## PROVIDER PORTAL MIGRATION

**Provider Orientation Session** for Cigna Healthcare<sup>™</sup> Commercial Members

December 2025



## **Agenda**



### **What is Changing**

**Provider portal change eP360 convergence to EviCore.com** for Sleep

#### **Submitting Requests via EviCore.com**

Portal Case Submission

#### **Provider Resources**



# Migration off eP360 for Sleep Services



# **Cigna Commercial Prior Authorization Services**

Starting **December 18, 2025,** Prior authorization requests for **Cigna Sleep services** will need to be submitted through <u>Provider's Hub | EviCore by Evernorth</u> rather than <u>ep360</u>.



## EviCore By EVERNORTH

#### **Applicable Membership**

#### **Cigna Commercial members**

#### Prior authorization applies to the following services

Cigna Commercial Sleep Management Code List

Ordering or Rendering providers can submit authorization requests to EviCore for sleep services. EviCore will also manage reconsideration requests and the first level of appeal (new).

Providers should verify member eligibility and benefits on the secured provider log-in section at: <u>Cigna for Health Care Professionals</u>

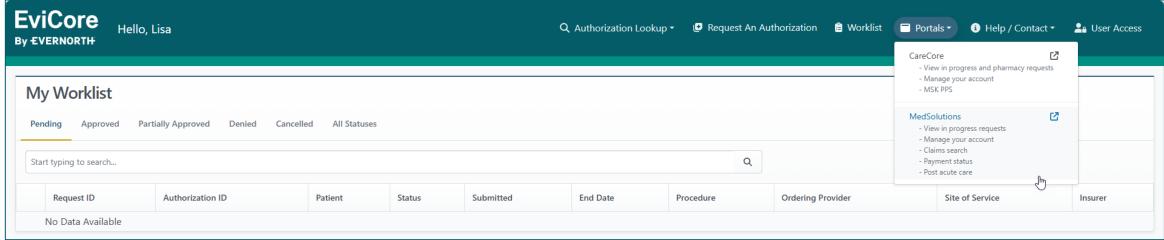
# Home Health (HH), Durable Medical Equipment (DME), and Sleep

Service	Service includes	Clinical Reviewer	How to Submit	Precertification Required Codes
НН	Nursing, Home health aids, therapies and social work	Cigna	Submit via EviCore.com Phone: 866-668-9250 Fax: 855-826-3724	To find a complete list of procedure codes that require pre-certification, please visit:  Cigna Provider Resources   EviCore by Evernorth
DME	Home based and Medically Necessary	Cigna	Submit via EviCore.com Phone: 866-668-9250 Fax: 866-663-7740	
Sleep	Sleep testing. PAP therapy Devices <u>do not</u> require precertification.	EviCore	Submit via EviCore.com Phone: 866-668-9250 Fax: 866-999-3510	



## Platform/Portal Change – Effective December 18, 2025

- + EviCore currently accepts Sleep services prior authorization requests for Cigna Healthcare members through the eP360 portal. Beginning December 18, 2025, these requests should be entered via EviCore.com (or EviCore.com/providers) at Provider's Hub | EviCore by Evernorth.
  - + On and after December 18, 2025, all new requests must be created via <u>Provider's Hub | EviCore by Evernorth</u> and will be managed on <u>Provider's Hub | EviCore by Evernorth</u>.
  - + All case that have been decided will be migrated to <u>Provider's Hub | EviCore by Evernorth</u> and will be managed on <u>Provider's Hub | EviCore by Evernorth</u>.
  - + Important: Any authorizations requested prior to December 18, 2025, and remain pending after December 18, 2025, will be managed on the eP360 portal until the case is decided.
- + If you already submit requests on EviCore.com, you will use your existing EviCore.com login credentials.





## **Ongoing Provider Portal Training**

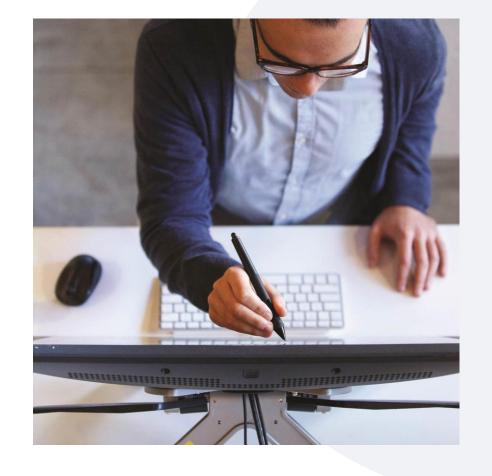
## General EviCore.com portal trainings are offered twice a week, every week.

