EviCore Post Acute Care Web Portal

Registration & Web Portal Navigation Reference Guide



Benefits of Provider Portal

Did you know that most providers are already saving time submitting precertification requests online? The provider portal allows you to go from request to decision much faster. Following are some benefits and features:

- Saves time: Quicker process than telephone precertification requests.
- Available 24/7: You can access the portal any time, any day.
- Upload additional clinical information: No need to fax supporting clinical documentation; it can be uploaded on the portal to support a new request or when additional information is requested.
- View and print determination information.
- Check case status in real-time.

Link to EviCore provider portal:

https://www.evicore.com/pages/providerlogin.aspx



Provider Portal – Web Browser Compatibility

The EviCore website is compatible with the following web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

The EviCore website is **not** compatible with the following web browsers:

- Internet Explorer
- Microsoft Edge under Internet Explorer Mode



EviCore Portal Registration



EviCore Provider Portal Registration

Web browser to evicore.com.





Login or Register





Select Default Portal and Account Type

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I. Select Medsolutions as the Default Portal.

Required Field

- 2. Facility as the Account Type.
- 3. Complete User Information
- 4. Complete the first 3 letters of
- Facility Name, TIN, and NPI

User Information

Default Portal*:

Web Portal Preference

All Pre-Authorization notifications will be sent to the fax number and email address provided below. Please make sure you provide valid information.

Medsolutions

×

Please select the Portal that is listed in your provider training material. This selection determines the primary portal that you will using to submit cases over the web.

User Name*:	3	TestPac1	Address*:	730 Cool Springs Blvd	Phone*:	999-999-9999
Email*:		testpac@provider.com		Suite 800	Ext:	
Confirm Email*:		testpac@provider.com	City*:	Franklin	Fax*:	888-888-8888
First Name*:		Test	State*:	Select ✓ Zip* : 37067		
Last Name*:		PAC	Office Name:			

Provider Information

Please Select the Facility tar you represent. A notification will be sent to the organization regarding this registration

Facility Name*:

4

Test PAC

Street Address:

Zip Code:

Tax ID*:

35235222

Individual NPI*:

1237894561

FIND

EviCore

User Registration Successful





Option Tool

EviCore	•					at 🐼 🍙 Logout	
3y EVERNORTH						Change Password	
Announcements	Home	Search/Start Case	Claim Search	CareCore National Portal	Post Acute Care	Account Info Preferences	
Announcements						🖹 🛃 ?	

- + The **Options Tool** allows you to access your Account Settings to update information:
- Change password
- Update user account information (address, phone number, etc.)
- Set up preferred Tax ID numbers of Facilities and view a summary of cases for providers with affiliated Tax ID numbers

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Option Tool - Preferences

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Preferences

preferred Facilities.			
O Physician	Facility		
Tax ID*		Add	Before proceeding, you must confirm that you are authorized to access Protected Health Information (PHI) as defined under the Health Insurance Portability and Accountability Act on behalf of the Tax ID/s added.
Preferred Tax Ids on	my account		You must also agree to limit your access to the minimum amount of information necessary to perform a permitted treatment or other health care operations activity.
Tax ID	Provider Type		In the event you obtain access to information that you are not authorized to view, please notify eviCore immediately.
Tun Ib	. i o i i o i i jpo		Failure to comply with these terms may result in immediate termination of you and your organization's access to eviCore' website.
123456789	Facility	×	Privacy Breaches: Be very careful to check the ordering physician's full name, their specialty and the last four digits of their TIN or NPI before selecting them in this system. By sending
			patients' Protected Health Information (PHI) to physicians who are not the ordering physicians, you may be in violation of HIPAA Privacy regulations.
			🗹 * I hereby agree that I have read and understood the above message 🔰 💙
			Save Cancel

Please set up Preferred Provider Tax IDs for your account. You can search and add a Physician or Facility Tax ID. Adding preferred tax id would allow you to view the summary of cases submitted for these provider Tax IDs. The Case Summary can be viewed via Case Lookup, Patient History and Recently Submitted grids. It also allows you to view the Claims details of your

- + Adding **Preferred Tax ID numbers** will allow you to view the summary of cases submitted for those providers:
- 1. Search for a Tax ID by clicking **Physician** or **Facility**.
- 2. Confirm you are authorized to access PHI by clicking the check box, and hit Save.



