Cardiac Implantable Devices & Vascular Intervention

Provider Presentation for SummaCare

EviCore
By EVERNORTH

Agenda



Solution Overview

Cardiac Implantable Devices & Vascular Intervention

Submitting Requests

Prior Authorization Outcomes, Special Considerations & Post-Decision Options

EviCore Provider Portal

- Overview, Features & Benefits
- Portal Case Submission

Provider Resources

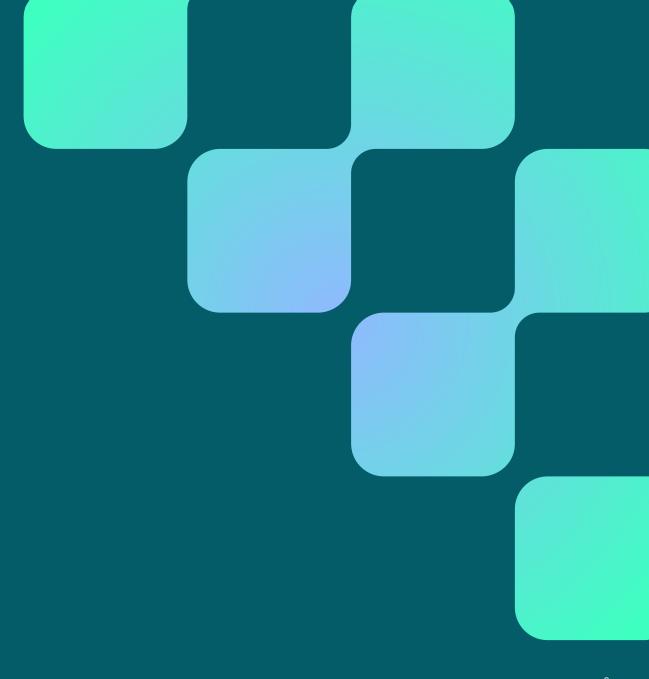
Questions & Next Steps

Appendix

Peer-to-Peer (P2P) Scheduling Tool



Program Overview





SummaCare Prior Authorization Services

Begin submitting prior authorization requests 11/24/2025 for dates of service 12/01/2025 and after.

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.



Cardiovascular Solution | Covered Services



- Stress Testing
 - Myocardial Perfusion Imaging (Single-photo Emission Computerized Tomography [SPECT] & Positron Emission Tomography [PET])
 - Stress Echocardiography
- Cardiac Computerized Tomography (CT) & Magnetic Resonance Imaging (MRI) Echocardiography
 - Transthoracic (TTE)
 - Transesophageal (TEE)



Cardiac Devices

- Diagnostic Heart Catheterization
- Pacemakers
- Implantable Cardioverter Defibrillator (ICD)





Vascular Intervention | Covered Services



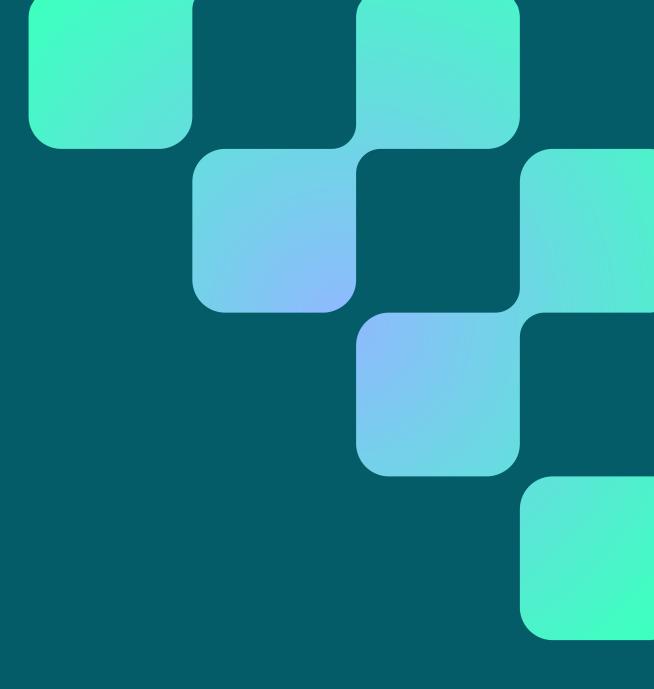
Peripheral atherosclerosis procedures included in the Peripheral Vascular Disease (PVD) intervention program:

- Non-Coronary Angioplasty and Stent Placement
- Non-Coronary Atherectomy
- Cerebrovascular Angioplasty and Stent Placement
- Elective, Isolated Iliac Branched Endograft Placement
- Venous Interventions: Venoplasty and Stenting
- Varicose Vein/Venous Insufficiency Therapy: Endovenous Ablation, Ligation, Phlebectomy, Sclerotherapy
- Vascular Embolization: Arterial and Venous
- Thoracic and Abdominal Stent Grafts





