

DURABLE MEDICAL EQUIPMENT (DME)
PROGRAM

Provider Orientation for Vaya Health



Agenda

1. Solution Overview
2. Submitting Requests
3. Prior Authorization Outcomes, Special Considerations & Post-Decision Options
4. EviCore Provider Portal
5. Provider Resources
6. Questions & Next Steps
7. Appendix

Solution Overview

Vaya Health Prior Authorization Services

EviCore will begin accepting prior authorization requests for Durable Medical Equipment (DME) services on June 17th, 2024 for dates of service July 1st, 2024 and after.



Applicable Membership

- + Medicaid
-

Prior authorization applies to the following services

- + Home Based
 - + Medically Necessary
-

Prior authorization does NOT apply to services performed in:

- + Hospitals
- + Post-Acute Care Facilities
- + Surgical Settings

Providers should verify member eligibility and benefits on the secured provider log-in section at: [Vaya Health - Provider Central](#)

Services that require Prior Authorization

Find a complete list of Healthcare Procedural Codes (HCPCS) that require prior authorization through EviCore at: [Vaya Health Provider Resources](#)

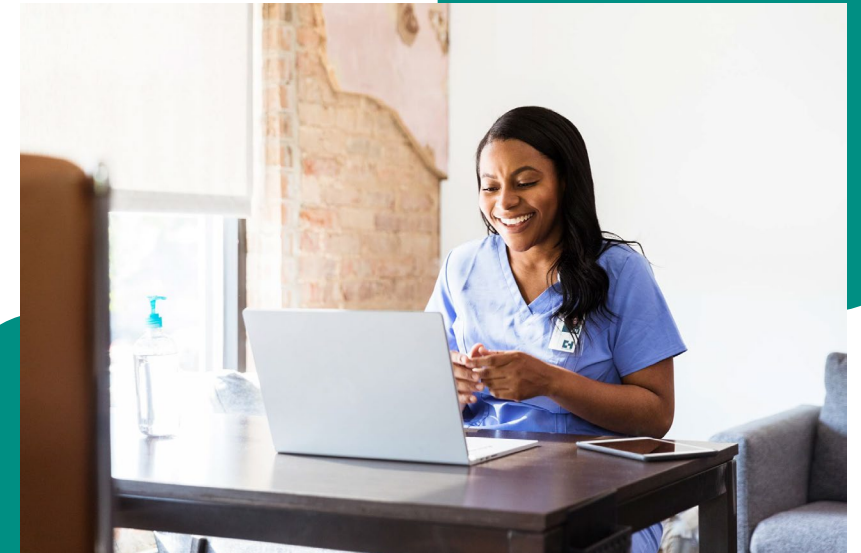
DME services include (but not limited to):

- + Oxygen/Related Equipment
- + Diabetic Shoes
- + Decubitus Care Equipment
- + Hospital Beds and Accessories
- + Ventilators
- + Pacemaker Monitor
- + Patient Lifts
- + Wheelchairs
- + Prosthetics
- + Orthotics
- + Other



How to Determine Member Benefits and Eligibility

Resources	Contact
Vaya Health Customer Service	Refer to member's ID card
Vaya Health Provider Portal	Vaya Health - Provider Central
EviCore Provider Portal	Homepage EviCore by Evernorth > choose the Eligibility Lookup feature in the top banner (login required)
EviCore Intake Team	855.754.5527 (Monday – Friday 9 a.m. to 9 p.m. and Saturday & Sunday 9 a.m. to 2 p.m. EST)



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**
- + **Eligibility Lookup:** Confirm if patient requires clinical review
- + **Prior Authorization Status:** Get real-time status on cases
- + **Save your progress:** If you need to step away, you can save your progress and resume later
- + **Upload additional clinical information:** No need to fax in supporting clinical documentation, it can be uploaded on the portal
- + **View & Print:** Case documents and determination information at your fingertips
- + **Dashboard:** View and track all recently submitted cases
- + **E-notification:** Receive email notifications when there is a change to case status
- + **Duplication feature:** If you are submitting more than one request, you can duplicate information to expedite submissions
- + **Review post-decision options:** submit appeal, reconsideration and schedule a peer-to-peer