Announcements



Once you have logged in to the site, you will be directed to the main landing or Announcement page. ** Make sure to choose Post Acute Care **

Contact Us

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Initial Case Creation



Initiate Case Process

To initiate a new case for PAC authorization. On the Post Acute Care tab, you will start with Member/Case Look Up.

EviCore By EVERNORTH	MCNET O Online Chat O Logout
Announcements Home Section Claim Search Payment Status CareCore National Portal Post Acute Care	
Announcements Home Member / Case Look Up	
PATIENT & CASE LOOKUP Patient Search Result(s)	?
Patient Lookup Les of Choose the appropriate Health plan Member ID: First Name: Last Name: To conduct a <u>Patient Lookup</u> , enter the Member ID or First Name, Last Name, and Date of Birth for the result to be returned. Click the SEARCH button	Urgent cases: You will not be able to indicate that a case is urgent via the portal. Call EviCore to initiate an urgent request.

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Create a Case

Once you choose your member, the member's name and demographics will be listed with the insurance effective dates.

Click the **Create Case** button.

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Announcements Home Search/Start Case	Claim Search CareCore Nation	al Portal Post Acute Care								
Announcements Home Member / Case Look Up										
	Patient Search Result(s)									?
Patient Lookup	Patient Name	Date Of Birth Gene	nder Address	5	Plan Code		Insurance Effective D	ate	Insurance Term Date	
Insurer:*	TEST T MEMBER	12/16/1955 M	123 EVI0	CORE WAY	41H		01/01/2023		09/09/9999	~
Date of 12/16/1955	Patient Detail Information									
Member ID: 1122334402	Member ID: 1122334402		Gender: M			Plan Code:	41H			
O	Name: TEST T MEMBER		Address: 123 EVICOR	E WAY , FRANKLIN, TN, 37000		Insurance Ef	fective Date: 01/01,	/2023		
First Name:	Date of Birth: 12/16/1955		Insurer: BCBSIL			Insurance Te	erm Date: 09/09,	/9999		Create Case
Last Name:										
Reset Search	Patient History - 0 Records found								*	æ 🖹 🛃
*Select the Insurer, Date of Birth and Member ID or Patient First Name and Last Name									C	Clear Filters Refresh Data
	Case ID T Service Red	quested 🔻 Auth Number	T Submit Date	T Decision Status	▼ Start of Care Date	T Authorization	n End Date	ICD Codes	T ICD Verison	T
Case/Auth Lookup Case ID Auth Number Search	If there the case selected <u>Patient</u>	are cases associat es will populate ond d. Double-click on <u>History</u> to open th	ted with the pa ce the patient a case ID in t nat case	atient, is he						•
										No items to display

MCNET Online Chat 🔅 🙆 Logout

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Create a Case – Enter Service Details

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- 1. Choose a **Service Category from the drop-down box**, such as Skilled Nursing Facility, Inpatient Rehab Facility, or Long term Acute Care.
- 2. Enter the ICD10 Code. If you do not know the ICD10 code, type the name of the diagnosis, and a list with a corresponding ICD10 code will populate.
- 3. Enter the **PAC Start of Care Date and Expected Acute Care (or Hospital) Discharge Date**.. Review the information again to make sure that you have completed all of the service details correctly. To save the service details, click the **"Save & Next**" button

