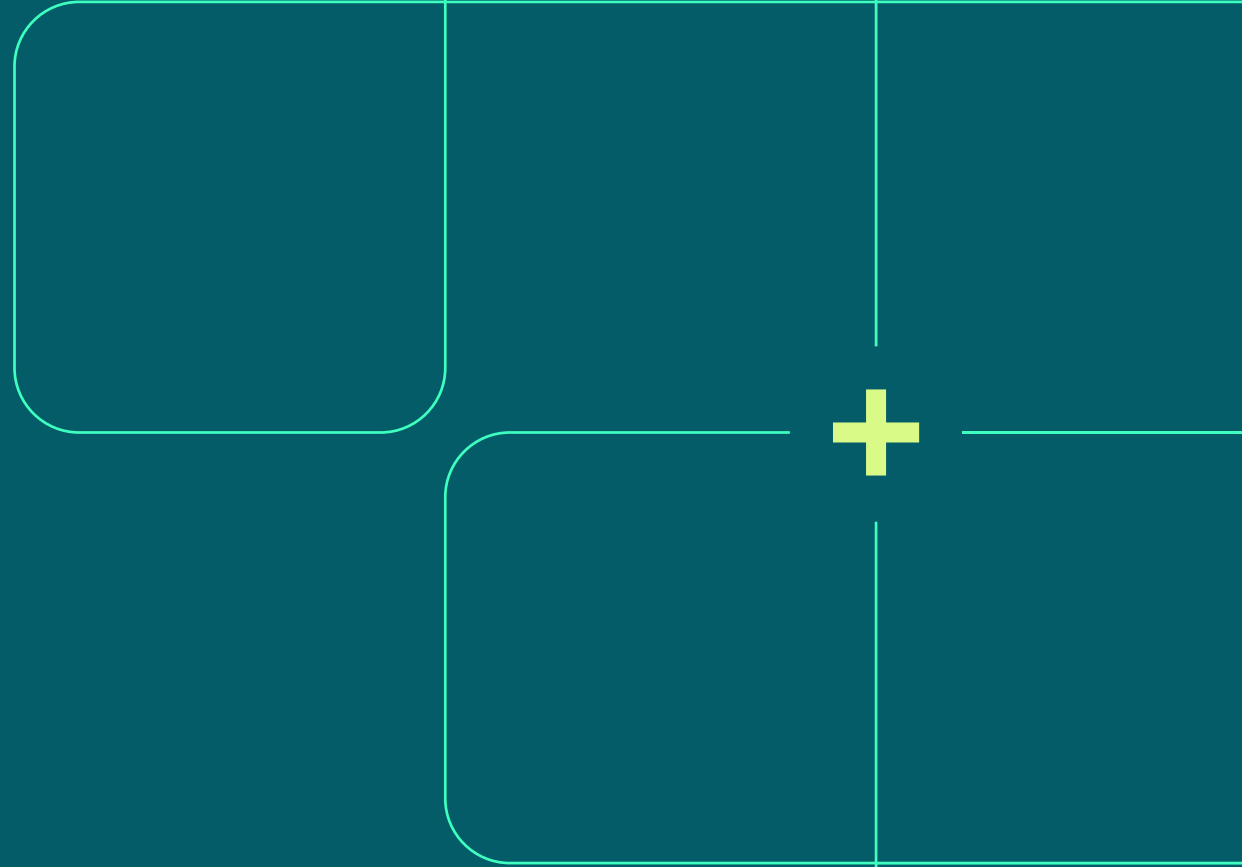


# Medical Oncology

SummaCare



# Agenda

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## **Solutions Overview**

Medical Oncology Services

## **Submitting Requests**

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

## **EviCore Provider Portal**

Overview, Features & Benefits

## **Provider Resources**

## **Questions & Next Steps**

## **Appendix**

# Solution Overview

# SummaCare Prior Authorization Services

---

## Applicable Membership

- Commercial
- Medicare

## Prior authorization applies to the following services

- Outpatient
- Elective/Non-emergent

## Prior authorization does NOT apply to services performed in

- Emergency Rooms
- Observation Services
- Inpatient Stays



**It is the responsibility of the ordering provider to request prior authorization approval for services.**

# 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](http://www.EviCore.com)

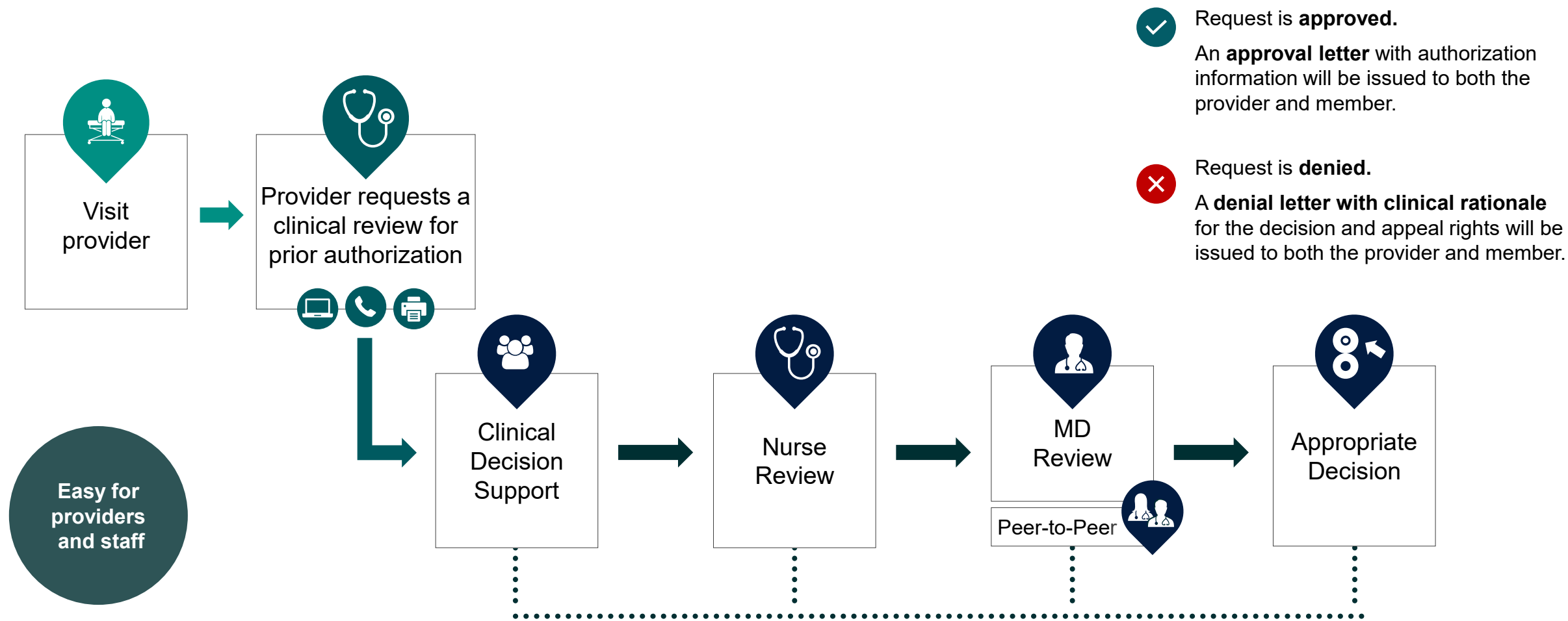


**Phone: 888-996-8710**

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

**Fax: 800-540-2406**

# Utilization Management | Prior Authorization

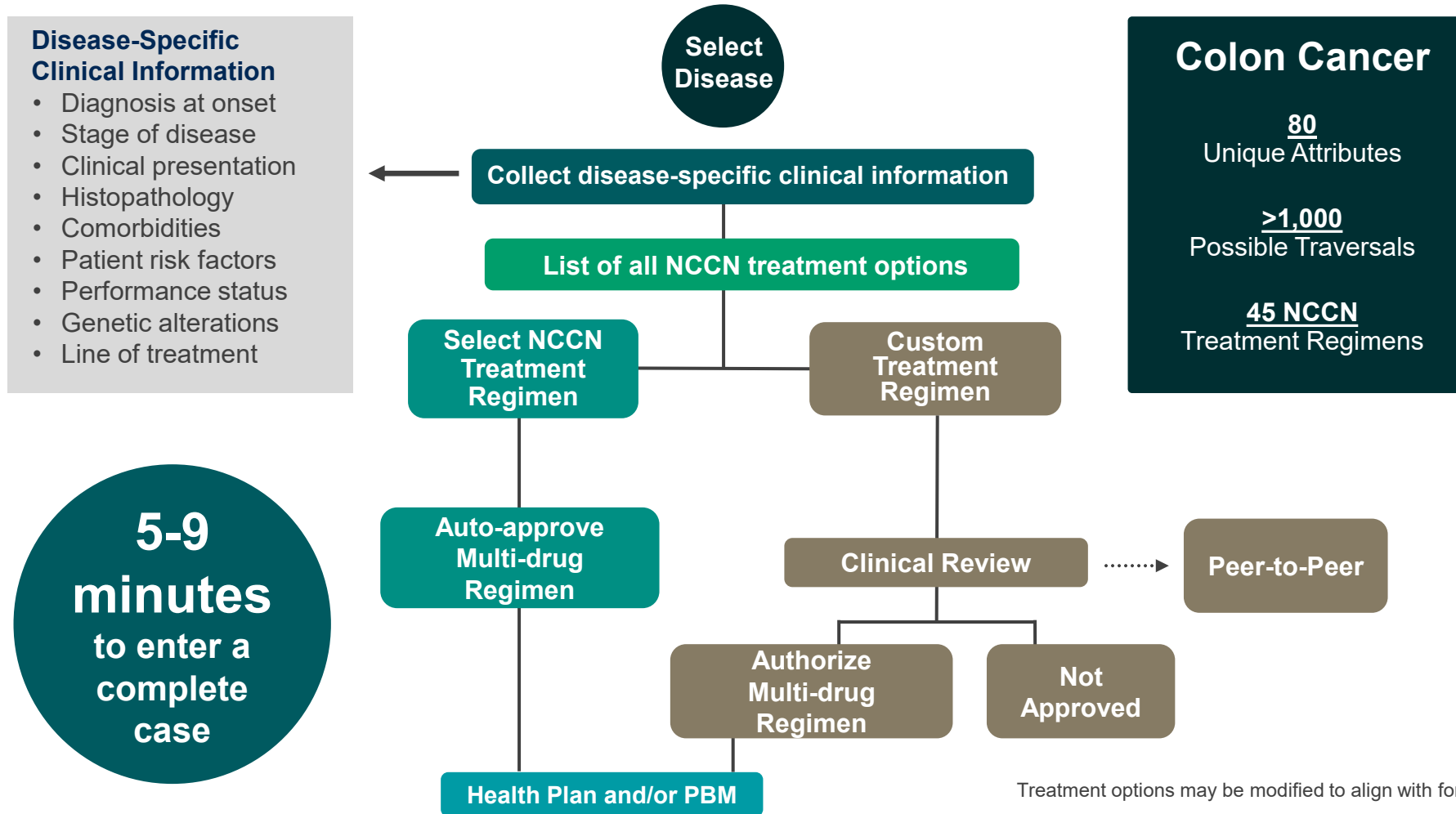


# Scope of the Medical Oncology Program

What types of drugs are included?	<ul style="list-style-type: none"><li>• The following types of drugs are included if being used to treat cancer<ul style="list-style-type: none"><li>• <i>Primary Injectable and Oral Chemotherapy – Part B medications only (Medicare Specific)</i></li><li>• <i>Supportive Medications given with Chemotherapy</i></li></ul></li><li>• The list of affected drugs can be viewed on <a href="https://www.EviCore.com/resources/healthplan/summacare_apex">https://www.EviCore.com/resources/healthplan/summacare_apex</a></li><li>• Additionally, drugs covered under this program, but being used to treat non-cancer conditions may still require prior authorization through SummaCare. Contact the number on the ID card to confirm requirements.</li></ul>
What is covered in my authorization?	<ul style="list-style-type: none"><li>• All drugs that are included in the treatment regimen – there are no partial approvals.</li><li>• The HCPC codes associated with the approved drugs</li><li>• The time period indicated on the authorization (8-14 months)</li></ul>
How often do I need to update my authorization?	<ul style="list-style-type: none"><li>• When the authorization time has expired.</li><li>• When there is a change in treatment including new or different drugs.</li><li>• An update is not need if an approved drug is no longer being administered as a part of the approved regimen.</li></ul>

# Medical Oncology Solution Defines a Complete Episode of Care

## EviCore Medical Oncology Guideline Management



Treatment options may be modified to align with formulary.



# Clinical Information Needed

---

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

- Patient's clinical presentation.
- Diagnosis codes.
- Type and duration of treatments performed to date for the diagnosis
- Disease-specific clinical information:
  - ✓ Diagnosis at onset
  - ✓ Stage of disease
  - ✓ Clinical presentation
  - ✓ Histopathology
  - ✓ Comorbidities
  - ✓ Patient risk factors
  - ✓ Performance status
  - ✓ Genetic alterations
  - ✓ Line of treatment



# Non-Clinical Information Needed

---