Submitting Requests





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



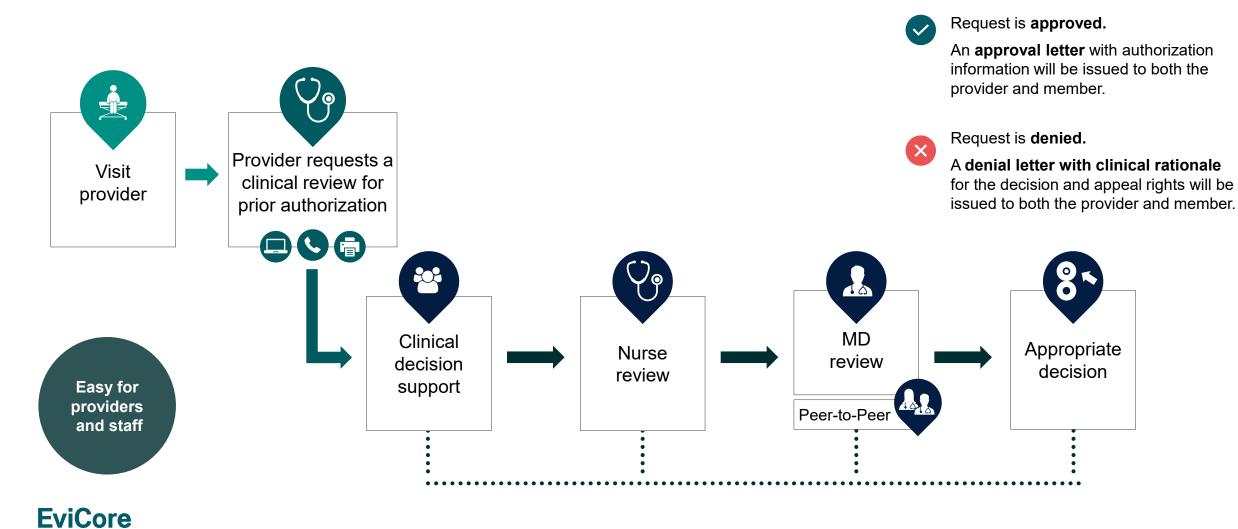
Phone: 855-774-1315 Monday – Friday 7 AM – 7 PM (local time)

Fax: 800-540-2406



Utilization Management | Prior Authorization

By EVERNORTH



Necessary Information for Prior Authorization

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

Member

- Health Plan ID
- Member name
- Date of birth (DOB)



Referring (Ordering) Provider

- Physician name
- National provider identifier (NPI)
- Phone & fax number

Rendering Facility

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

Supporting Clinical

- Pertinent clinical information to substantiate medical necessity for the requested service
- CPT/HCPCS Code(s)
- Diagnosis Code(s)
- Previous test results



Insufficient Clinical | Additional Documentation Needed

If during case build all required pieces of documentation are not received, or are insufficient for EviCore to reach a determination, the following will occur:

A hold letter will be faxed to the requesting provider requesting additional documentation.

The provider must submit the additional information to EviCore.

EviCore will review the additional documentation and reach a determination.

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

Requested information must be received within the timeframe as specified in the hold letter, or EviCore will render a determination based on the original submission.

Determination notifications will be sent.



Prior Authorization Outcomes, Special Considerations & Post-Decision Options



Prior Authorization Outcomes

Determination Outcomes:

- Approved Requests: Authorizations are valid for 90 calendar days from the date of approval.
- 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



Special Circumstances

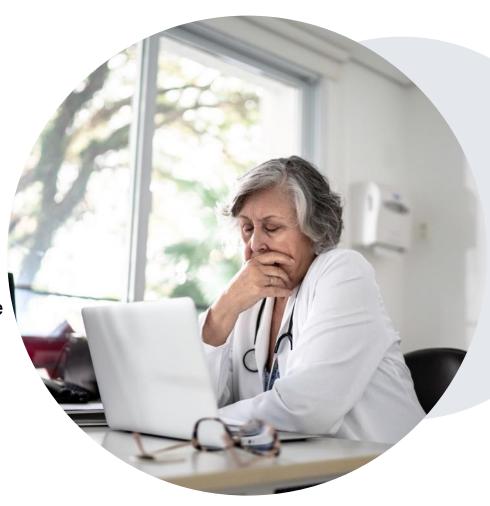
Alternative Recommendations

- 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 **855-774-1315**.
- 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.





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 **855-774-1315** 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

- There are no reconsideration options (including peer-to-peer) for SummaCare members.
- A Clinical Consultation with an EviCore
 physician can be requested to better
 understand the reason for the denial, but this
 will not overturn the decision.
- Please refer to the denial letter for instructions.