Announcements	e Home	Search/Start Cas	e Claim Search	CareCore National Portal	Post Acute Care						
Announcements	Home	Member / Case Look	Up								
C PATIENT &	CASE LOOKI	P qu	SERVICE DETAIL	LS							
Patient Lookup	12/16/1955		Member	Insurer: First Name:	TEST Last Nan	Membe ne: MEMBER	er ID: 1122334402 Health Plan/Program Date of Birth: 12/16/1955 Gender: MA	n: 41H ALE			
			Service Selection								
Member ID:	1122334402		Service Cate	egory							
o			Select Categor	skilled Nursing Facilit	у 🗸						
First Name:			Code	Description					Bill Code	Rev Code	
Last Name:			SNF	Skilled Nursing	Facility					190	
* Select the Insurer, or Patient First Nar	Reset Date of Birth a ne and Last Na	Search and Member ID ame	ICD10 Code	e Unknown 9							
Case/Auth Look	up		Search:								
Case ID	O Auth Nur	nber Search	Code S92.152S	Description Displaced avul	sion fracture (chip fracture) of le	eft talus, sequela					
			Service Date	es are:* 05/06/2025		3	Expected Acute Discharge Date:* 05/06	6/2025			Save & Next
EVI(Jore	e									

Create a Case – Ordering Physician

1. Enter the **Ordering Physician** details. If you do not know the NPI number, start typing the provider name, and the corresponding NPI number will auto-populate and allow you to select the correct provider. To save the provider details, click the **"Save & Next**" button

Announcements Home Search/Start Case	e Claim Search CareCore National Portal Post Acute Care	
Announcements Home Member / Case Look U		
A PATIENT & CASE LOOKUP	SERVICE DETAILS	
Patient Lookup	Member Insurer: Image: TEST Member ID: 1122334402 Health Plan/Program: 41H First Name: TEST Last Name: MEMBER Date of Birth: 12/16/1955 Gender: MALE Service Selection Service Category: Skilled Nursing Facility ICD10 Code: S92.152: Start Date of Care: 05/06/2025	
Member ID: 1122334402	Ordering Physician	
First Name:	Ordering Physician Search: Physician Name	
Reset Search *Select the Insurer, Date of Birth and Member ID or Patient First Name and Last Name	1237894562 TEST PHYSICIAN	Save & Next
Case/Auth Lookup Case ID Auth Number Search		
EviCore		

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Create a Case – Requesting and Servicing Provider

Enter the **Requesting Provider** and **Servicing Provider** details. If you do not know the NPI number, start typing the provider name, and the corresponding NPI number will auto-populate and allow you to select the correct provider. To save the provider details, click the **"Save & Next"** button

Announcements Home Search/Start Cas	e Claim Search CareCore Nationa	Portal Post Acute Care												
Announcements Home Member / Case Look	Up													
	SERVICE DETAILS													
Patient Lookup	In Member Fi	surer: Member ID: 1122334 st Name: TEST Last Name: MEMBER Date of Birth: 1:	402 Health Plan/Program: 4 2/16/1955 Gender: MALE	1H										
Date of 12/16/1955	Service Selection Sta	rice Category : Skilled Nursing Facility ICD10 Code : S92.152S t Date of Care : 05/06/2025 Expected Acute Discharge Date : 05	/06/2025					Ø						
Member ID: 1122334402	Ordering Physician Phy NPI	Ordering Physician Name: TEST PHYSICIAN NPI : 1237894562												
0	Provider Information													
First Name: Last Name:	Requesting Provider													
Reset Search	Search:*													
* Select the Insurer, Date of Birth and Member ID or Patient First Name and Last Name	Select Facility Type :	~ 	Network ID	T 10	NDI	Dhama	F -11							
Case/Auth Lookup	TEST HOSPITAL	Address 123 EVICORE WAY	Network ID	147258741	NPI 1471237890	Phone	Fax							
Case ID Auth Number	Phone:* 999-999-9999	Fax:* 888-888-8888												
Search	Servicing Provider	Check this box if Servicing Provider is not yet known for post-acute care providers.												
	Provider Name		Network ID	Tax ID	NPI	Phone	Fax							
EviCore	TEST SERVICING PROVIDER	123 EVICORE WAY		352352222	1237894561	1112223333		Save & Next						

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Create a Case – Verify Details

The next screen will show all details related to the service line. This will allow you to review and edit by clicking the "pencil" icon. Click the **Save Service** button to move forward.