## The following information must be provided to initiate the prior authorization request:

### Member Information

EviCore requires name (first and last) and one additional identifier from the list below:

- Date of birth
- Correct case number/Episode ID
- Member identification number
- Full address (Street, City, State and zip code)
- Full phone number including area code
- Driver's license number or other government-issued ID

### Ordering Physician Information

- First and Last Name
- Practice Address
- Individual National Provider Identification (NPI) Number
- Tax Identification Number (TIN)
- Phone and Fax Numbers

### Rendering Facility

- Facility name
- Address
- National provider identifier (NPI)
- Tax identification number (TIN)
- Phone & fax number



# 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.

# Pre-Decision Options | Medicare Members

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

Before a denial decision is issued on Medicare cases, EviCore will notify providers telephonically and in writing. From there, additional clinical information must be submitted to EviCore in advance of the due date referenced.

**There are three ways to supply the requested information:**

1. **Fax to 800-540-2406.**
2. **Upload** directly into the case via the provider portal at [EviCore.com](https://www.EviCore.com).
3. **Request a Pre-Decision Clinical Consultation.**  
This consultation can be requested via the EviCore website, and must occur prior to the due date referenced in the notification.

**PLEASE NOTE:** 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 to the provider and member, and status will be available on [EviCore.com](https://www.EviCore.com).**



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

# Prior Authorization Outcomes

## Determination Outcomes:

- **Approved Requests:** Authorizations are valid for up to **240-425 calendar days** from the date of approval. Please refer to the authorization notification for specific timeframe.
- **Partially Approved Requests:** In instances where multiple CPT codes are requested, some may be approved and some denied. In these instances, the determination letter will specify what has been approved as well as post decision options for denied codes, including denied Site of Care (if applicable).
- **Denied Requests:** Based on evidence-based guidelines, if a request is determined as inappropriate, a notification with the rationale for the decision and post decision/ appeal rights will be issued.

## Notifications:

- Authorization letters will be faxed to the ordering provider.
- Web initiated cases will receive e-notifications when a user opts to receive.
- Members will receive a letter by mail.
- Approval information can be printed on demand from the EviCore portal:  
[www.EviCore.com](http://www.EviCore.com)

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# Special Circumstances

---

## Retrospective (Retro) Authorization Requests

- EviCore is not delegated retro reviews for SummaCare.

## 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 to 72 hours.



# Special Circumstances

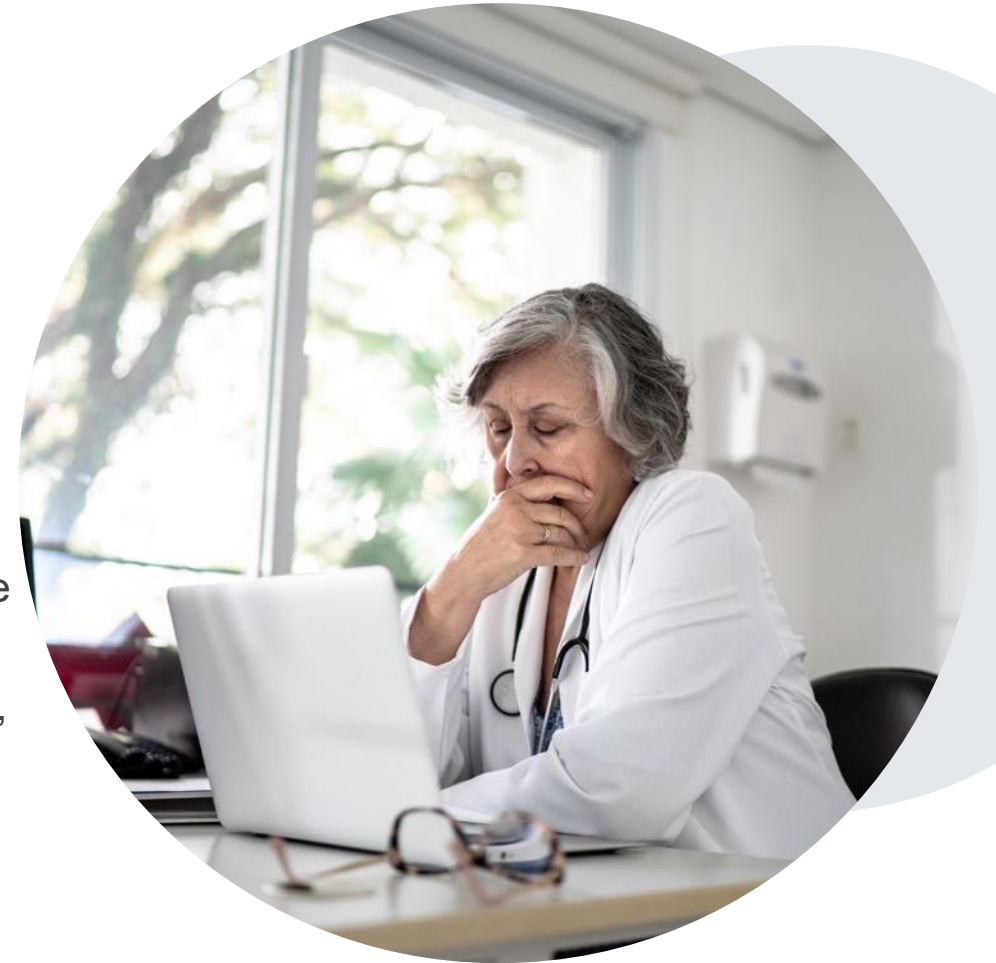
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## Alternative Recommendations

- 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 **888-996-8710**.
- 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).
- If the authorization is not updated, it may result in a claim denial.