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**

- Go to <a href="http://eviCore.webex.com/">http://eviCore.webex.com/</a>
- 2. Click on the "hamburger" menu on the far-left hand 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: **Intro to Web Portal Training**
- 4. Choose the date and time for the session you would like to attend and 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.

We recommend adding the session to your calendar, so you do not forget.





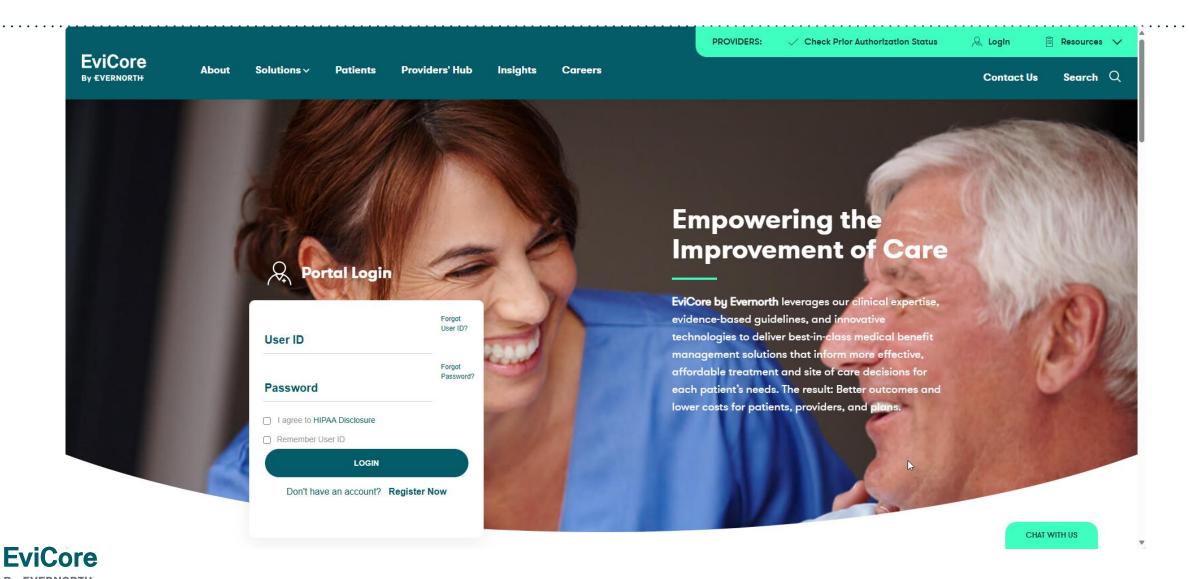
# Submitting Requests for Sleep Services

New way to submit requests on EviCore.com

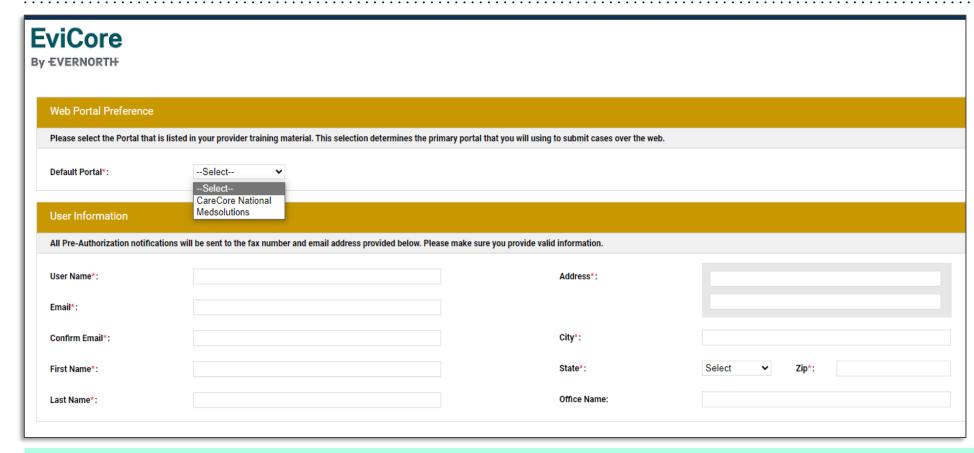




## **EviCore.com Access**



## Creating an EviCore Provider Portal Account



Select CareCore
National as the
Default Portal.