Announcements Home Search/Start Cas	se Claim Search CareCore N	ational Portal Post Acute Care	
Announcements Home Member / Case Look	k Up		
Q PATIENT & CASE LOOKUP	SERVICE DETAILS		
Patient Lookup	Member	Insurer: Member ID: 1122334402 Health Plan/Program: 41H First Name: TEST Last Name: MEMBER Date of Birth: 12/16/1955 Gender: MALE	
Date of 12/16/1955	Service Selection	Service Category : Skilled Nursing Facility ICD10 Code : S92.152S Start Date of Care : 05/06/2025 Expected Acute Discharge Date : 05/06/2025	
Member ID: 1122334402	Ordering Physician	Physician Name : TEST PHYSICIAN NPI : 1237894562	Ø
First Name:	Provider Information	Requesting Provider Name : TEST HOSPITAL Servicing Provider Name : TEST SERVICING PROVIDER	Ø
Last Name:			Save Service
Reset Search Select the Insurer, Date of Birth and Member ID or Patient First Name and Last Name			
Case/Auth Lookup			
Search			



Create a Case – Upload Clinicals

Attach the required clinical documents. Here you will be able to enter additional notes by typing in the Clinical Notes text box.

Announcemen	ts Home	Search/Start	Case	Claim Search C	areCore National Portal	Post Acute Care								
Announcement	s Home	Member / Case I	Look Up											
C PATIENT 8	CASE LOOKU	þ		CASE DETAIL										
Patient Lookup)							1 10 1100004400		411				
Insurer:*	10/16/1055	~		Member	First Nam	e: TEST L	ast Name: MEMBER	Date of Birth: 12/1	6/1955 Gender: N	MALE				
Birth:*	12/16/1955			Services	Total Servio	ces: 1								+
Member ID:	1122334402			Action	Referral ID	Service Requested	Auth Number	Submit Date	Decision Status	Start of Care Date	Authorization End Date	ICD Codes	ICD Verison	
or				Edit	0	SNF		5/1/2025		5/6/2025	Not Provided	S92.152S	10	÷
					M								1 - 1 of 1 iter	ns
First Name:														
Last Name:				Notes & Attachments										
	Reset	Search		Attachments										
*Select the Insure or Patient First N	er, Date of Birth an ame and Last Nan	d Member ID ne		Warning: Please be sur	e and review that the attac	hments or notes apply to	this case. Adding clinical inf	ormation to the wrong case	e could result in a HIPAA vio	lation.				
Case/Auth Loc	kup			Please upload the follo	wing applicable document	ation: eviCore prior author	ization form, Face Sheet, PN	ИН, H&P, Diagnostic test, La	abs results , Consult, Therap	y notes, Discharge summa	ry, Medication list, Notes			
Case ID	O Auth Numb	ber		File Name										
		Search			·									Browse
	_			Clinical Notes										
				Note Text										
				Maximum Character lin	nit on each note is 1000.	Us ONI dete	se this clinica <u>_Y</u> – e.g. anyt ermination. P here. All clir	al notes text hing that is e Please do NC nical notes sl	box for <u>clinic</u> extenuating o)T copy and hould be atta	cal information or important paste inform iched instea	tion to the nation d.			
Ev By E		e +												Save

Create a Case – Submit Case

Once you Save and Submit, you will get a pop-up message which will verify your Case has been submitted to eviCore for review and authorization determination.