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By EVERNORTH



# Post-Decision Options | Commercial 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 **888-996-8710** 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

- Although SummaCare does not allow a commercial case to be overturned via peer-to-peer (P2P) after it has been denied, requests for a consultative P2P are always welcome.

### Appeals

- EviCore will process first-level appeals. Please refer to the denial letter for instructions.
- 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 to the ordering provider.



# 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

- EviCore **will not** process first-level appeals for Medicare members.



# EviCore Provider Portal

# EviCore Provider Portal | Access and Compatibility

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

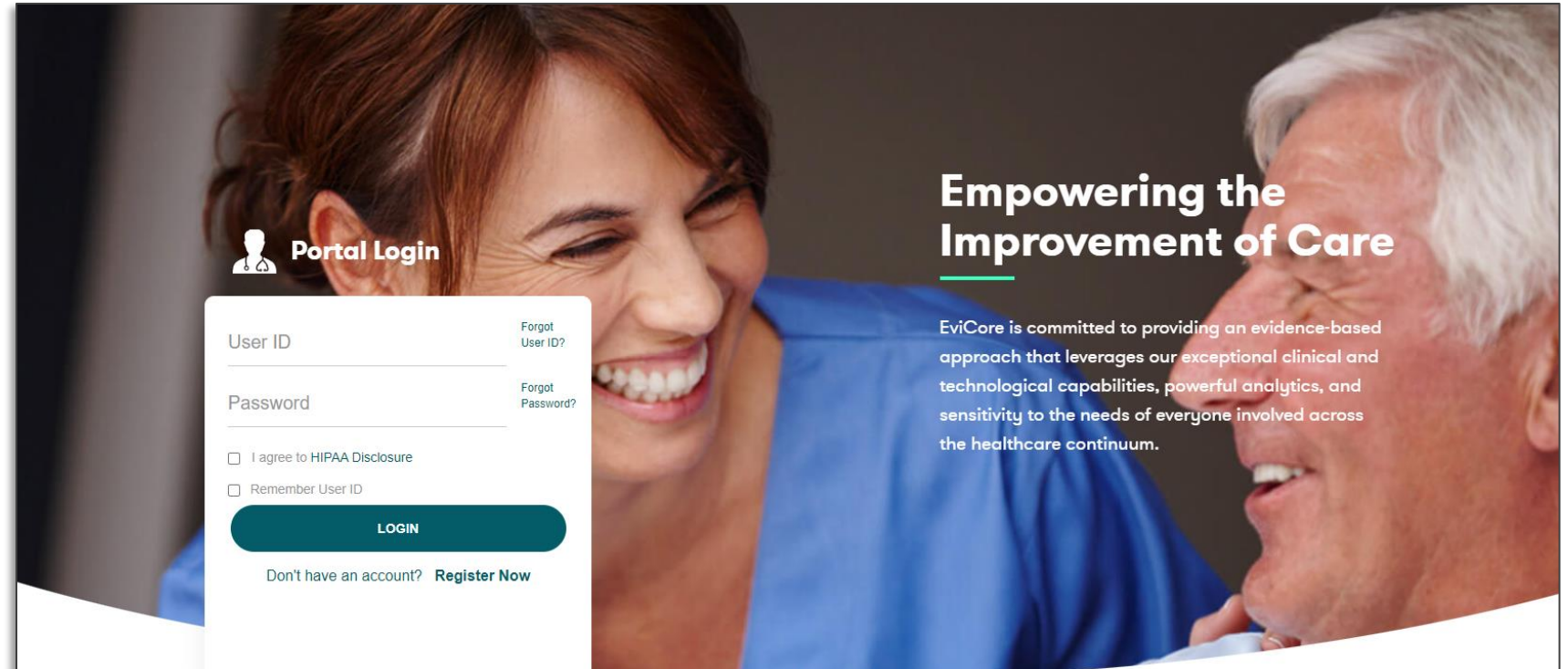
To access resources on the EviCore Provider Portal, visit [EviCore.com/provider](https://EviCore.com/provider)

**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

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Web Portal Preference

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.

Default Portal\*:

User Information

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

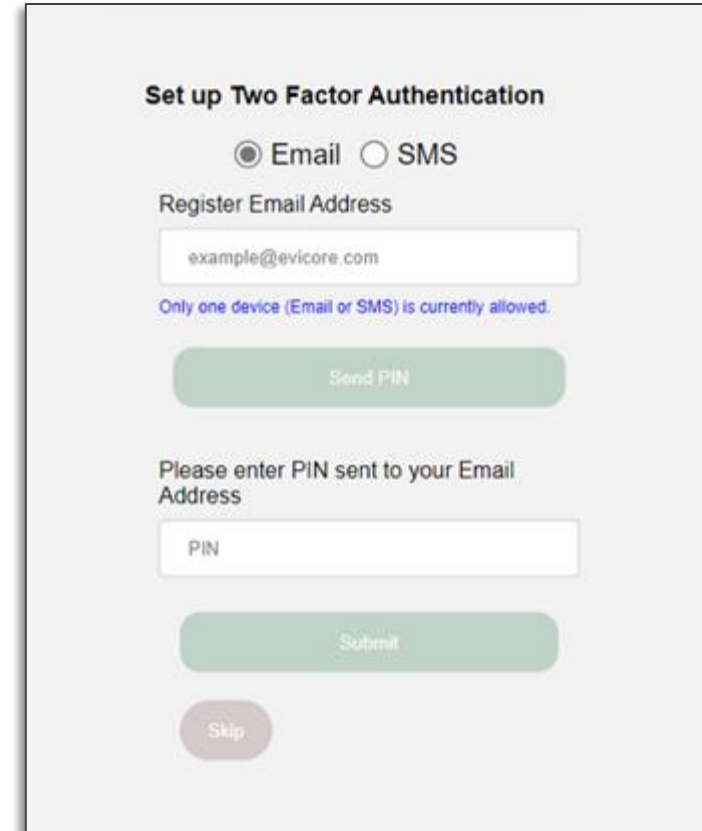
User Name*:	<input type="text"/>	Address*:	<div><input type="text"/> <input type="text"/></div>	
Email*:	<input type="text"/>			
Confirm Email*:	<input type="text"/>	City*:	<input type="text"/>	
First Name*:	<input type="text"/>	State*:	<input type="text" value="Select"/>	Zip*:
Last Name*:	<input type="text"/>	Office Name:	<input type="text"/>	

- 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.

# 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.**
- Once you select **Send PIN**, 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.



The screenshot shows a web form titled "Set up Two Factor Authentication". It has two radio buttons: "Email" (selected) and "SMS". Below this is a text input field labeled "Register Email Address" containing the text "example@evicore.com". A small blue note below the field states "Only one device (Email or SMS) is currently allowed." Below the field is a green "Send PIN" button. Further down is another text input field labeled "Please enter PIN sent to your Email Address" with the placeholder text "PIN". Below this field is a green "Submit" button and a grey "Skip" button.



# 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**.
- 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.

**Manage Your Account**

Office Name:  
Address:

Primary Contact:  
Email Address:

**ADD PROVIDER**

Click Column Headings to Sort

No providers on file

**CANCEL**

**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**

# Initiating a Case

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
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Welcome to the CareCore National Web Portal. You are logged in as

**REQUEST AN AUTH**

**RESUME IN-PROGRESS REQUEST**

**SUMMARY OF AUTH**

**AUTH LOOKUP**

**MEMBER ELIGIBILITY**

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



# Select Program

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
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## Request an Authorization

To begin, please select a program below:

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

CONTINUE

[Click here for help](#)

- Select the **Program** for your certification.

# Clinical Certification Request | Search and Select Provider

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
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### Requesting Provider Information

Select the ordering provider for this authorization request.