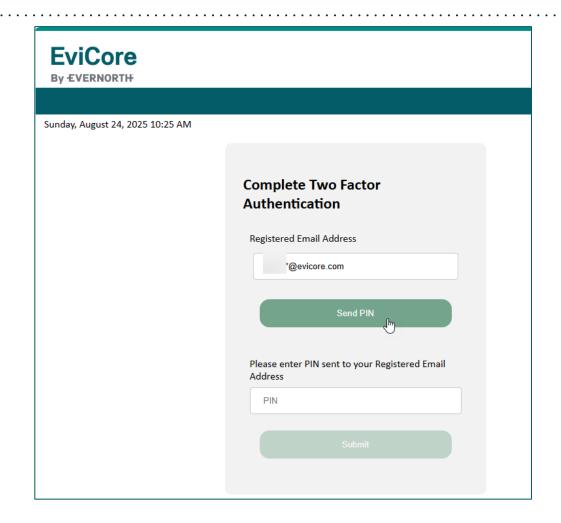
Complete the User Information section in full and **Submit Registration**.

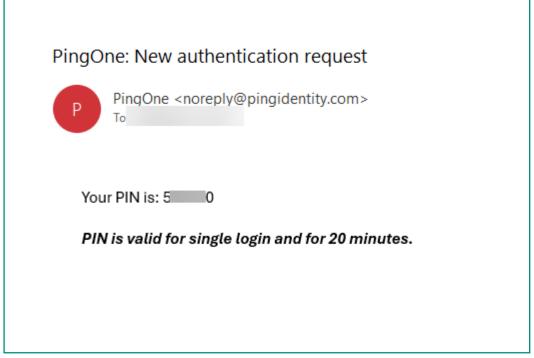
You will immediately be sent an email with a link to create a password. Once you have created a password, you will be redirected to the login page.

#### **EviCore**



## EviCore.com Access | Two Factor Authentication

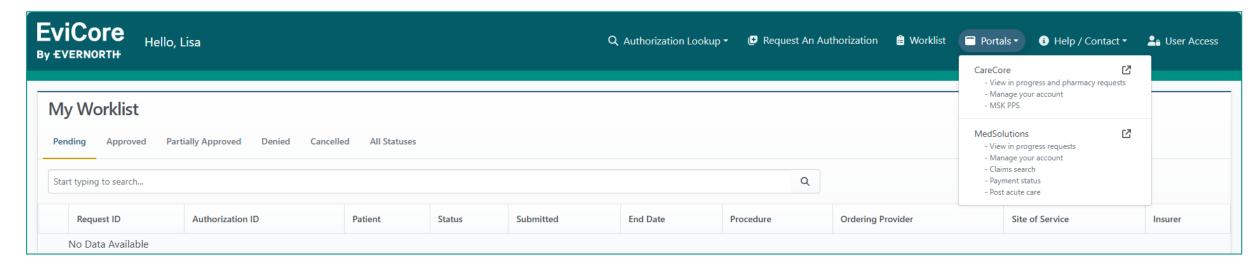




- Create the two-factor authentication using the email used for registration.
- Authentication is good for 24 hours.



## **EviCore.com Access**



New to EviCore.com is our Unified Provider Experience (UPX)

Dashboard. For specific Training and Information on the new dashboard,
follow these links:

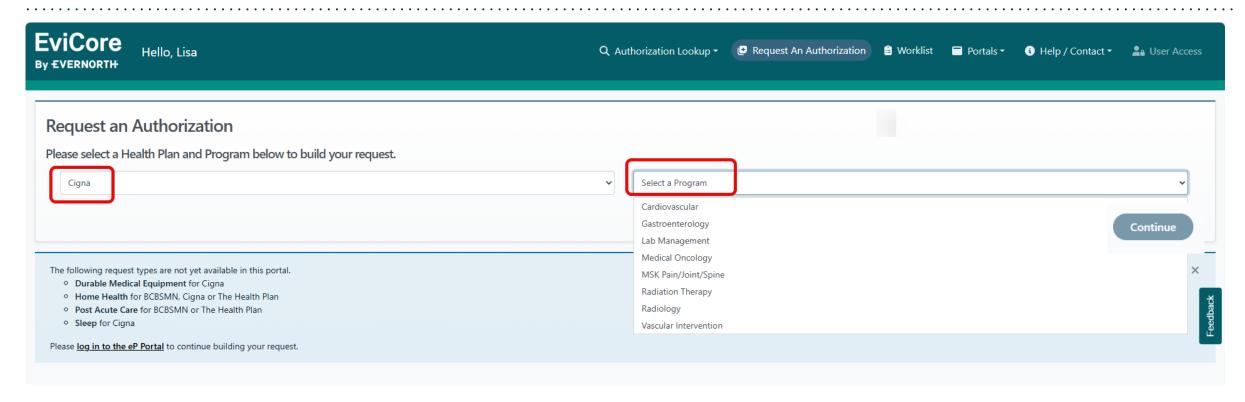
- Unified Provider Experience Dashboard FAQ 8-21-25.pdf
- Training video accessed through our provider's hub (same as the log in page). Provider's Hub | EviCore by Evernorth Scroll down to Video Resources and left double click to watch in 'full view'