- EviCore will process first-level appeals for Commercial members **only**.
- The timeframe by which appeal requests must be submitted to EviCore varies by line of business.
- Please refer to the denial letter for instructions.



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 <u>do not</u> include a reconsideration option.

Appeals

 EviCore <u>will not</u> process first-level appeals for Medicare members.





Special Circumstances

Retrospective (Retro) Authorization Requests

- Retro requests are not allowed for SummaCare members.
- Please contact the health plan directly for available options.

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.

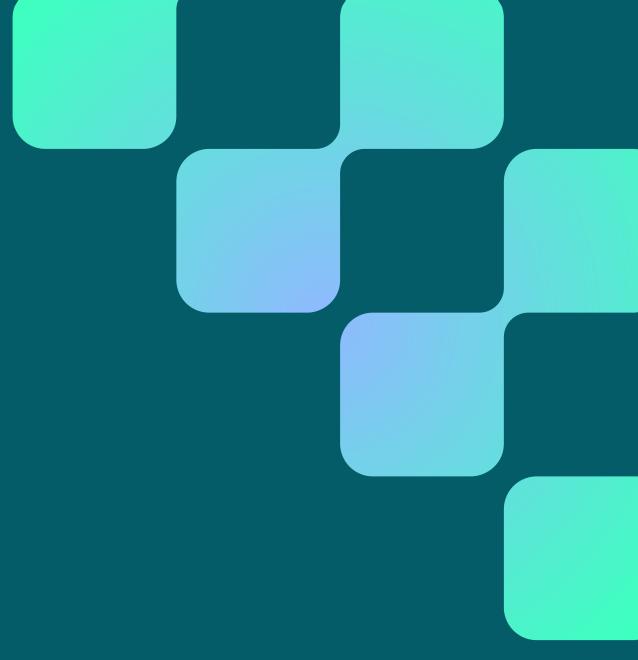
Authorization Extensions

- Authorization extensions are not permitted for the Vascular Intervention program.
- If a date extension is needed, then a new authorization request must be created.





EviCoreProvider Portal





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.

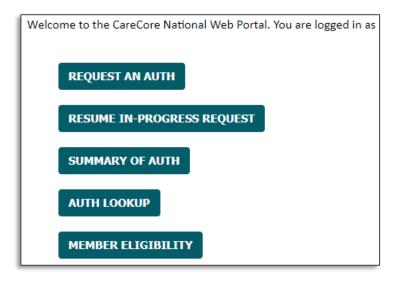




Welcome Screen | Adding Providers to Registration



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





Adding Providers

Certification Eligibility Clinical **Certification Requests Authorization** Home Lookup Lookup Certification In Progress Summary **Manage Your Account CHANGE PASSWORD EDIT ACCOUNT** Office Name: Address: **Primary Contact:** Email Address: ADD PROVIDER Click Column Headings to Sort No providers on file CANCEL

Click the Add Provider button.



MSM Practitioner

Perf. Summary Portal

MedSolutions

Portal

Help /

Contact Us

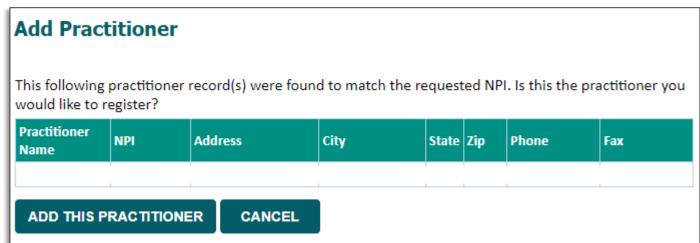
Manage

Your Account

Resources

Adding Providers





• Select the matching record based upon your search criteria.



Adding Providers

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

Add Practitioner

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

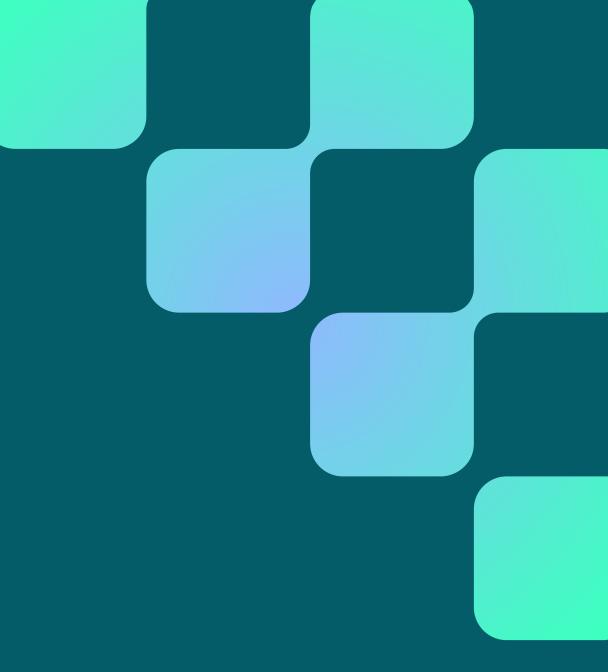
ADD ANOTHER PRACTITIONER

CONTINUE

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



Initiating a Case





Select Program

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

Request an Authorization

To begin, please select a program below:

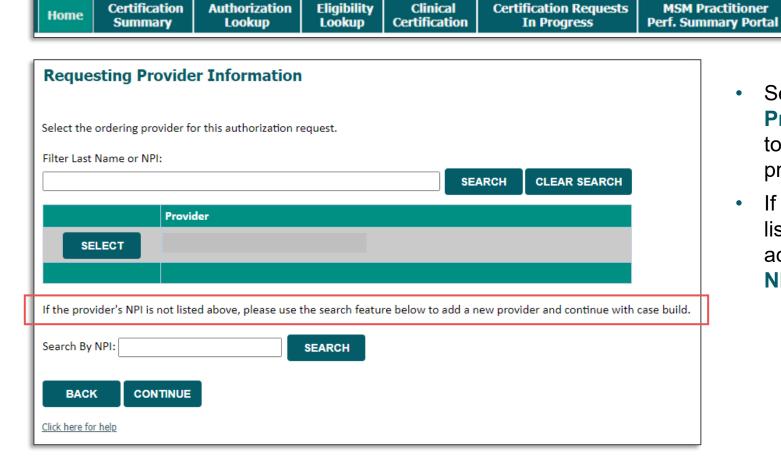
- Durable Medical Equipment(DME)
- Evicore Medical Oncology Pathways
- Gastroenterology
- Lab Management Program
- Medical Specialty Drugs
- Musculoskeletal Management
- Pharmacy Drugs (Express Scripts Coverage)
- Radiation Therapy Management Program (RTMP)
- Radiology and Cardiology/Vascular Intervention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

CONTINUE

Select the **Program** for your certification.



Clinical Certification Request | Search and Select Provider



 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.

Manage

Your Account

Resources

MedSolutions

Portal

Help /

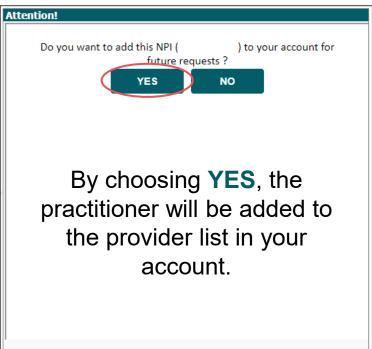
Contact Us

 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





Help /

Contact Us



SELECT

BACK

Click here for help

Practitioner

Name

CONTINUE

NPI

Address

City

State ZipCode

Phone

Fax

Clinical Certification Request | Select Health Plan



 Choose the appropriate health plan for the request.

MSM Practitioner

Perf. Summary Portal

Manage

Your Account

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Contact Us

- Another drop down will appear to select the appropriate address for the provider.
- Click CONTINUE.

Certification Requests

In Progress



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
Provider's N Who to Co		[2] [2] [2] [2] [2]			info • Pra	ter/Edit the prov ormation for the actitioner name, e-populate; edit	point of c	ontact. phone will	opropriate
	Receive no	otification of case statu	s changes. Please	enter email address	in box above.	a matification b	av ja aba	alcad by	

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.

Help /

Contact Us



contact the Health Plan.

BACK

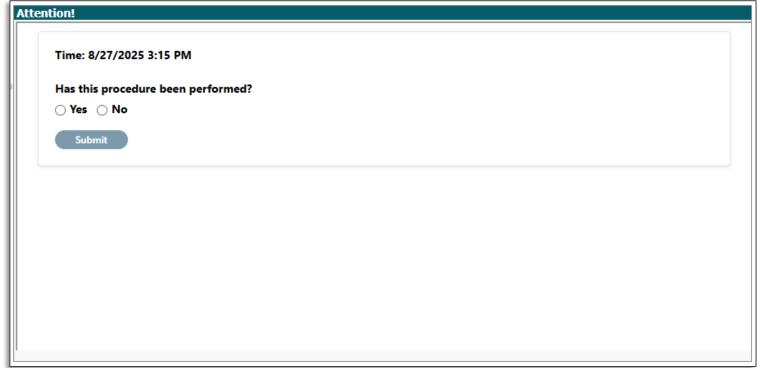
Click here for help

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

CONFIRM FAX AND CONTINUE

Clinical Certification Request | Procedure Date





- Enter the expected date of service.
- If you do not know the date of the procedure, enter today's date.