Filter Last Name or NPI:

SEARCH

CLEAR SEARCH

	Provider
SELECT	

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

CONTINUE

[Click here for help](#)

- Search for and select the **Provider/Group** for whom you want to build a case. This is the list of providers you added to your account.
- If the **Provider/Group** is not on your list of providers added to your account, you can now **Search by NPI**.

# Clinical Certification Request | Search and Select Provider

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

### Requesting Provider Information

Select the ordering provider for this authorization request.

Filter Last Name or NPI:

SEARCH

CLEAR SEARCH

Provider
<div>SELECT</div>

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

	Practitioner Name	NPI	Address	City	State	ZipCode	Phone	Fax
<div>SELECT</div>								

BACK

CONTINUE

[Click here for help](#)

- Once the provider is found by searching **NPI**, the line will turn gray to indicate they are selected.

### Attention!

Do you want to add this NPI ( ) to your account for future requests ?

YES

NO

By choosing **YES**, the practitioner will be added to the provider list in your account.

# Clinical Certification Request | Select Health Plan

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
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## Choose Your Insurer

Requesting Provider:

Please select the insurer for this authorization request.

Please Select a Health Plan ▼

BACK

CONTINUE

[Click here for help](#)

- Choose the appropriate **health plan** for the request.
- Another drop down will appear to select the appropriate address for the **provider**.
- Click **CONTINUE**.

# Clinical Certification Request | Enter Contact Information

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 Your Contact Info

Provider's Name:\*  [?]

Who to Contact:\*  [?]

Fax:\*  [?]

Phone:\*  [?]

Ext.:  [?]

Cell Phone:

Email:

☒ Receive notification of case status changes. Please enter email address in box above.

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](#)

- Enter/Edit the **provider's name** and appropriate information for the point of contact.
- Practitioner name, fax, and phone will pre-populate; edit as necessary.

The e-notification box is checked by default to enable email notices for any updates on case status changes. Make sure to uncheck this box if you prefer to receive faxed notices.

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# Clinical Certification Request | Enter Member Information

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
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### Patient Eligibility Lookup

Patient ID:\*

Date Of Birth:\*

MM/DD/YYYY

Patient Last Name Only:\*

[?]

When entering patient details, please review and confirm the spelling of the patient's name. Verify accuracy of the patient's ID and date of birth.

ELIGIBILITY LOOKUP

BACK

[Click here for help](#)

- Enter **member information**, including patient ID number, date of birth, and last name.
- Click **ELIGIBILITY LOOKUP**.

Search Results						
	Patient ID	Member Code	Name	DOB	Gender	Address
<div>SELECT</div>		01			F	
<div>BACK</div> <div><a href="#">Click here for help</a></div>						

- Confirm the patient’s information and click **SELECT** to continue.

# Patient History Screen

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 EviCore, authorization numbers and dates, and clinical summaries based on the information provided through the request process.

## Clinical Certification

Reviews						
Date	Physician	Case #	Cancer Type	Treatment	Status	
3/04/2019			Colorectal	5-Fluorouracil (5FU; Aduvicol), Brentuximab Vedotin (Adcetris)	Pending	<a href="#">VIEW HISTORY</a>
8/02/2018			Colorectal	Oxaliplatin (Eloxatin)	Approved	<a href="#">VIEW HISTORY</a>
2/13/2017			Multiple Myeloma	Cyclophosphamide - inj (Cytoxan; Endoxan-Asta)	Approved	<a href="#">VIEW HISTORY</a>

[EXIT DETAIL](#)

**Case Summary**

Review Status: Approved

Approved HCPCS code: Undetermined

Treatment: Undetermined

Review Date: 2/13/2020

Determination Date: 2/13/2020

Start Date: 3/1/2020

Expiration Date: 10/27/2020

**Review History**

Indicate  
Specify  
Please  
Please  
Was the  
Has the  
Enter the  
Histology  
Microsatellite  
Initial  
Select  
Select  
Cape  
evening  
per cycle

own enter "00" for MM. 01/2020  
stability-low (MSI-L) or microsatellite-stable (MSS)  
omy  
Pharmacy. PO twice daily on days 1 (beginning in the  
platin: 130 Mg/m2 for a duration of 18 with 1 doses  
of service: Office Provider 11

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

# Clinical Certification Request | Procedure and Diagnosis Codes

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

### Requested Service + Diagnosis

This procedure will be performed on 5/6/2024. [CHANGE](#)

#### Musculoskeletal Management Procedures

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

Don't see your procedure code or type of service? [Click here](#)

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

#### Diagnosis

Select a Primary Diagnosis Code (Lookup by Code or Description)

LOOKUP

Trouble selecting diagnosis code? Please follow [these steps](#)

Select a Secondary Diagnosis Code (Lookup by Code or Description)

Secondary diagnosis is optional for Musculoskeletal Management

LOOKUP

BACK

[Click here for help](#)

Select the CPT and Diagnosis codes.

- For primary **Chemotherapy** requests, the CPT code will be **CHEMO**.
- For **Supportive Therapy** requests, the CPT code will be **SPORT**.
- **NOTE:** The diagnosis code selected must equate to a cancer indication. Non-cancerous ICD10 codes are not managed under the Medical Oncology Program.



# Clinical Certification Request | Site Selection

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
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**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:

Zip Code:

Site Name:

TIN:

City:

☐ Exact match

☒ Starts with

LOOKUP SITE

- Search for the **site of service** where the procedure will be performed (for best results, search with NPI, TIN, **or** zip code).
- **Select** the specific site where the procedure will be performed.

# Clinical Certification Request | Clinical Certification

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
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## Proceed to Clinical Information

You are about to enter the clinical information collection phase of the authorization process.

Once you have clicked "**CONFIRM AND 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 online request, be sure to complete the clinical review before exiting the system. Even if you will be submitting additional information at a later time, please continue through the final summary page. Failure to formally submit your full request will cause the record to expire with no additional correspondence from eviCore.

☐ 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

- Verify that all information is entered and correct.
- Check the acknowledgement statement.
- **You will not have the opportunity to make changes after this point.**

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# Clinical Certification Request | Standard or Urgent Request

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

### 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 :

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

☐ 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

### Clinical Upload

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.

Required Medical information checklist

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

Choose FileNo file chosen

Choose FileNo file chosen

Choose FileNo file chosen

Choose FileNo file chosen

Choose FileNo file chosen

UPLOAD

### Proceed to Clinical Information

Is this case Routine/Standard?

YES

NO

- If the case is **standard**, select **Yes**.
- If your request is **urgent**, select **No**.
- When a request is submitted as urgent, you will be **required** to upload relevant clinical information.
- Upload up to **FIVE** documents. (.doc, .docx, or .pdf format; max 5MB size)
- Your case will only be considered urgent if there is a successful upload.

# Clinical Information

**Proceed to Clinical Information**

1 Indicate the Cancer Type:

Colon/Rectal Cancer ▼

- Anal
- Bladder
- Bone
- Brain and Spinal Cord Tumors (CNS Tumors)
- Breast
- Breast Cancer Risk Reduction
- Cervical Cancer
- Colon/Rectal Cancer**
- Endometrial Cancer
- Ewing's Sarcoma
- Gallbladder Cancer
- Gastric/Esophageal Cancer
- Gestational Trophoblastic Neoplasia (GTN)
- Hairy Cell Leukemia
- Head and Neck Cancers
- Hepatic (Liver) Cancer

**SUBMIT**

☐ Finish Later

**Did you know?**  
You can save a certification request to finish later.

The Clinical pathways begin with selection of the cancer type. This will dictate the questions that will be asked in the following screens. All cancer types covered by NCCN are available and an “Other” option is included for rare cancers not addressed by NCCN.

# Exclusion Confirmation

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

### Proceed to Clinical Information

Please select all of the following that apply:

☐ The patient is participating in a clinical trial that includes cancer treatment drugs

☐ The requested drug is being used to treat a condition other than cancer

☐ The treatment will be administered inpatient

☐ CAR-T Therapy

☐ This request is for a Stem Cell Transplant conditioning regimen

☐ None of the above

SUBMIT

Exclusions are confirmed, if applicable

# Clinical Pathway

## Clinical Certification

Initial AJCC (Pathologic stage) Stage at DIAGNOSIS:

- ☐ 0
- ☐ I
- ☐ IIA
- ☐ IIB
- ☐ IIC
- ☐ IIIA
- ☐ IIIB
- ☐ IIIC
- ☐ IV
- ☐ Unknown

SUBMIT

Select treatment type:

- ☒ Chemotherapy after surgery (Adjuvant)
- ☐ Therapy for a patient who is locally unresectable or medically inoperable
- ☐ Neoadjuvant chemotherapy for clinical T4b disease prior to colectomy

SUBMIT

### High Risk Pathologic Features

- <12 nodes examined
- Poorly differentiated histology
- Lymphatic/vascular or perineural invasion
- Bowel Obstruction
- Localized perforation
- Close, indeterminate or positive margins

Most recent entry for this patient: None

Does the patient have high risk factors for recurrence? (see description above)

☒ Yes ☐ No

KRAS/NRAS Result:

- ☒ Wild Type (no mutation)
- ☐ Mutation Positive
- ☐ Testing Not Completed/Unknown Status

SUBMIT

The user will be asked a series of questions necessary to generate the recommended treatment list for the patient being treated. A typical traversal will have between 5 and 12 questions based on the complexity of the cancer. The system will dynamically filter to only the minimum number of questions needed to complete the review. Almost all answers are in drop down or click selection to allow for quick entry.

