site Search

Use the fields below to search for specific sites. For best results, search by NPI or TIN. Other search options are by name plus zip or name plus city. You may search a partial site name by entering some portion of the name and we will provide you the site names that most closely match your entry.

| NPI: 1063494177
TIN:
Site Email (optional) | Zip Code:
City: | • | Site Name:
Distinct rendering site or facilit
be entered if needed.
Multiple lookup options are av
Network logic can be applied a
needed. | railable. | LOOKUP SITE |
|--|-------------------------------------|------|--|-----------|-------------|
| | | Name | | Address | |
| SELECT | SAINT LUKES REGIONAL LAB | | 711 MARSHALL ST
LEAVENWORTH, KS 66048 | | |
| SELECT | SAINT LUKES HOSPITAL | | 4401 WORNALL RD
KANSAS CITY, MO 64111 | | |
| SELECT | SAINT LUKES REGIONAL LABS | | 4401 WORNALL RD FL B
KANSAS CITY, MO 64111 | | |
| SELECT | SAINT LUKES HOSPITAL OF KANSAS CITY | | 4401 WORNALL
KANSAS CITY, MO 64111 | | |

Provider Experience – Urgency

Proceed to Clinical Information

Is this case Routine/Standard?



Answer if the request is *"Routine/Standard"*. If no, select *"Urgency Indicator"*.

Proceed to Clinical Information

—Urgency Indicator

If the case you are submitting is found NOT to meet one of the two conditions below, your case will be processed as a standard/routine, non Urgent request. If you have clinical information and this request meets the criteria for urgent, please indicate below.

In order for eviCore to process this case as clinically urgent you must upload clinical documentation relevant to this case. If you are unable to upload clinical documentation at this time contact eviCore to process this case as urgent.

Please indicate if any of the following criteria are true regarding urgency of this request :

O A delay in care could seriously jeopardize the life or health of the patient or patient's ability to regain maximum function.

O A delay in care would subject the member to severe pain that cannot be adequately managed without the care or treatment requested in the prior authorization.

None of the above



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Provider Experience – Transition to Clinical

Proceed to Clinical Information

You are about to enter the clinical information collection phase of the authorizatic

After answering the clinical question(s) on each screen you will need to click the " questions will be displayed on the lower portion of the screen. If you made an error process you can click on the question. The system will ask that you answer the que You can use the "Finish Later" button, for Standard/Routines cases only, to save in later time (Note: For most scenarios you will need to complete the review on the all case information recorded up to but not including the current screen.

The demographic portion of the case is complete. Reminders on how to complete the clinical portion are displayed. Click *"Confirm and Continue"* to proceed to the clinical review.

Failure to formally submit your request clicking the "Submit" button at the conclusion of all clinical questions will cause the request for a prior authorization to expire with no additional correspondence.

I acknowledge that the clinical information I am about to submit for this authorization request is accurate and specific to this member, and that all information will be provided for this request.

BACK CONFIRM AND CONTINUE

Click here for help

Provider Experience – Place of Service



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Provider Experience – Clinical information



The submitter will be asked a series of questions based on clinical policy .Almost all answers are in drop down or click selection to allow for quick entry and structured data for reporting and analysis.



Provider Experience – Clinical Information

| Proceed to Clinical Information Is Amvuttra or Onpattro being prescribed by or in consultation with a neurologist or a physician who specializes in the treatment of amyloidosis? | User will continue answering |
|--|---|
| Ves No Submit Proceed to Clinical Information Has the Attestation for Amvuttra or Onpattro Treatment form been signed by physician (or designee)? Yes No Submit Proceed to Clinical Information | clinical questions to support
their request. |
| Is this for initial or reauthorization? Initial Reauthorization Uoes the patient have any of the following: Yes No Neuropathy from other causes such as from diapetes mellitus chronic alcohol vitami New York Heart Association (NYHA) class III or Submit S | in B12 deficiency, chronic inflammatory demyelinating polyneuropathy, monoclonal gammopathy, autoimmune disease, etc. Information time administration st dose after 6 months of not being on treatment iation of therapy |
| EviCore
By EVERNORTH | dividual medically unstable as defined by any of the following? (please select)
umented significant clinical comorbidities such as cardiopulmonary conditions or unstable renal function that would increase risk of infusion or drug related adverse events
umented cognitive impairments or mental status changes that impact the safety of infusion therapy
umented Cytokine release syndrome (CRS)
umentation of difficult or unstable vascular access
ent is medically stable, none of the above apply
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Provider Experience – Additional information

Proceed to Clinical Information

Is there any other information specific to the member's health condition that you would like to provide at this time? (If none, please click SUBMIT.)