Clinical Certification Request | Enter Member Information

	Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Perf. St	Practitioner Ummary Portal	Resources	Manage Your Account	MedSolutions Portal	Help / Contact Us
i	Patient	Eligibility Loo	kun					 	.4	h o u !usfo was	etien in elu	-li ti
l	Patient ID:*										ation , inclu h, and last i	0.

- 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
- ent
- Click ELIGIBILITY LOOKUP.

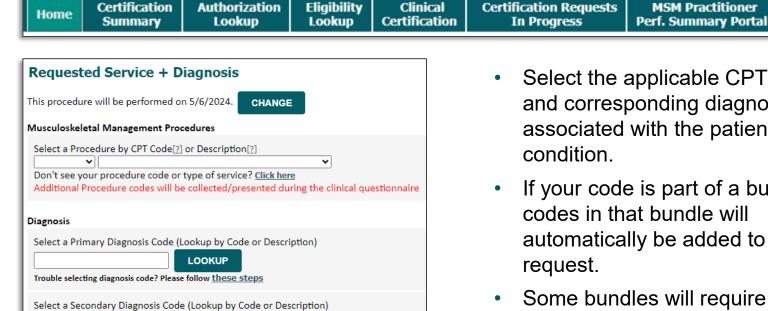
	Search Results									
	Patient ID	Member Code	Name	DOB	Gender	Address				
SELECT		01			F					
BACK										
Click here for help										

Confirm the patient's information and click SELECT to continue.



Patient Last Name Only:*

Clinical Certification Request | Procedure and Diagnosis Codes



Select the applicable CPT code and corresponding diagnosis code associated with the patient's

MedSolutions

Portal

Manage

Your Account

Resources

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Contact Us

- If your code is part of a bundle, all codes in that bundle will automatically be added to the
- Some bundles will require units to be entered, but not all.
- The bundle list can be found on the SummaCare resource page at EviCore.com.



BACK

Click here for help

Secondary diagnosis is optional for Musculoskeletal Management

LOOKUP

Clinical Certification Request | Code Redirection (if applicable)





 If you enter a code not managed on the CareCore portal, then you will receive a redirection message instructing you to submit the request on the MedSolutions portal.



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
Add Site	e of Service									
	lds below to search f	or specific sites. For be osely match your entry		by NPI or TIN. Othe	r search options are by name plus	s zip or name plus city. You may	search a partial sit	e name by entering so	ome portion of the nar	ne and we will provid
NPI: TIN:		Zip (City	Code: :			Site Name:		○ Exact match		
										LOOKUP SIT

- 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 | Proceed to Clinical Information

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

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

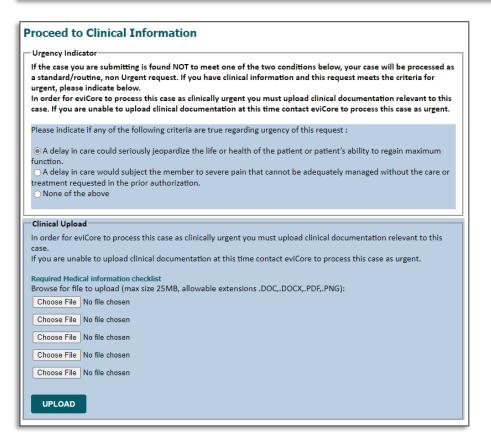
CONFIRM AND CONTINUE

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



Clinical Certification Request | Standard or Urgent Request

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





- 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.



Vascular Intervention | Requesting Multiple CPT Codes



- After you select the urgency of the case, you will be asked about additional procedures. All CPT codes must be for the same program.
- Select YES to add additional CPT codes.
- Enter one CPT at a time, selecting SUBMIT after each one.





NOTE: Codes that are part of the same bundle do not need to be added, since they will be automatically included. If a code is entered that is already included in the bundle, then you will receive an alert.



This code is part of a bundle of codes that includes 37215, 37216, 37218 for placement of a stent in the carotid artery in the neck. You do not need any additional codes in this group.

Will there be any additional procedures needing prior authorization for the same patient and site of service?

Yes No

Submit

Show Review History

Review History:

Please select the side the procedure(s) will be performed on for this request for the same Date of Service: Right

Clinical Certification Request | Request for Clinical Upload

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

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

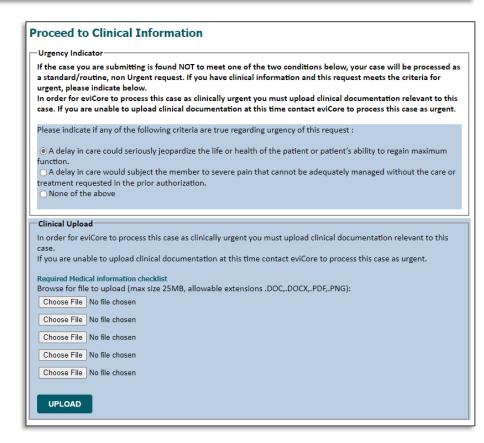
Tips:

- 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."