Announcements Home Search	h/Start Case	Claim Search	CareCore National Porta	al Post Acute Care									
Announcements Home Member ,	/ Case Look Up												
A PATIENT & CASE LOOKUP	•	CASE DETAIL											
Patient Lookup			Insurer:			Member ID: 1122334	402 Health Plan/Program	n: 41H					
Insurer:*	~	Member	First Nar	ne: TEST L	ast Name: MEMBER	Date of Birth: 1	2/16/1955 Gender:	MALE					
Date of 12/16/1955		Services	Total Serv	ices: 1									
Member ID: 1122334402		Action	Referral ID	Service Requested	Auth Number	Submit Date	Decision Status	Start of Care Date	Authorization End Date	ICD Codes	ICD Verison		
o		Edit	0	SNF		5/1/2025		5/6/2025	Not Provided	S92.152S	10	÷	
•												1 - 1 of 1 items	
First Name:													
Last Name:		Natas 9 Attachments			acknowledge that this red	quest IS NOT clinically urge	nt regardless of documenta	tion attached or					
Reset Search		Notes & Attachments	, 	Addit	ionally, I acknowledge to I	being informed of the appr	opriate method for submiss	ion of clinically urgent					
*Select the Insurer Date of Pirth and Membe		Attachments		1.4 d	elav in care could serious	sly jeonardize the life or he	alth of the natient or the nati	ent's ability to regain					
or Patient First Name and Last Name				chments or notes a maximaximaximaximaximaximaximaximaximaxi	maximum function. 2. In the opinion of a provider, with knowledge of the member's medical condition, indicates a delay in care								
		Please upload the fo	llowing applicable documer	would ntation: eviCore prior	would subject the member to sever pain that cannot be adequately managed without the care or treatment requested in the prior authorization.								
Case/Auth Lookup	_				also further acknowledge	e that the clinical information	on submitted to support this	authorization request is					
Case ID Auth Number		File Name		to pro	ate and specific to this m wide at this time.	ember, and that all informa	tion has been provided. I ha	ve no further information					
	_			Pleas	e ensure that both fields I	have been checked as you	will not be able to proceed t	o the clinical collection					
Search	n				WAVI DROCESS	1	Print Cance	I Submit Case				Brow	rse
		Clinical Notes											
		Note Text											
		Maximum Character	limit on each note is 1000										
		Maximum character	minit on each note is 1000.										
					Case submitted succ	essfully.							
EviCoro													
								(ОК				

Searching a Submitted Request



Search Case Status

Once a request has been submitted, the member will show up on the user's HOME tab. If you have recently submitted a case, it is important to choose "**Refresh Data**" for both pending and recently submitted cases. To review case details, double-click on the case.





Search Case Status – Decision Status Descriptions

Once a request has been submitted, the member will show up on the user's HOME tab. If you have recently submitted a case, it is important to choose "**Refresh Data**" for both pending and recently submitted cases.



Recently Submitte	d Cases			additional Provider action				in the second se					
Start Date : 12/26/2	2024 🗰 End Da	te: 03/26/2025					Clear Filters Refresh Data Save Preference 🗌 Only My Po						Only My Portal Cases
Upload ~	Case Number 🗸 🗸	Insurer Name ~	Patient Name	✓ Date Of Birth ✓	Service Requested	ServiceType	~	Servicing Provider	Decision Status	v	Authorization Number 🗸	Start Date Of Care	\sim Authorization End Date \sim
	197646	Johns Hopkins Healthcare	LNAME FNAME	06/19/1933	SNF			ABC SKILLED REHAB	ACTIVE			03/31/2025	•
									1-1 of				1 - 1 of 1 items

- "Recently Submitted Cases" section:
 - Active Actively working the case and no decision has been made
 - Authorized Authorization is complete and approved. If the case is marked in RED, additional clinical is needed for concurrent review
 - Denied Request has been denied
 - Pending eviCore requires additional review



Search Case – Case Lookup – Active

When you open the case, you will see additional Authorization details and Decision Status. Make a note of the Case ID, authorization number if applicable, authorization expiration date, and total quantity approved. Decision letters are posted under the "Additional Documents" tab.