Proceed to Clinical Information

-Clinical Upload

Please upload any additional clinical information that justifies the medical necessity of this request.

Required Medical information checklist

Browse for file to upload (max size 25MB, allowable extensions .DOC,.DOCX,.PDF,.PNG):

Choose File No file chosen



SKIP UPLOAD

User will continue answering clinical questions and have the opportunity to upload additional clinical information to support the request.

By EVERNORTH

Provider Experience – Case Submission

The summary screen confirms that Summary of Your Request status and details of the request. Please review the details of your request below and if everything looks correct click CONTINUE If Clinical criteria are met, the ٠ Your case has been sent for Medical Review. request will approve automatically The prior authorization you submitted, Case 7, has been received. Additional case status notifications will be sent if you opted in for en If criteria not met, request will go • to pharmacist review Provider Name: **Provider Address:** Patient Id: Patient Name: Insurance Carrier: Site Name: Site ID: Site Address: **Primary Diagnosis Code:** R34 Description: Anuria and oliguria Secondary Diagnosis Code: Description: Date of Service: 9/10/2024 CPT Code: 10222 Description: Patisiran (Onpattro) Case Number: **Review Date:** 9/5/2024 10:51:06 AM Expiration Date: N/A Your case has been sent for Medical Review. Status: . has been received. Additional case status notifications will be sent if you opted in for email notifications. Thank you. The prior authorization you submitted, Case

CANCEL PRINT GO TO PATIENT HISTORY



Provider Experience – Case Submission

| Is it required that this
Yes- Reasons prov | s individual receive all infusions for this drug in a hospital outpatient facility? | |
|---|---|--|
| O No | | |
| | | |
| | Proceed to Clinical Information | |

User will continue answering clinical questions to support their request.



Criteria Met

You have been approved for 4 visits. Please use these visits before requesting more visits. Your therapist may submit another notification if authorization for additional care is necessary. To check for full benefits and eligibility information for the specific medical service, log in to www.premera.com as a provider and utilize the Prior Authorization tool and/or Benefit and Eligibility tool.Your case has been approved for 4 visits

| Provider Name: | | Contact: | Amy |
|--|---|--|--|
| Provider Address: | | Phone Number: | (999) 999-9999 |
| | | Fax Number: | (aaa) aaa-aaaa |
| Patient Name: | | Patient Id: | |
| Insurance Carrier: | | | |
| Site Name: | | Site ID: | |
| Site Address: | | | |
| Primary Diagnosis Code: | M54.51 | Description: | Vertebrogenic low back pain |
| Secondary Diagnosis Code: | | Description: | |
| CPT Code: | | Description: | |
| Authorization Number: | | | |
| Review Date: | | | |
| Approved Treatment Start Date:
Expiration Date: | | | |
| Status: | You have been approved for 4 visits. Please use these visits
care is necessary. To check for full benefits and eligibility inf
Authorization tool and/or Benefit and Eligibility tool.Your ca | before requesting more visits. Your therapist may
formation for the specific medical service, log in to
use has been approved for 4 visits | submit another notification if authorization for additional
o www.premera.com as a provider and utilize the Prior |

- Once the clinical pathway questions are completed and the answers have met the clinical criteria, an approval will be issued.
- You can print the certification and store in the patient's record if needed.

Criteria Not Met

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

| Is there any additional information specific to the member's conditional information specific to the member's conditional value of the specific to the member's conditional of the specific to th | on you would like to provid | de? | | | |
|--|--|--|--|--|----------------------------|
| I would like to upload a document and enter additional notes I have no additional information to provide at this time | Your case has been sent to M
The prior authorization you s | edical Review.
ubmitted, Case A191042756, has been received. A | udditional case status notifications will be sent if you opted in for email notificati | ions. Thank you. | |
| PRINT CONTINUE | Provider Name:
Provider Address: | | | Contact:
Phone Number:
Fax Number: | |
| | Patient Name:
Insurance Carrier: | | | Patient Id: | |
| | Site Name:
Site Address: | | | Site ID: | |
| | Primary Diagnosis Code:
Secondary Diagnosis Code:
Date of Service: | G46.3
Not provided | | Description:
Description: | Brain stem stroke syndrome |
| | CPT Code:
Case Number:
Review Date: | 70551 | | Description: | MRI Brain W/O CONTRAST |
| | Expiration Date:
Status: | N/A
Your case has been sent to Medical Review.
The prior authorization you submitted, Case | has been received. Additional case status notifications will be sent if you opted in for e | mail notifications. Tha | ank you. |
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EviCore By EVERNORTH

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Client and Provider Services

For eligibility issues (member or provider not found in system) or transactional authorization related issues requiring research.