EviCore Unified Provider
Experience (UPX) - Dashboard
Training



## **EviCore.com** | Starting a Request



Start the case build directly from the UPX dashboard. Once you select the health plan and the program, the dashboard will take you to the appropriate legacy portal (CareCore National).

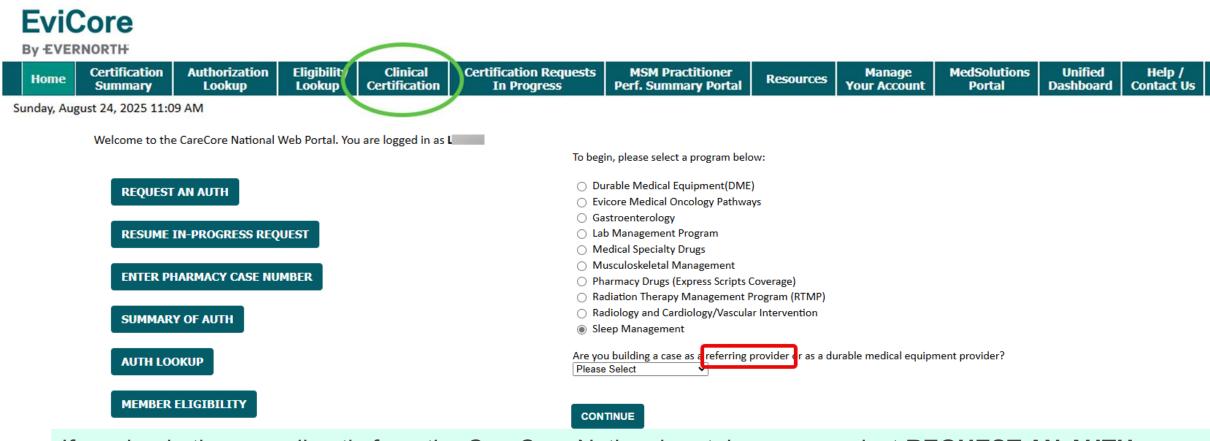


# CareCore National Portal Overview





## **Clinical Certification Request**



If you begin the case directly from the CareCore National portal, you can select **REQUEST AN AUTH** or **Clinical Certification** on the banner. Then select the Program. For sleep services, you will choose the referring provider's/physician's office because DME does not require an authorization for Cigna members.



## EviCore Provider Portal | Add Providers (optional)

#### **EviCore**

By EVERNORTH

Home Certification Summary

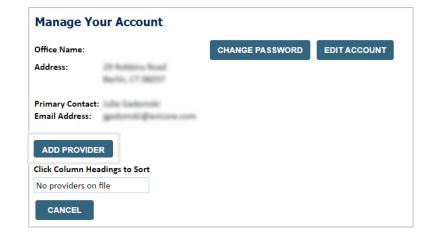
Authorization Lookup Eligibility Clinical Lookup Certification Certification Requests In Progress MSM Practitioner Perf. Summary Portal Resources

MedSolutions Portal Unified Dashboard Help / Contact Us

Sunday, August 24, 2025 11:09 AM

On the CareCore National Portal, practioners/groups may be added to your account prior to case submission. (This is Optional) To add practioners or groups:

- 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 Provider to add another practitioner/group to your account
- You can access the Manage Your Account at any time to make any necessary updates or changes



Manage

Your Account

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				





## Clinical Certification Request | Search for and Select Provider

### **EviCore**

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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	148						
SELECT	136						
SELECT	17:						
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							

You can select the **Practitioner/Group** one of two ways:

- 1. From the list that appears, which is the list of providers you added to your account
- 2. Use the Search By NPI feature. By using this feature, you can add the searched provider to your account without having to exit and go to your account to add them.