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

- Date of birth
- Correct case number/Episode ID
- Health plan 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.





Case Summary | Medical Review

Summary of Your Request Please review the details of your request below and if everything looks correct click SUBMIT			
Your case has been sent to 855-774-1315	clinical review. You will be notified via fax within 2 business day	s if additional clinical Information is needed.	If you wish to speak with eviCore at anytime, please call 1-
Provider Name: Provider Address:	CHI. SENSESSETH MARRIES ARRESTON METETRIS. SCHOOL COLONIA, MARRIES ARRESTON.	Contact: Phone Number: Fax Number:	TABLE CLUTS HOSE PRINCI (HOSE) VOIC HOSE.
Patient Name: Insurance Carrier:	SERVICE MALES	Patient Id:	MICTO MICTO
Site Name: Site Address:	CONTRACTOR SALESCOLORS CO. 873 CARGOTT SCHOOL CO. COSTRACTOR, Co. 16755	Site ID:	Management .
Primary Diagnosis Code: Secondary Diagnosis Code: Date of Service: CPT Code: Case Number:	Man percentage Calcolo	Description: Description: Description:	
Review Date: Expiration Date: Status:	09/22/2025 3:30:15 PM N/A Your case has been sent to clinical review. You will be notified via fax within 2 business days if additional clinical information is needed. If you wish to speak with eviCore at anytime, please call 1-855-774-1315		



Case Summary | Approval

Summary of Your Request Please review the details of your request below and if everything looks correct click SUBMIT Your case has been Approved. Provider Name: DR. BHARATH MARK! ARKARA VEETS. Contact: Provider Address: 1,200 cTH AUE No Phone Number: SAIRY CLOUD, MW 56301 Fax Number: Patient Name: Patient Id: the second Insurance Carrier: Site Name: Site ID: Site Address: Market A. Market **Primary Diagnosis Code:** Description: M43.16 Secondary Diagnosis Code: Description: Date of Service: Not provided Description: CPT Code: **Authorization Number:** Review Date: 05/08/2025 02:45:30 PM **Expiration Date:** 08/07/2025 Your case has been Approved. Status: PRINT CONTINUE CANCEL



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: <u>ClientServices@EviCore.com</u>

Phone: **800-646-0418** (option 4).

Web-Based Services and Portal Support

Live chat

Email: Portal.Support@EviCore.com

Phone: 800-646-0418 (option 2)

Provider Engagement

Regional team that works directly with the provider community.

Provider Engagement Manager Territory List



Call Center/Intake Center

Call **855-774-1315**. Representatives are available from 7 a.m. to 7 p.m. local time.



Provider Resource Website

Provider Resource Pages

EviCore's Provider Engagement team maintains provider resource pages that contain educational material to assist providers and their staff on a daily basis. The provider resource page includes, but is not limited to, the following educational material:

- Provider training material
- CPT code list
- Quick Reference Guide (QRG)
- Frequently Asked Questions (FAQ)

To access these helpful resources, please visit:

https://www.evicore.com/resources/healthplan/summacare_apex

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

To access these helpful resources, visit EviCore's Provider's Hub.





Ongoing Provider Portal Training

EviCore 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 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, 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.



Provider Resource Review Forum

The EviCore website contains multiple tools and resources to assist providers and their staff during the prior authorization process.

We invite you to attend an **Intro to EviCore Online Resources** session to learn how to navigate **EviCore.com** and understand all the resources available on the Provider's Hub.

Learn how to access:

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

To register, go to EviCore.com, then:

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





EviCore's Provider Newsletter

Stay up to date with our free provider newsletter!

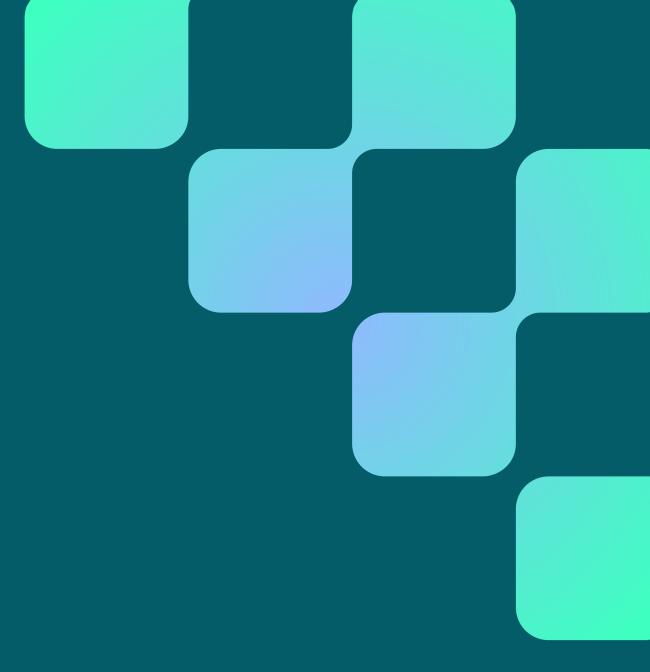
To subscribe:

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



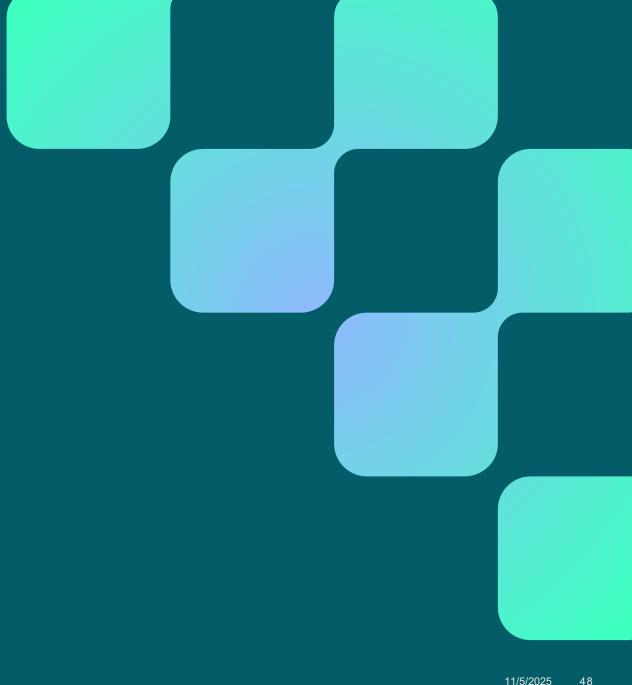


Thank You





Appendix





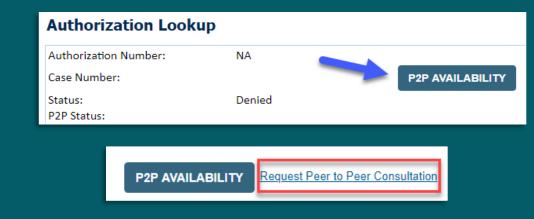
Peer-to-Peer (P2P) Scheduling Tool





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.

- Log-in to your account at EviCore.com.
- 2. Perform Clinical Review Lookup to determine the status of your request.
- 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.*

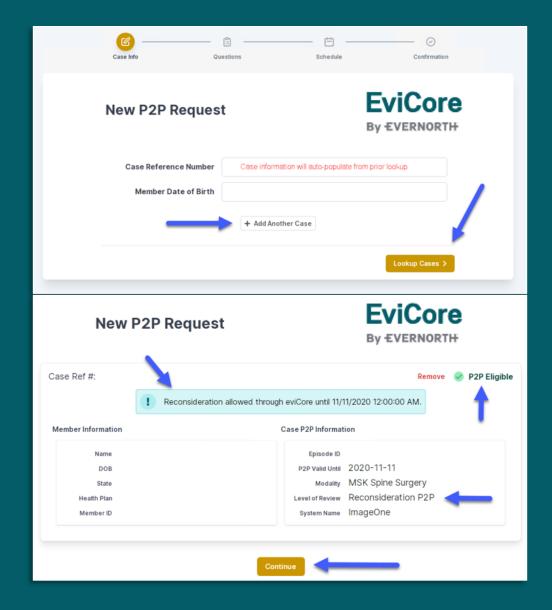




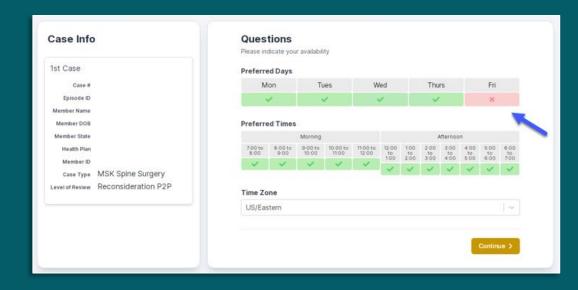
*In some instances, a Peer-to-Peer consultation is allowed, but the case decision can not be changed. In such cases, you can still request a **Consultative-Only Peer-to-Peer.** You can also click on the **ALL POST-DECISION OPTIONS** button to learn what other action can be taken.