- + Email: clientservices@evicore.com
- + Phone: (800) 646-0418 (option 4).

Web-Based Services and Portal Support

- + Live chat
- + Email: portal.support@evicore.com
- + Phone: 800-646-0418 (option 2).

Provider Engagement

- + Regional team that works directly with the provider community.
- + Sara Pomeroy, NY/NJ
- + Email: Sara.Pomeroy@evicore.com
- + Phone: 804-878-1729.

Call Center

Call **888.910.1199**, representatives are available from 7 a.m. to 7 p.m. local time.

Contact EviCore's Dedicated Teams

Provider Resource Website

EviCore's Client and Provider Services team maintains provider resource pages that contain client- and solution-specific educational materials to assist providers and their staff on a daily basis.

This page will include:

- + Frequently asked questions
- + Quick reference guides
- + Provider training
- + CPT code list

- + To access these helpful resources, visit
 Provider Resources
- + Contact our Client and Provider Services team
 via email at <u>ClientServices@evicore.com</u> or by
 phone at 1-800-646-0418 (option 4)



Contact our Client and Provider Services team





Quick Reference Tool

Where can I locate plan-specific contact information?

- 1. Open the **Resources** menu in the top right of the browser
- 2. Select Find Contact Information
- 3. Use Select a Health Plan and Select a Solution to populate the contact phone and fax numbers
 - + This will also advise which portal to use for case requests

| Resources | |
|----------------------------------|--|
| | |
| CLINICAL GUIDELINES | I Would Like To |
| | i would like to |
| PROVIDER RESOURCES | Request a Consultation with a Clinical Peer |
| Clinical Worksheets | |
| Network Standards/Accreditations | Request an Appeal or Reconsideration |
| Training Resources | Receive Technical Web Support |
| | Check Status Of Existing Prior Authorization |
| | Check Eligibility Status |
| | Access Claims Portal |
| Learn How To | |
| Submit A New Prior Authorization | GO TO PROVIDER'S HUB > |
| Find Contact Information | |
| Podcasts | |

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EviCore Provider's Hub

Providers and staff can access important tools and resources at <u>EviCore.com</u>

- 1. Open the **Resources** menu in the top right of the browser
- 2. Select **GO TO PROVIDERS HUB** to access clinical guidelines, schedule consultations (P2P), and more

| PROVIDERS: Check Prior | r Authorization Status 🤱 Login 📔 Resources 🔨 |
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| Resources | |
| CLINICAL GUIDELINES | I Would Like To |
| PROVIDER RESOURCES | Request a Consultation with a Clinical Peer
Reviewer |
| Network Standards/Accreditation | ns Request an Appeal or Reconsideration |
| Training Resources | Receive Technical Web Support |
| | Check Status Of Existing Prior Authorization |
| | Check Eligibility Status |
| | Access Claims Portal |
| Learn How To | |
| Submit A New Prior Authorization | GO TO PROVIDER'S HUB > |
| Find Contact Information | |
| Podcasts | |

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Provider Resource Review Forum

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 learn how to navigate <u>EviCore.com</u> and understand all the resources available on the Provider's Hub.

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Learn how to access:

- + EviCore's evidence-based clinical guidelines
- + Existing prior authorization request status information
- + Search for contact information
- + Podcasts & insights
- + Training resources

Register for a Provider Resource Review Forum:

Provider's Hub > Scroll down to EviCore Provider Orientation Session Registrations > Upcoming

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EviCore's Provider Newsletter

Stay up-to-date with our free provider newsletter

To subscribe:

- + Visit EviCore.com
- + Scroll down to the section titled Stay Updated With Our Provider Newsletter
- + Enter a valid email address

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Schedule a P2P Request

If your case is eligible for a Peer-to-Peer (P2) consultation, a link will display, allowing you to proceed to scheduling without any additional messaging

- 1. Log-in to your account at EviCore.com
- 2. Perform **Clinical Review Lookup** to determine the status of your request
- 3. Click on the **P2P AVAILABILITY** button to determine if your case is eligible for a Peer-to-Peer consultation
- 4. Note carefully any messaging that displays*

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*In some instances, a Peer-to-Peer consultation is allowed, but the case decision can not be changed. In such cases, you can still request a **Consultative-Only Peer-to-Peer.** You can also click on the **ALL POST-DECISION OPTIONS** button to learn what other action can be taken.