## Clinical Certification Request | Select Health Plan



#### Choose Your Insurer

Requesting Provider: E						
Please select the insurer for this authorization request.						
CIGNA						
∠∪∪ TIVWMINS DR						
BACK	CONTINUE					

- Choose the appropriate Health Plan for the request
- Another drop down will appear to select the appropriate address for the practitioner/group
- Select **CONTINUE**

Click here for help

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

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



## Clinical Certification Request | Enter Contact Information

Certification Requests

In Progress

#### **EviCore**

By EVERNORTH

Certification **Authorization** Eligibilit Clinical Home Lookup Certification Lookup Summarv Sunday, August 24, 2025 11:09 AM **Add Your Contact Info** Provider's Name:\* [?] Who to Contact:\* [?] [?] Fax:\* Phone:\* [?] [?] Ext.: Cell Phone: Email:\* n@evicore.c Receive email 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. **CONFIRM FAX AND CONTINUE BACK** Click here for help

 Enter/edit the Practitioner's name and appropriate information for the point of contact/who to contact individual

Resources

Manage

Your Account

MedSolutions

**Portal** 

Unified

Dashboard

Help

Contact Us

**MSM Practitioner** 

Perf. Summary Portal

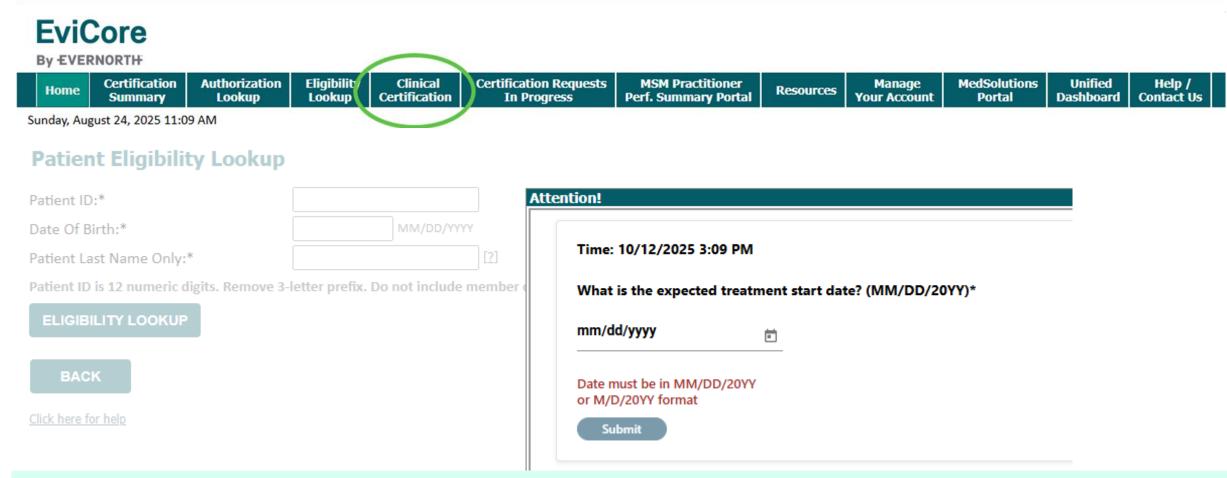
 Practitioner name, fax and phone will pre-populate, edit as necessary

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.