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Announcements Home Search/Start Case Claim Search CareCore National Portal	Post Acute Care	
Announcements Home Member / Case Look Up Case Summary - Not Provided 💈		
CASE SUMMARY		
Case/Authorization		
Case ID: 197646 Authorization Number:	Not Provided Service Requested: SNF	Bill Code: Not Provided
Rev Code: 191 Start of Care Date: 03/	Authorization Expiration Date: Not Provided	Total Quantity: Not Provided
Decision Date: Not Provided Decision Status: ACTIV	VE Post Acute Care Facility Discharge Date: Not Provided	Expected Acute Discharge Date: 03/31/2025
Ordering Physician: ORDERING PHYSICIAN NOT PROVIDED		
Denial Rationale: N/A		
Patient	Requesting Provider	Servicing Provider

First Name:	LNAME	
Last Name:	FNAME	
Date of Birth:	06/19/1933	
Address:	123 STREET , CITY, MD, 21102	
Phone:	1112223333	
Member Plan ID: 100002914		

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Requesting Provider		Servicing Provider	
Name:	ABC HOSPITAL	Name:	ABC SKILLED REHAB
Address:	5401 OLD COURT RD RANDALLSTOWN MD 21133	Address:	7355 FURNACE BRANCH RD , GLEN BURNIE, MD, 21060
Phone :	999-999-9999	Phone:	Not Provided
Fax :	888-888-8888	Fax:	Not Provided
Tax ID:	521372665	Tax ID:	201418557
		NPI:	1922129501

ICD Codes		Additional Documents
ICD Code: ICD Code Version:	S92.151S 10	File Name
EviCor	e	

Concurrent Review Process



Concurrent Review Process

Return to the Home screen. Under "Recently Submitted Cases", locate the patient whom you would like to upload clinicals. Select the "Upload" link, attach the clinical record, select "Open", and the file will be uploaded to the patient's EviCore chart in real time.

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Announcements Home Search/Start Case Claim Search Payment Status CareCore National Portal Post Acute Care	
Announcements Home Member / Case Look Up	
*Cases in RED font require Provider action	
Pending Cases for the last 7 days	× 2 🗎 I
	Clear Filters Refresh Data Save Preference
Upload Case Number Insurer Name Patient Name Date Of Birth Service Requested Service Type Servicing Provider Decision Status Authorization Name	umber $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$
	No items to display

Recently S	ubmitted Cases	🕞 💬 💌 🚠 🔸 Libraries 🔸 Documents 🔸 PORTAL DOCUMENTS 🗢 🕹	Warning message if attachment is too	8 2 🖹 🕹
Start Date :	12/26/2024	Organize New folder	large. Limit of 5MB/5000KB	ence 🗌 Only My Portal Cases
Upload	✓ Case Num	Yes Documents library Arrange State PORTAL DOCUMENTS Arrange		$ \sim $ Authorization End Date $ \sim $
	294224	Desktop Name Date modified Type Size Authors Authors	myevicoreportalqa.us.medsolutions.com says	03/21/2025
Upload	294354	PORTAL DOCUMENTS CHEVICORE TESI PATIENI CLINICAL DOCUMENTS SS 3/14/2018 8:L3 AM Adobe Acrobat Document 1,082 hb	Attachment size exceeds the allowable limit of 5MB	03/24/2025
Upload	294409		ок	03/28/2025
Upload	294467			03/31/2025
	293704		myevicoreportalstg.us.medsolutions.com says	03/05/2025
			51 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 - 5 of 5 items
		·	File Uploaded Successfully	
		File name: TEST BCBSM PA FORM FOR PORTAL 0318	ОК	

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EviCore Provider Portal Support



Portal Support Services: Available Monday through Friday, 8:00 a.m. – 7:00 p.m. EST





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