# Clinical Pathway | Review History

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

The screenshot shows a web form titled "Proceed to Clinical Information". On the left is a sidebar with a progress bar at the top labeled "80% Complete". Below the progress bar are three sections: "Provider and NPI", "Patient", and "Service", each with a "SELECT" button. The main content area has the heading "Proceed to Clinical Information" and a sub-heading "Most recent entry for this patient: None". Below this are three radio button options: "Menopausal Status" (selected), "Premenopausal", and "Postmenopausal (natural, ovaries removed, or drug-induced)". A "SUBMIT" button is located below these options. A red arrow points from the "SUBMIT" button area to a "Review History" link. Below the "Review History" link, there are two questions: "1. Indicate the Cancer Type:" with "Breast" selected, and "2. Please select the Place of Service for this request:" with "Office" selected. At the bottom left is a "Finish Later" checkbox. At the bottom right is a blue box with the text "Did you know? You can save a certification request to finish later."

- **Review History** can be used to go back and change the answer to a previous question if necessary.
- Answers to previous questions are displayed for reference.
- Going back and changing an answer will prompt subsequent questions to be re-answered.

# Select Treatment Regimen

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

80% Complete

Provider and NPI

Patient

Service

Clinical Certification

The treatment options below reflect the recommendations of the National Comprehensive Cancer Network (NCCN) based on the clinical information submitted.

- NCCN Categories of Preference identifies regimens that are superior in terms of efficacy, safety, and evidence and when appropriate, affordability. The health plan is using it as a foundation to identify Preferred regimens to drive quality and affordability.

Selection of a preferred treatment option (check mark on the right) will result in an immediate authorization.

Selection of certain non-preferred treatment options (no check mark) will require peer to peer.

Previously Approved Treatments (listed in chronological order): None

Select Treatment Option:

Regimen	Preferred
<input type="checkbox"/> Dose-dense AC followed by EVERY 2 WEEKS Paclitaxel (Dose-dense Doxorubicin HCL + Cyclophosphamide followed by Paclitaxel)	<input checked="" type="checkbox"/>
<input type="checkbox"/> AC EVERY 3 WEEKS followed by WEEKLY Paclitaxel (Doxorubicin HCL + Cyclophosphamide followed by weekly Paclitaxel)	<input type="checkbox"/>
<input type="checkbox"/> TAC (Docetaxel + Doxorubicin HCL + Cyclophosphamide)	<input type="checkbox"/>
<input type="checkbox"/> AC EVERY 3 WEEKS followed by Docetaxel (Doxorubicin HCL + Cyclophosphamide followed by Docetaxel)	<input type="checkbox"/>
<input type="checkbox"/> Dose-dense AC followed by WEEKLY Paclitaxel (Dose-dense Doxorubicin HCL + Cyclophosphamide followed by Paclitaxel)	<input type="checkbox"/>
<input type="checkbox"/> AC EVERY 3 WEEKS (Doxorubicin HCL + Cyclophosphamide)	<input type="checkbox"/>
<input type="checkbox"/> EC (Epirubicin + Cyclophosphamide)	<input type="checkbox"/>
<input type="checkbox"/> CMF (Cyclophosphamide + Methotrexate + 5-Fluorouracil)	<input type="checkbox"/>
<input type="checkbox"/> Dose-dense AC (Dose-dense Doxorubicin HCL + Cyclophosphamide)	<input type="checkbox"/>
<input type="checkbox"/> TC (Docetaxel + Cyclophosphamide)	<input type="checkbox"/>
<input type="checkbox"/> Build a Custom Treatment Plan (May Require Additional Clinical Review)	<input type="checkbox"/>

- A list of all NCCN treatment options will be presented based on the answers to the clinical questions.
- Select an NCCN Recommendation from the list.
  - These options will vary based on the clinical & diagnosis submitted
  - There is also an option to **Build a Custom Treatment Plan**.



# Provider Experience | Case Submission

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

Previously Approved Treatments (listed in chronological order): None

Select Treatment Option:

	Regimen
<input type="radio"/>	Acalabrutinib + obinutuzumab
<input type="radio"/>	Alemtuzumab + Rituximab
<input type="radio"/>	HDMP + Rituximab (high-dose Methylprednisolone + Rituximab)
<input type="radio"/>	Ibrutinib
<input type="radio"/>	Obinutuzumab
<input type="radio"/>	Venetoclax + obinutuzumab
<input type="radio"/>	Build a Custom Treatment Plan (May Require Additional Clinical Review)

SUBMIT

## Treatment Selection:

Based on the answers submitted, all NCCN recommended treatments are displayed.

*Recommended treatment = Immediate approval!*

There is also an option for custom requests that will be sent for medical director review at EviCore for further evaluation.

Custom option if required

- The system is designed to manage injectable chemotherapy only or injectable + oral chemotherapy.
- This will be decided as part of the program design conversation.

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# Custom Regimen Selection

If a **custom regimen** is selected, a popup will alert you that a peer to peer conversation with a medical director is required, and given the option to select a different treatment option or continue with the custom request.

### Proceed to Clinical Information

Because a custom treatment plan was selected, a peer consultation with an eviCore Medical director will be required. If you would like to change your request to a Pathway regimen please go to the review history below and click on "treatment selection" to return to the previous screen. **If a Pathway regimen is selected you will be granted an immediate authorization.\***

\*Other policies may apply in select situations.

If you would like to proceed with this selection, please click "SUBMIT"

SUBMIT

Review History

Indicate the Cancer Type:

Kidney Cancer

Please select the Place of Service for this request:

Office

☐ Finish Later

Did you know?

You can save a certification request to finish later.

# Provider Experience | Case Submission

Home

Certification Summary

Authorization Lookup

Eligibility Lookup

Clinical Certification

Certification Requests In Progress

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Drug List:

Add all

2 items selected

5FU (5-Fluorouracil)

+

5-Fluorouracil (Adrucil, 5FU)

Abemaciclib - oral (Verzenio)

+

Capecitabine - oral (Xeloda)

Abiraterone Acetate - Zytiga - oral (Zytiga)

+

Abiraterone Acetate - Yonsa - oral (Yonsa)

+

Abraxane (Paclitaxel (albumin-bound))

+

Acalabrutinib - oral (Calquence)

+

Actemra (Tocilizumab)

+

Actimmune (Interferon, gamma-1b)

+

Adcetris (Brentuximab Vedotin)

+

Ado-Trastuzumab Emtansine (Kadcyla)

+

Adriamycin (Doxorubicin HCL)

+

Adrucil (5-Fluorouracil)

+

Afatinib - oral (Gilotrif)

+

Clinical Certification

The treatment regimen is not recommended by NCCN. If you think a mistake has been made during the case review, your proposed regimens will not be immediately approved and require Clinical Review. Supporting clinical information should be submitted in the following manner:

- Free text in box below
- Attach documentation to case
- Fax documentation to 866-889-8061. Include patient name and the case reference number.

If you need additional time, click "Save and Exit" and return by clicking "RESUME".

Submit all relevant information about this case within 2 business days.

Enter supporting Clinical Information in the field below:

You may attach up to 5 PDF or Word documents no larger than 1 MB each.

Attach a PDF or Word document: click "Browse" to select the document from your desktop or other network location.

Browse...

Custom Treatment plans can be submitted for any case where the provider does not want to use a recommended regimen. Drugs are selected from a dropdown list and the user has the opportunity to attach or enter supporting information for the request via upload or free text.

# Provider Experience | Case Submission

**Clinical Certification**

**Your case has been Approved.**

Provider Name:		Contact:	dave
Provider Address:	VE L	Phone Number:	
		Fax Number:	
Patient Name:		Patient Id:	
Insurance Carrier:	PLAN-X		
Site Name:		Site ID:	
Site Address:			
Diagnosis/ICD-9 Code:	153.9	Description:	MALIGNANT NEO COLON NOS
Date of Service:	2/2/2015		
HCPCS Code(s):	J9263	Drug(s):	OXALIPLATIN (ELOXATIN)
Authorization Number:			
Review Date:	03/05/2019		
Start Date:	03/10/2019		
Expiration Date:	11/10/2019		
Status:	Your case has been Approved.		

[Print](#) [Go to Patient History](#) [Request Supportives](#)

- Selection of a recommended regimen will result in immediate approval of all drugs in the requested regimen with an authorization time span sufficient to complete the entire treatment.
- No further action is needed unless the treatment needs to be changed due to disease progression or other clinical factors.