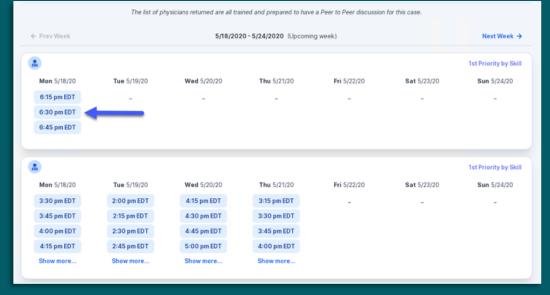
Once the **Request Peer-to-Peer Consultation** link is selected, you will be transferred to our scheduling software via a new browser window.

- 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.
- 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.

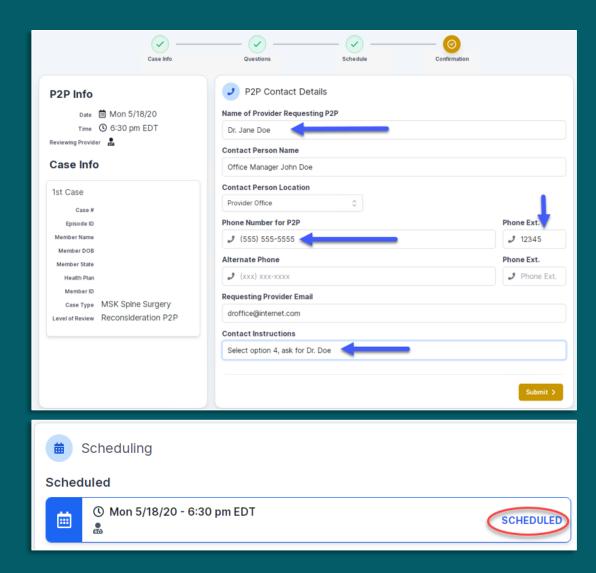


- 1. You will be prompted with a list of EviCore Physicians/Reviewers and appointment options.
- 2. Select any of the listed appointment times to continue.
- 3. You will be prompted to identify your preferred days and times for a Peer-to-Peer consultation (all opportunities will be automatically presented).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



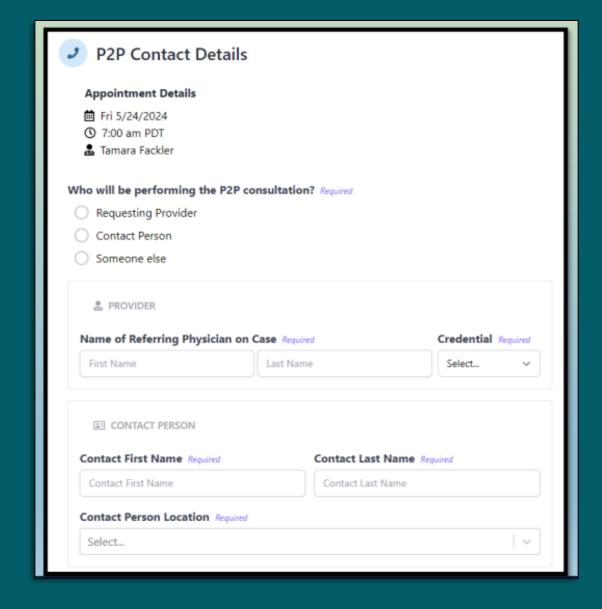


- 1. Update the following fields to ensure the correct person is contacted for the Peer-to-Peer appointment:
 - Name of Provider Requesting P2P
 - + Phone Number for P2P
 - Contact Instructions
- 2. Click **Submit** to schedule the appointment.
- 3. You will be presented with a summary page containing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



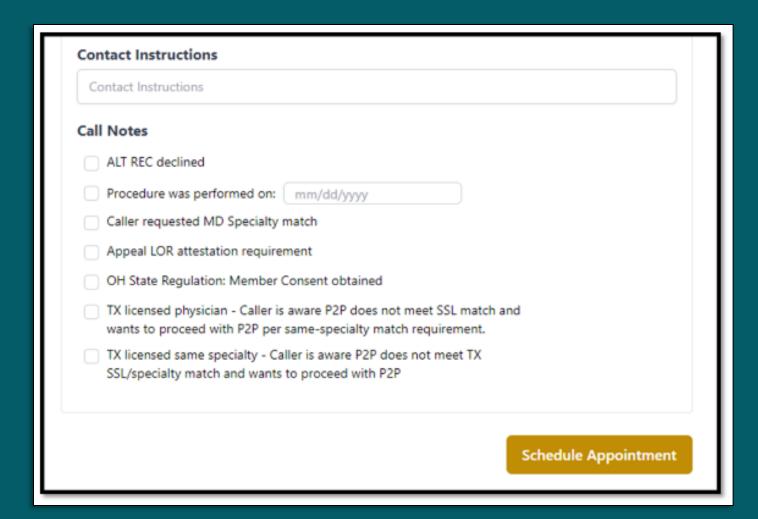
P2P Contact Details

- 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.



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.



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.