#### **EviCore**



## Clinical Certification Request | Enter Member Information

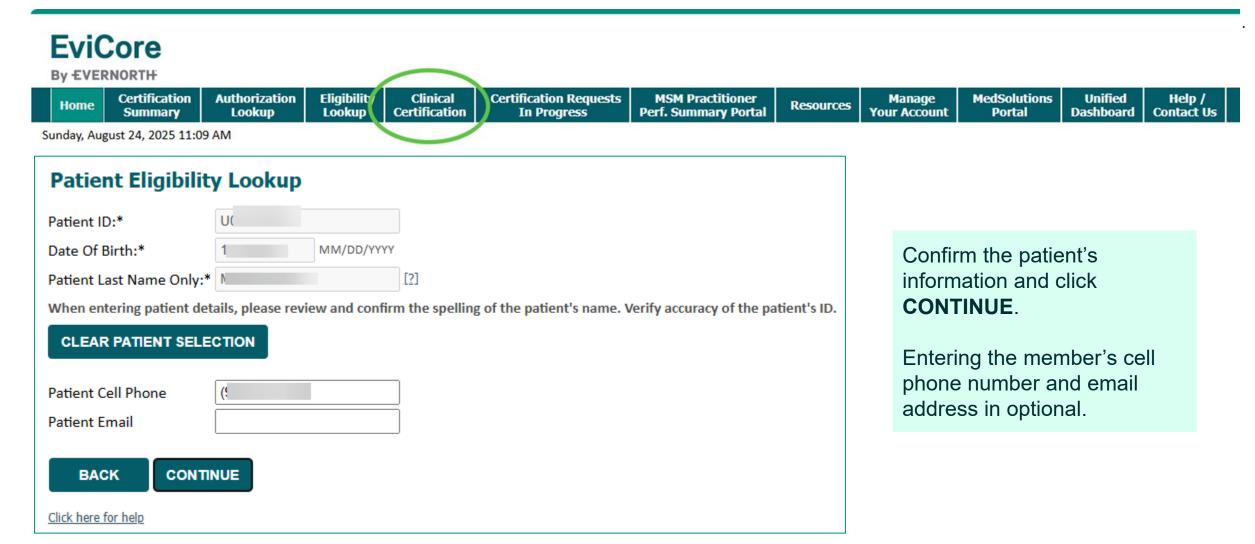


Before you enter the member information, indicate the date of service. Then enter the patient's information and click **SELECT** next to the appropriate member. Click **CONTINUE**.

#### **EviCore**



## Clinical Certification Request | Enter Member Information

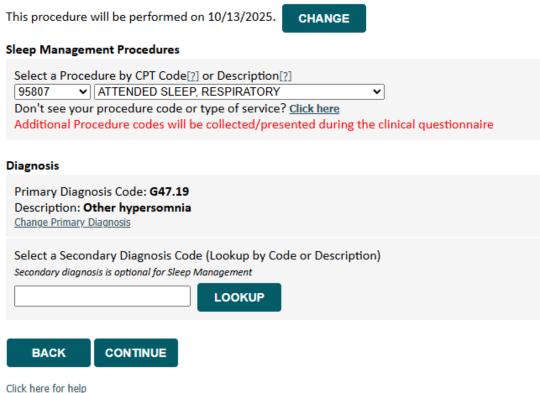




## **Clinical Certification Request**

## Enter Requested Procedure and Diagnosis

### Requested Service + Diagnosis



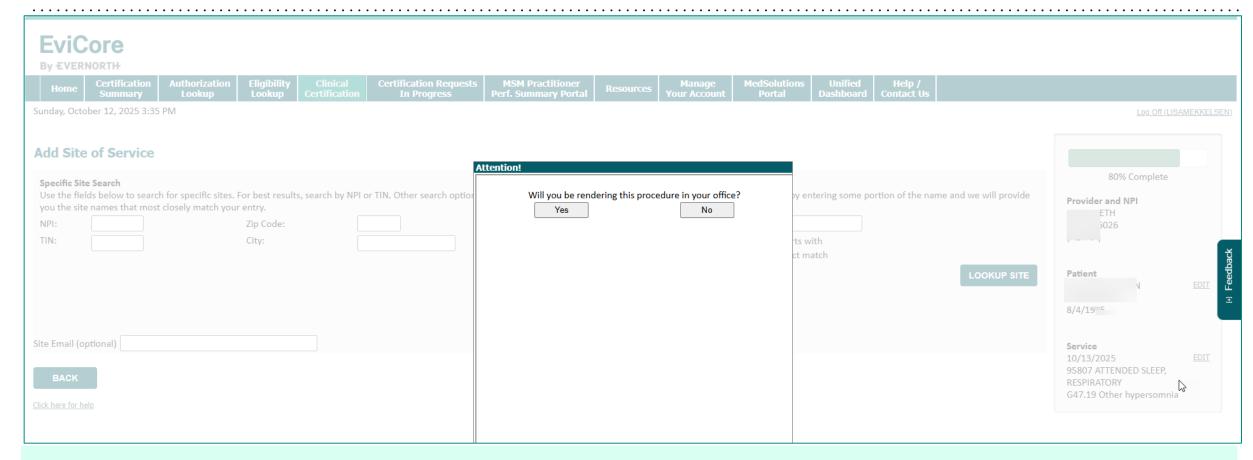
Select appropriate **Procedure / CPT** and **Diagnosis.** You can search using the description or the code.

Some services will be selected by a 'placeholder code' and others by the primary procedure.

Also, if additional procedure codes are needed on the same authorization, additional codes will be collected during the clinical questionnaire.



## Clinical Certification Request | Site Selection



Selecting "Yes" to this question will auto populate certain fields on the **Site of Service** (Rendering Facility) screen. If "No' is selected, for best results, search with NPI, TIN, and zip code. **Select** the specific site where the procedure will be performed.