**Shortcut** will populate for adding **supportive drugs**, if needed.

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# Case Submission | Supportives

- If **Request Supportives** is selected, a new case is started and the user is prompted to complete a supportive drug request.
- The start date, drug classification, and ICD10 are prepopulated to match the Chemotherapy case.
- Click **Continue** to proceed to the clinical portion of the request.
- User will be asked to indicate the drug needed and may be asked for additional clinical information to support that request. If multiple classes of supportive drugs are needed, a separate request must be entered for each class (ex: anti-emetic and G-CSF).

## Clinical Certification

Confirm your service selection.

Procedure Date: 5/5/2016  
Medical Oncology Pathways: SPORT  
Description: SUPPORTIVE THERAPIES  
Diagnosis Code: C18.9  
Diagnosis: Malignant neoplasm of colon

[Change Procedure or Diagnosis](#)

Click [here](#) for help or technical support

## Clinical Certification

**i** Confirm Cancer type

Colon/Rectal Cancer

## Clinical Certification

**i** Indicate the requested supportive agent:

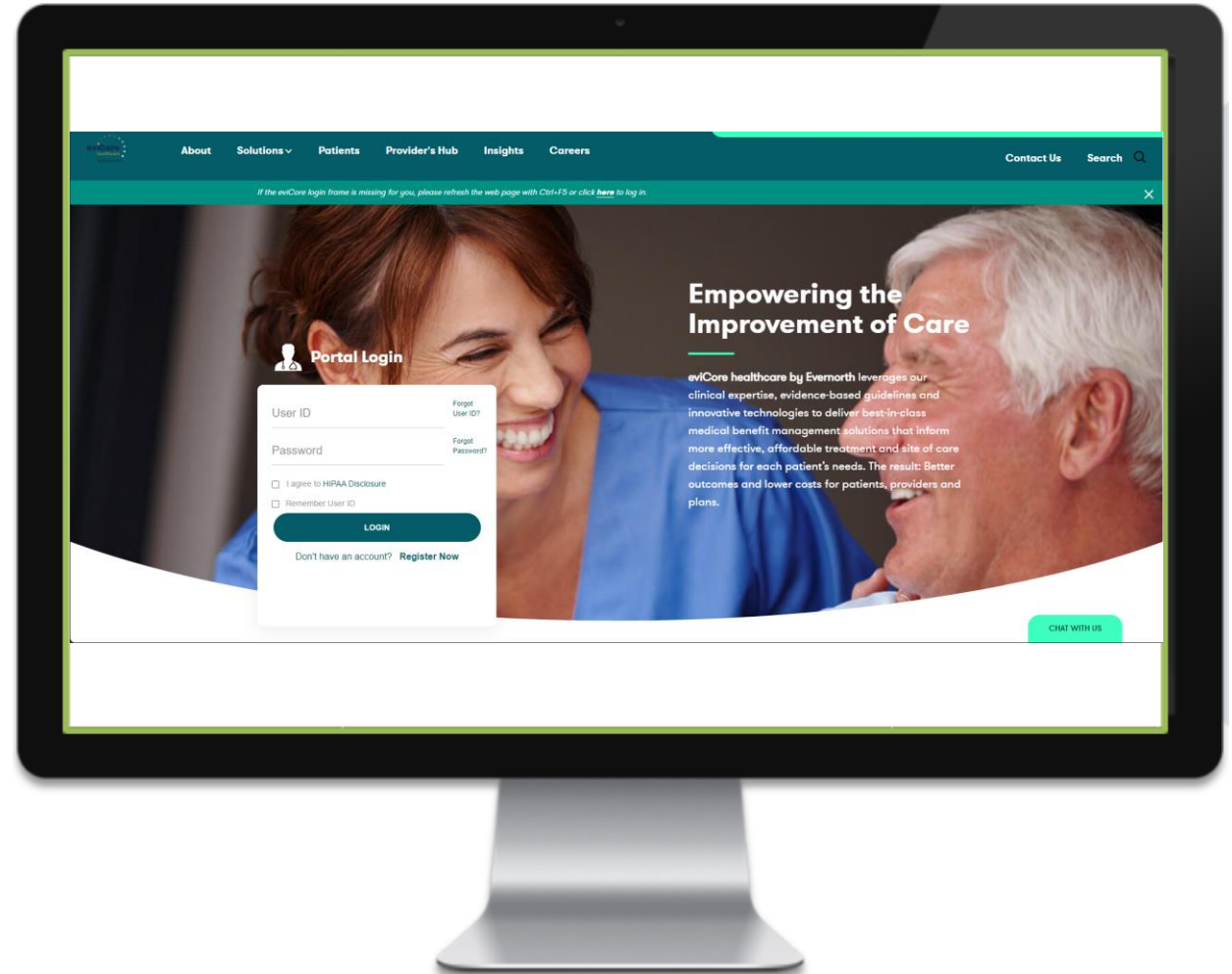
- ☐ Darbepoetin alfa (Aranesp) ONCE EVERY 2 WEEKS
- ☐ Darbepoetin alfa (Aranesp) ONCE EVERY 3 WEEKS
- ☐ Darbepoetin alfa (Aranesp) WEEKLY FIXED DOSE
- ☐ Darbepoetin alfa (Aranesp) WEEKLY WEIGHT BASED DOSE
- ☐ Denosumab (Prolia)
- ☐ Denosumab (Xgeva) MONTHLY
- ☐ Denosumab (Xgeva) MONTHLY and DAY 8, 15
- ☐ Epoetin alfa (Epogen, Procrit) 3 TIMES PER WEEK
- ☐ Epoetin alfa (Epogen, Procrit) ONCE EVERY 2 WEEKS
- ☐ Epoetin alfa (Epogen, Procrit) ONCE EVERY 3 WEEKS
- ☐ Epoetin alfa (Epogen, Procrit) WEEKLY
- ☐ Filgrastim (Neupogen) 300 mcg single use syringe/vial
- ☐ Filgrastim (Neupogen) 480 mcg single use syringe/vial
- ☐ Granisetron (Sustol)
- ☐ Octreotide (Sandostatin LAR Depot)
- ☐ Octreotide (Sandostatin)
- ☐ Pegfilgrastim (Neulasta)
- ☐ Telotristat ethyl - oral (Xermelo)
- ☐ Build a Custom Treatment Plan (May Require Additional Clinical Review)

# Provider Portal Demo | Medical Oncology

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The EviCore online portal is the quickest, most efficient way to request prior authorization and check authorization status.

Click [HERE](#) to  
view  
a video demo  
(2 min)



# CareCore National Portal Features



# EviCore Provider Portal | Features

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## Eligibility Lookup

- Confirm if patient requires clinical review

## Clinical Certification

- Request a clinical review for prior authorization on the portal

## Prior Authorization Status Lookup

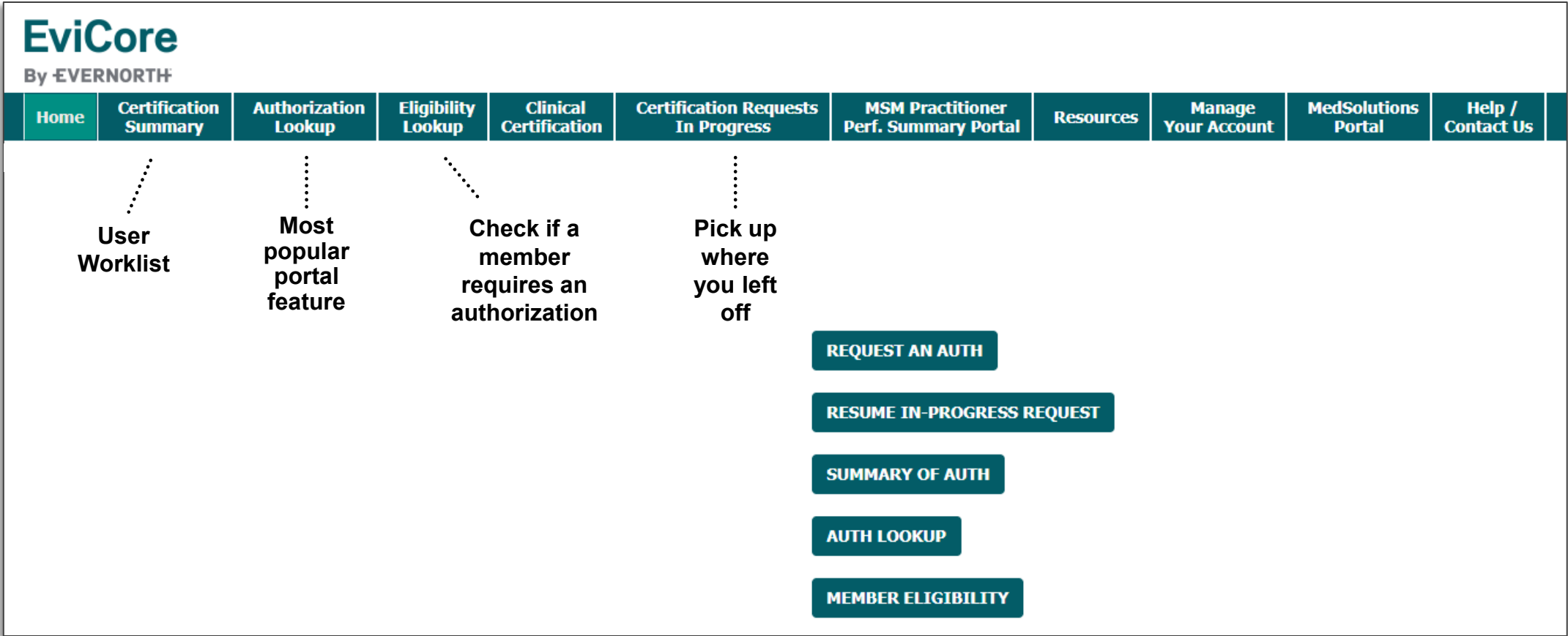
- View and print any correspondence associated with the case
- Search by member information OR by case number with ordering national provider identifier (NPI)
- Review post-decision options, submit appeal, and schedule a peer-to-peer