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

Schedule a P2P Request

- 1. Upon first login, you will be asked to confirm your default time zone
- 2. You will be presented with the Case Number and Member Date of Birth
- 3. Add another case for the same Peer-to-Peer appointment request by selecting Add Another Case
- 4. To proceed, select Lookup Cases
- 5. You will receive a confirmation screen with member and case information, including the Level of Review for the case in question
- 6. Click Continue to proceed

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Schedule a P2P Request

- 1. You will be prompted with a list of EviCore Physicians / Reviewers and appointment options
- 2. Select any of the listed appointment times to continue
- 3. You will be prompted to identify your preferred days and times for a Peer-to-Peer consultation (all opportunities will be automatically presented)
- 4. Click on any **green checkmark** to **deselect** that option and then click **Continue**

| Case Info | | Que | estions
indicate you | r availabili | ity | | | | | | | | |
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Schedule a P2P Request

- 1. Update the following fields to ensure the correct person is contacted for the Peer-to-Peer appointment:
 - + Name of Provider Requesting P2P
 - + Phone Number for P2P
 - + Contact Instructions
- 2. Click **Submit** to schedule the appointment
- 3. You will be presented with a summary page containing the details of your scheduled appointment
- 4. Confirm contact details

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| P2P Info | P2P Contact Details | |
|---|----------------------------------|-------------|
| Date 🗰 Mon 5/18/20 | Name of Provider Requesting P2P | |
| Time () 6:30 pm EDT | Dr. Jane Doe | |
| Reviewing Provider | Contact Person Name | |
| Case Info | Office Manager John Doe | |
| 1st Case | Contact Person Location | |
| Case # | Provider Office | 1 |
| Episode ID | Phone Number for P2P | Phone Ext. |
| Member Name |) (555) 555-5555 | 12345 |
| Member State | Alternate Phone | Phone Ext. |
| Health Plan | J (XXX) XXX-XXXX | 2 Phone Ext |
| Member ID
Case Type MSK Spine Surgery
Level of Review Reconsideration P2P | Requesting Provider Email | |
| | droffice@internet.com | |
| | Contact Instructions | |
| | Select option 4, ask for Dr. Doe | • |
| | | |
| | | Submit 3 |
| | A | |
| | | |
| B Scheduling | | |
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PROVIDER RESOURCES P2P Contact Details

- 1. Use the radial button option to select who will perform the P2P with the EviCore Medical Director
- 2. Open fields will manually open to input the provider's First, Last Name and their credential

| Fri 5/24/2024 | | |
|---------------------------|----------------------------------|-------------------------|
| ③ 7:00 am PDT | | |
| 🛔 Tamara Fackler | | |
| Who will be performing th | e P2P consultation? Required | |
| Requesting Provider | | |
| Contact Person | | |
| Someone else | | |
| PROVIDER | | |
| Name of Referring Physi | cian on Case Required | Credential Requir |
| Name of Kelenning Physi | | |
| First Name | Last Name | Select |
| First Name | Last Name | Select |
| First Name | Last Name | Select |
| E CONTACT PERSON | Last Name
red Contact Last | Select |
| E CONTACT PERSON | red Contact Last
Contact Last | Select
Name Required |

Call Notes

- 1. Use the radial button to select options if applicable
- 2. If 'Procedure was performed on' is selected, the date is required

| + | + | + | + | + | + | + | + |
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Cancel or Reschedule a P2P Appointment

To cancel or reschedule an appointment:

- 1. Access the scheduling software and select **My P2P Requests** on the left-pane navigation
- 2. Select the request you would like to modify from the list of available appointments
- 3. When the request appears, click on the schedule link. An appointment window will open
- 4. Click on the **Actions** drop-down and choose the appropriate action
 - + If choosing to reschedule, select a new date or time as you did initially
 - + **If choosing to cancel,** input a cancellation reason
- 5. Close the browser once finished

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| Appointment Details: | Actions 🗸 |
|---|--|
| | |
| SCHEDULED iii Mon 5/18/20 iii 6:30 pm EDT iiii | Reschedule Appointment
Cancel Appointment |
| P2P Contact Info: | |
| Name of Provider Requesting P2P Dr. Jane Doe | - |
| Contact Person Name Office Manager John | Doe |
| Contact Person Location Provider Office | |
| Requesting Provider Email droffice@internet.con | m |
| Phone Number for P2P (555) 555-5555 ext. | 12345 |
| Contact Instruction Request Dr. Doe | |

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