## Clinical Certification Request | Clinical Certification

### **EviCore**

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Home Certification Summary

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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 "Continue," you will not be able to edit the Provider, Patient, or Service information entered in the previous steps. Please be sure that all his data has been entered correctly before continuing.

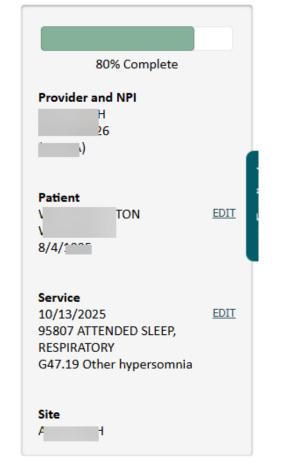
In order to ensure prompt attention to your on-line request, be sure to click SUBMIT CASE before exiting the system. This final step in the on-line process is required even if you will be submitting additional information at a later time. Failure to formally submit your request by clicking the SUBMIT CASE button will cause the case record to expire with no additional correspondence from eviCore.

BACK

CONTINUE

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





## Clinical Certification Request | Standard or Urgent Request?

#### **EviCore**

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Home Certification Summary

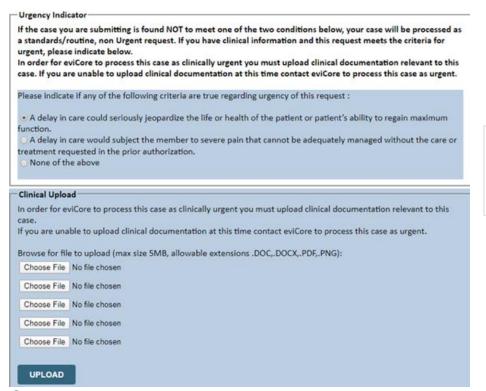
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Certification Requests
In Progress

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- 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 Certification | Clinical Survey Example Questions

### **EviCore**

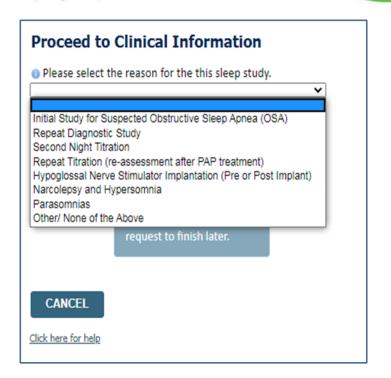
By EVERNORTH

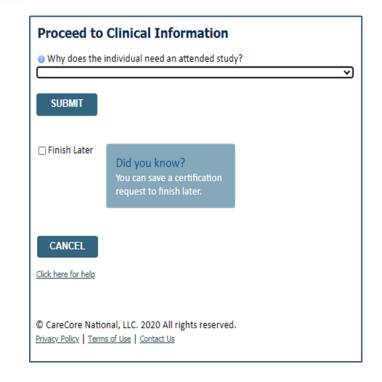
Home Certification Summary

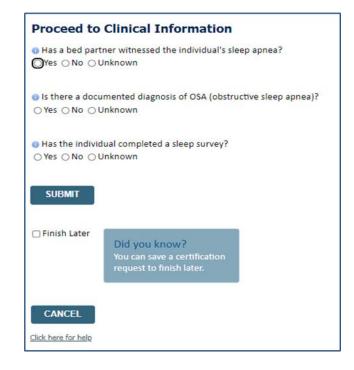
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## Clinical Certification | Clinical Survey Example Questions

### **EviCore**

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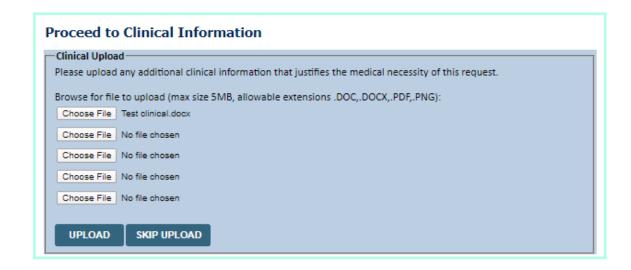








## Clinical Certification Request | Request for Clinical Upload



EviCore requires documents to have patient's name (first and last) and one additional identifier from the list below:

- Date of birth
- Correct case number/Episode ID
- Customer 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.

If additional information is required, you will have the option to upload more clinical information for review.