## Certification Summary

- Track recently submitted cases



# Provider Portal | Feature Access



# Certification Summary | User Worklist

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Certification Summary

Search For: All Other Programs

Search..

Page 1 of 1 10

	Authorization Number	Case Number	Member Last Name	Ordering Provider Last Name	Ordering Provider NPI	Status	Case Initiation Date	Procedure Code	Service Description
1	NA					Expired / Cancelled	05/01/2024	CHIRO	CHIROPRACTIC

Page 1 of 1 10

- The **Certification Summary** tab allows you to track recently submitted cases.
- The worklist can also be filtered.

# Authorization Lookup

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
------	-----------------------	----------------------	--------------------	------------------------	------------------------------------	---------------------------------------	-----------	---------------------	---------------------	-------------------

## Authorization Lookup

Search by Member Information

Search by Authorization Number/NPI

OnePA: Prior Authorization Portal for Providers

Search by Claim Number/Health plan

Required Fields

Healthplan:

PRINT

[Click here for help](#)

- You can lookup an authorization case status on the portal.
- Search by member information **OR**
- Search by authorization number with ordering NPI.
- Initiate appeals and/or schedule Peer-to-Peer calls.
- View and print any correspondence.

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# Provider Resources

# Contact EviCore's Dedicated Teams

## 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](mailto:ClientServices@EviCore.com)
- Phone: **800-646-0418** (option 4).

## Web-Based Services and Portal Support

- Live chat
- Email: [Portal.Support@EviCore.com](mailto:Portal.Support@EviCore.com)
- Phone: **800-646-0418** (option 2)

## Provider Engagement

Regional team that works directly with the provider community.

[Provider Engagement Manager Territory List](#)



## Call Center/Intake Center

Call **888-996-8710**, representatives are available from 7 a.m. to 7 p.m. local time.



# Provider Resource Website

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## Provider Resource Pages

EviCore's Provider Experience team maintains provider resource pages that contain specific Sleep Diagnostic educational materials to assist providers and their staff on a daily basis. The provider resource page will include, but is not limited to, the following educational materials:

- Provider Training
- CPT code list(s)
- Quick Reference Guide (QRG)
- Frequently Asked Questions (FAQ) Document

**To access these helpful resources, please visit:**

<https://www.EviCore.com/resources>

(Choose specific health plan from the dropdown menu)

EviCore also maintains online resources not specific to health plans, such as guidelines and our required clinical information checklist.

To access these helpful resources, visit EviCore's [Providers' Hub](#).





# Ongoing Provider Portal Training

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**The EviCore Portal Team offers general portal training, twice a week, every week.**

All online orientation sessions are free of charge and will last approximately one hour. Advance registration is required, so follow the instructions below to sign up:

## **How to register:**

1. Go to <http://EviCore.webex.com/>
2. Click on the “hamburger” menu on the far lefthand side (below the EviCore logo), then choose **Webex Training**.
3. On the **Live Sessions** screen, click the **Upcoming** tab. In the search box above the tabs, type: **EviCore Portal Training**.
4. Choose the date and time for the session you would like to attend, then click the **Register** link beside it (you will need to register separately for each session).
5. Complete the required information and click the **Register** button.

Immediately after registering, you will receive an e-mail containing the toll-free phone number, meeting number, conference password, and a link to the web portion of the conference. **Please keep the registration e-mail so you will have the Web conference information for the session in which you will be participating.**

# EviCore's Provider Newsletter

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Stay up to date with our free provider newsletter!

To subscribe:

- Visit [EviCore.com](https://www.evicore.com).
- Scroll down to the section titled **Stay Updated With Our Provider Newsletter**.
- Enter a valid email address.





# Thank You

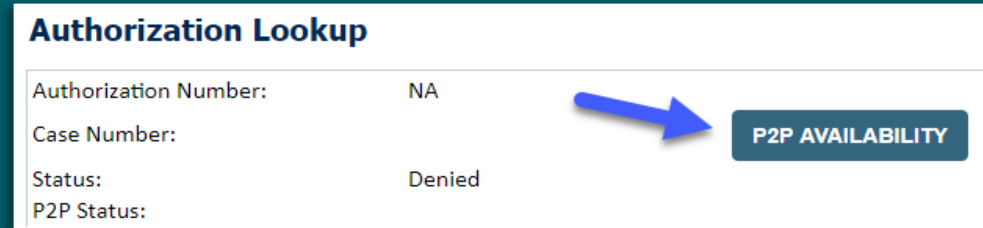
# Appendix

# Peer-to-Peer (P2P) Scheduling Tool

# Schedule a P2P

If your case is eligible for a Peer-to-Peer (P2P) 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.\*

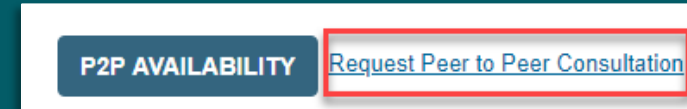


**Authorization Lookup**

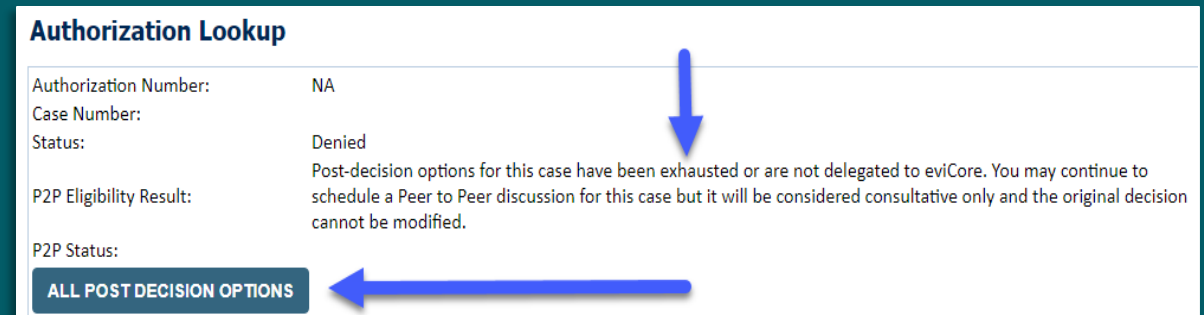
Authorization Number:	NA
Case Number:	
Status:	Denied
P2P Status:	

**P2P AVAILABILITY**

A blue arrow points from the 'P2P Status' field to the 'P2P AVAILABILITY' button.



**P2P AVAILABILITY** [Request Peer to Peer Consultation](#)



**Authorization Lookup**

Authorization Number:	NA
Case Number:	
Status:	Denied
P2P Eligibility Result:	Post-decision options for this case have been exhausted or are not delegated to eviCore. You may continue to schedule a Peer to Peer discussion for this case but it will be considered consultative only and the original decision cannot be modified.
P2P Status:	

**ALL POST DECISION OPTIONS**

A blue arrow points from the 'P2P Status' field to the 'ALL POST DECISION OPTIONS' button.

\*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

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.

The image displays two screenshots of the EviCore 'New P2P Request' form. The top screenshot shows the initial input fields for Case Reference Number and Member Date of Birth, with a blue arrow pointing to the 'Add Another Case' button. The bottom screenshot shows the confirmation screen with member and case information, with blue arrows pointing to the 'Case Ref #', 'P2P Eligible' status, 'Level of Review', and 'Continue' button.

**Top Screenshot: New P2P Request**

Case Reference Number:  (Case information will auto-populate from prior lookup)

Member Date of Birth:

[+ Add Another Case](#)

[Lookup Cases >](#)

**Bottom Screenshot: New P2P Request**

Case Ref #:  (Remove) ✓ P2P Eligible

**Member Information**

Name
DOB
State
Health Plan
Member ID

**Case P2P Information**

Episode ID	
P2P Valid Until	2020-11-11
Modality	MSK Spine Surgery
Level of Review	Reconsideration P2P
System Name	ImageOne

[Continue](#)



# Schedule a P2P

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, then click **Continue**.

Case Info

1st Case

Case #

Episode ID

Member Name

Member DOB

Member State

Health Plan

Member ID

Case Type

Level of Review

MSK Spine Surgery

Reconsideration P2P

Questions

Please indicate your availability

Preferred Days

Mon	Tues	Wed	Thurs	Fri
✓	✓	✓	✓	✗

Preferred Times

Morning					Afternoon						
7:00 to 8:00	8:00 to 9:00	9:00 to 10:00	10:00 to 11:00	11:00 to 12:00	12:00 to 1:00	1:00 to 2:00	2:00 to 3:00	3:00 to 4:00	4:00 to 5:00	5:00 to 6:00	6:00 to 7:00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Time Zone

US/Eastern

Continue >

The list of physicians returned are all trained and prepared to have a Peer to Peer discussion for this case.

< Prev Week

5/18/2020 - 5/24/2020 (Upcoming week)

Next Week >

1st Priority by Skill

Mon 5/18/20	Tue 5/19/20	Wed 5/20/20	Thu 5/21/20	Fri 5/22/20	Sat 5/23/20	Sun 5/24/20
6:15 pm EDT	-	-	-	-	-	-
6:30 pm EDT						
6:45 pm EDT						

1st Priority by Skill

Mon 5/18/20	Tue 5/19/20	Wed 5/20/20	Thu 5/21/20	Fri 5/22/20	Sat 5/23/20	Sun 5/24/20
3:30 pm EDT	2:00 pm EDT	4:15 pm EDT	3:15 pm EDT	-	-	-
3:45 pm EDT	2:15 pm EDT	4:30 pm EDT	3:30 pm EDT			
4:00 pm EDT	2:30 pm EDT	4:45 pm EDT	3:45 pm EDT			
4:15 pm EDT	2:45 pm EDT	5:00 pm EDT	4:00 pm EDT			
Show more...	Show more...	Show more...	Show more...			

# Schedule a P2P

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.

The screenshot shows a scheduling form with a progress bar at the top: Case Info (checked), Questions (checked), Schedule (checked), and Confirmation (pending). The form is divided into two main sections: P2P Info and P2P Contact Details.

**P2P Info**

- Date: Mon 5/18/20
- Time: 6:30 pm EDT
- Reviewing Provider: [icon]

**Case Info**

1st Case

Field	Value
Case #	
Episode ID	
Member Name	
Member DOB	
Member State	
Health Plan	
Member ID	
Case Type	MSK Spine Surgery
Level of Review	Reconsideration P2P

**P2P Contact Details**

- Name of Provider Requesting P2P: Dr. Jane Doe
- Contact Person Name: Office Manager John Doe
- Contact Person Location: Provider Office
- Phone Number for P2P: (555) 555-5555
- Phone Ext.: 12345
- Alternate Phone: (xxx) xxx-xxxx
- Phone Ext.: Phone Ext.
- Requesting Provider Email: droffice@internet.com
- Contact Instructions: Select option 4, ask for Dr. Doe

**Submit**

The screenshot shows a summary page titled "Scheduling".


**Scheduled**

Mon 5/18/20 - 6:30 pm EDT


**SCHEDULED**


# P2P Contact Details


- 1. Use the radio 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.

 **P2P Contact Details**

**Appointment Details**

 Fri 5/24/2024

 7:00 am PDT


 Tamara Fackler

**Who will be performing the P2P consultation?** *Required*

☐ Requesting Provider

☐ Contact Person

☐ Someone else


 PROVIDER


**Name of Referring Physician on Case** *Required*

First Name

Last Name

**Credential** *Required*

Select...

 CONTACT PERSON


**Contact First Name** *Required*

Contact First Name

**Contact Last Name** *Required*

Contact Last Name

**Contact Person Location** *Required*

Select...

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# Call Notes

1. Use the radio button to select options if applicable.
2. If “Procedure was performed on” is selected, then the date is required.

**Contact Instructions**

**Call Notes**

☐ ALT REC declined

☐ Procedure was performed on:

☐ Caller requested MD Specialty match

☐ Appeal LOR attestation requirement

☐ OH State Regulation: Member Consent obtained

☐ TX licensed physician - Caller is aware P2P does not meet SSL match and wants to proceed with P2P per same-specialty match requirement.

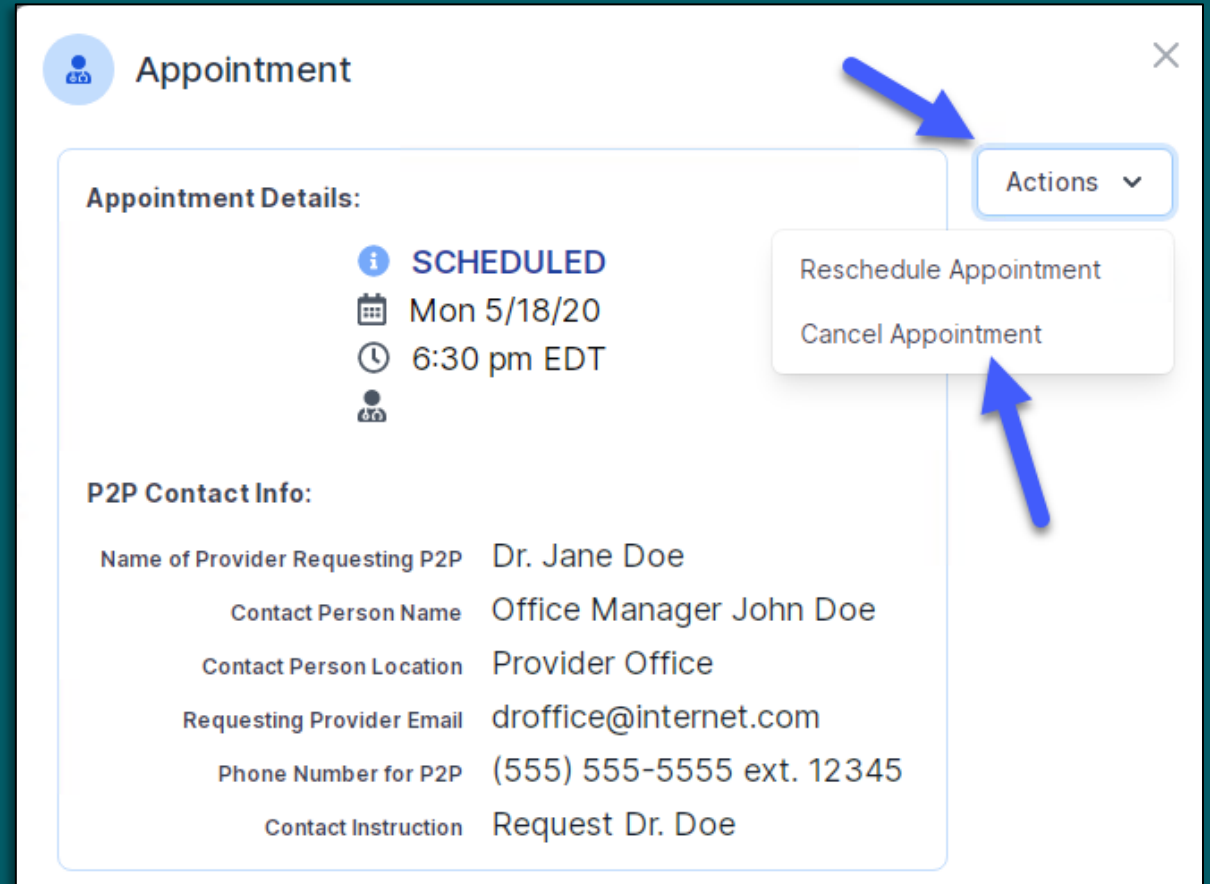
☐ TX licensed same specialty - Caller is aware P2P does not meet TX SSL/specialty match and wants to proceed with P2P

[Schedule Appointment](#)

# 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.



The screenshot shows a window titled "Appointment" with a close button (X) in the top right corner. The window is divided into two main sections: "Appointment Details:" and "P2P Contact Info:". The "Appointment Details:" section includes a status icon (i) labeled "SCHEDULED", a date icon (calendar) labeled "Mon 5/18/20", a time icon (clock) labeled "6:30 pm EDT", and a person icon. The "P2P Contact Info:" section contains a table with the following information:

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.com
Phone Number for P2P	(555) 555-5555 ext. 12345
Contact Instruction	Request Dr. Doe

On the right side of the window, there is an "Actions" drop-down menu. A blue arrow points to the "Actions" menu, and another blue arrow points to the "Cancel Appointment" option in the dropdown list. The "Reschedule Appointment" option is also visible in the dropdown.