#### Tips:

- Providing clinical information via the web is the fastest and most efficient method
- Enter additional notes in the space provided only when necessary
- Additional information uploaded to the case will be sent for clinical review
- Print out a summary of the request that includes the case number and indicates 'Your case has been sent to clinical review'



## Clinical Certification | Clinical Survey Example Questions

#### **EviCore**

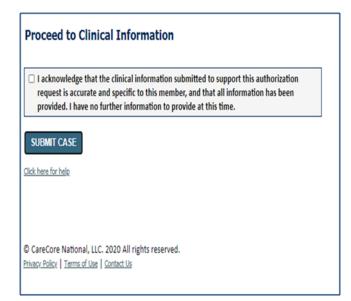
By EVERNORTH

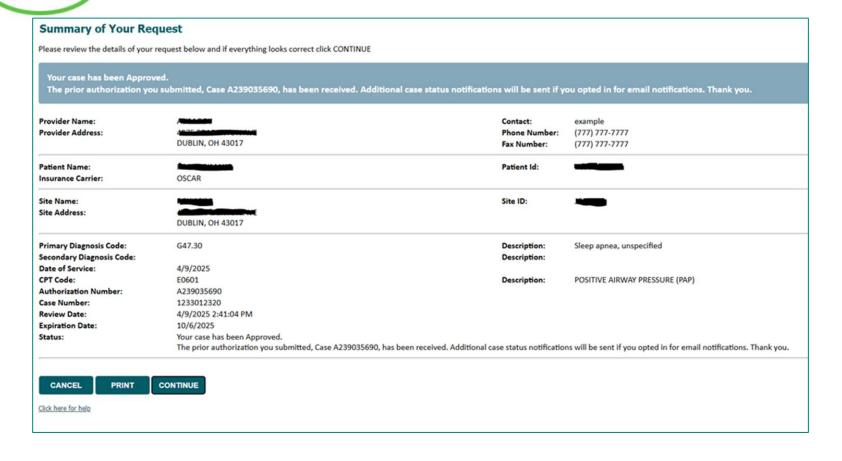
Home Certification Summary

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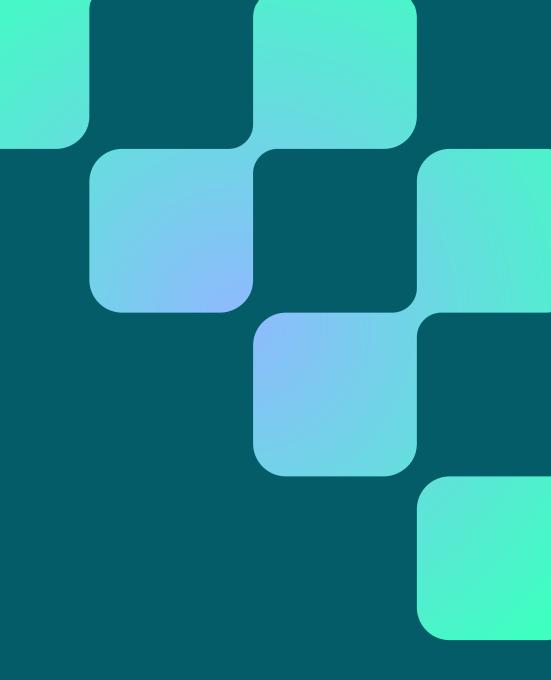
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## Provider Resources





## **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.

- EviCore Communication Relationship Management (ECRM) portal:
   ECRM Consumer Service Portal ECRM Consumer Support
- Phone: (800) 646-0418 (option 4)

#### **Provider Engagement**

Regional team that works directly with the provider community.

• Email:RegionalProviderEngagementManagers@evicore.com

#### **Web-Based Services and Portal Support**

- EviCore Communication Relationship Management (ECRM) portal:
   ECRM Consumer Service Portal ECRM Consumer Support
- Phone: 800-646-0418 (option 2)



#### **Call Center**

Call 866-668-9250, representatives are available from 7 a.m. to 7 p.m. local time.





## **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.

#### This page will include:

- Frequently asked questions
- Quick reference guides
- Provider training materials
- CPT code lists

To access these helpful resources, visit <a href="https://www.evicore.com/resources/healthplan/cigna">https://www.evicore.com/resources/healthplan/cigna</a>

Contact our Client and Provider Services team via the EviCore
Communication Relationship Management (ECRM) portal: <u>ECRM</u>
Consumer Service Portal - ECRM Consumer Support or by phone at 1-800-646-0418 (option 4)



## THANK YOU