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

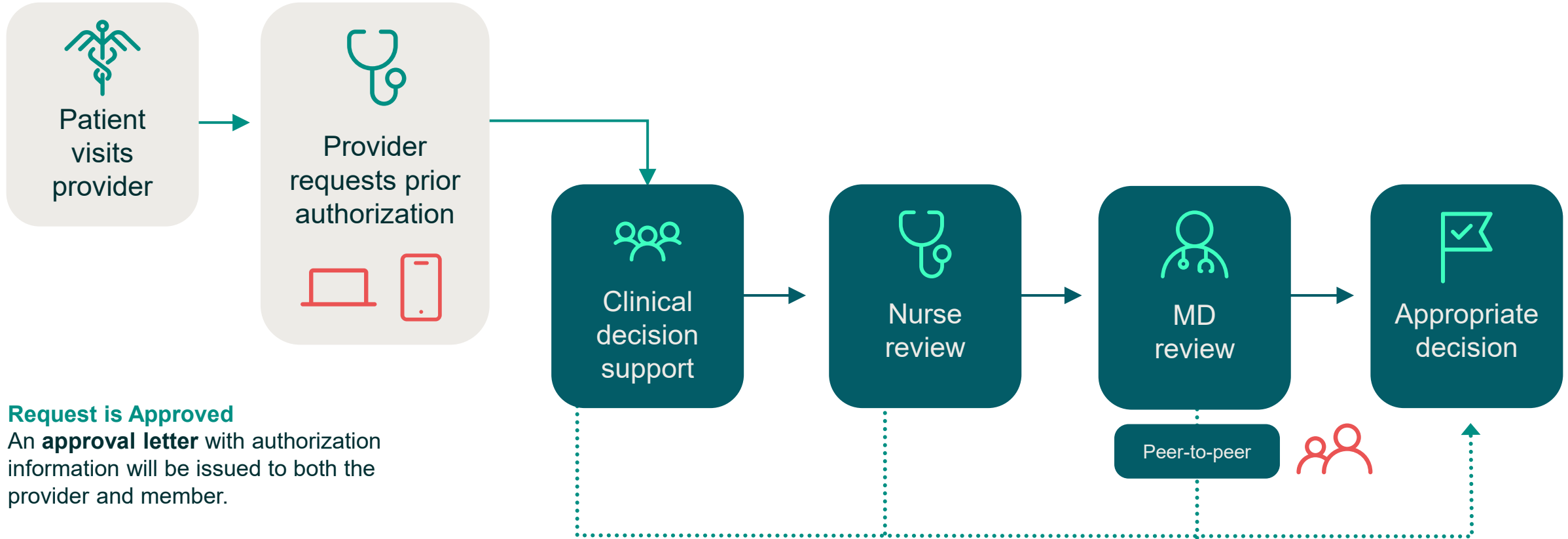
Or by phone: **855-754-5527**

Monday – Friday
9 AM – 9 PM (local time)

Or by fax: **866-663-7740**

Note: EviCore recommends completing a DME Authorization Request Form if submitting by fax

Pre-service prior authorization workflow



Request is Approved

An **approval letter** with authorization information will be issued to both the provider and member.

Request is Denied

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

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) Physician

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



Supporting Clinical

- ✓ Pertinent clinical information to substantiate medical necessity for the requested service
 - ✓ HCPCS Code(s)
 - ✓ Diagnosis Code(s)
- ✓ Current Physician's order/script
- ✓ Current detailed invoice listing all requested equipment



Rendering Facility

- ✓ Facility name
- ✓ Address
- ✓ National provider identifier (NPI)
- ✓ Phone & fax number

All Clinical Information pages must include the patient's name and at least one additional identifier such as DOB or health plan ID.

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 to the member and available to the provider on the Web portal 24/7.

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



Before a denial decision is issued, 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.

Important to 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 out to the provider and member, and status will be available on [EviCore.com](https://www.evicore.com)

There are three ways to supply the requested information:

1. Upload directly into the case via the provider portal at [EviCore.com](https://www.evicore.com). **All Clinical Information pages must include the patient's name and at least one additional identifier.**
2. Fax to 866-663-7740
3. Request a Clinical Consultation / Peer-to-peer (P2P). This consultation can be requested via the EviCore website (see slide 50 for instructions) and must occur prior to the due date referenced.

Prior Authorization Outcomes, Special Considerations & Post-Decision Options

Prior Authorization Determination Outcomes

Determination Outcomes

- + **Approved Requests:** Standard requests are processed within 2 business days after receipt of all necessary clinical information.
- + **Partially Approved Requests:** In instances where multiple HCPCS codes are requested, the determination letter will specify what has been approved, as well as post-decision options for denied codes.
- + **Purchases** are typically valid for 180 days but can be up to 365 days if guidelines allow.
- + **Daily and Monthly rentals** are valid for the number of units (days or months) approved.
- + **For continued rentals and purchases** with a future DOS, up to 30 calendar days from date of submission of the PA, can be requested. This should not be requested > 30 days prior to existing authorization expiration date.
- + **Denied Requests:** If a request is determined as inappropriate based on evidence-based guidelines, a notification with the rationale for the decision and post-decision/ appeal rights will be issued.

Notifications

- + Authorization letters will be faxed to the rendering provider.
- + Web-initiated cases will receive e-notifications.
- + Members will receive a letter by mail.
- + Approval information can be printed on demand from the [EviCore portal](#)

EviCore

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Special Circumstances

Retrospective Authorization Requests



Will only be allowed if due to a member's retroactive enrollment



Any submitted beyond this timeframe will be administratively denied



Reviewed for medical necessity



When authorized, the start date will be the date of service



Special Circumstances

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 prior authorization request determinations will be made within 72 hours

** Due to the shortened timeframe for an urgent decision, we will not pend the case to request additional information, and the case is reviewed solely with the information initially provided.*

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Special Circumstances

Alternative Recommendation



An alternative recommendation may be offered based on evidence-based clinical guidelines



The ordering provider can either accept the alternative recommendation or request a reconsideration for the original request



Providers will be given a timeframe (outlined on the determination letter) to contact EviCore to accept the alternative recommendation



Special Circumstances

Authorization Updates



If updates are needed on an existing authorization, providers can contact EviCore by phone at **855.754.5527**



If the authorization is not updated and a different HCPCS code is submitted on the claim, it may result in a claim denial



One-time extensions will be allowed on active authorizations if appropriate



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 **855-754-5527** 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](https://www.evicore.com) to see available options.



Peer-to-Peer

- + Providers have 3 business days after the determination date to submit a request.
- + Decisions can be overturned, partially overturned, or upheld, and additional information may be submitted.
- + After 3 business days, the appeal process must be followed.



Appeals

- + EviCore will process first-level appeals.
- + Only members or their authorized representative may request an appeal.
- + The timeframe to submit an appeal request will be outlined in the determination letter.
- + The appeal address and phone number will be provided in the determination letter.
- + First-level appeal determinations will be communicated by EviCore to the ordering provider and member.

EviCore Provider Portal

Access and Compatibility

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

Access resources on the EviCore Provider Portal

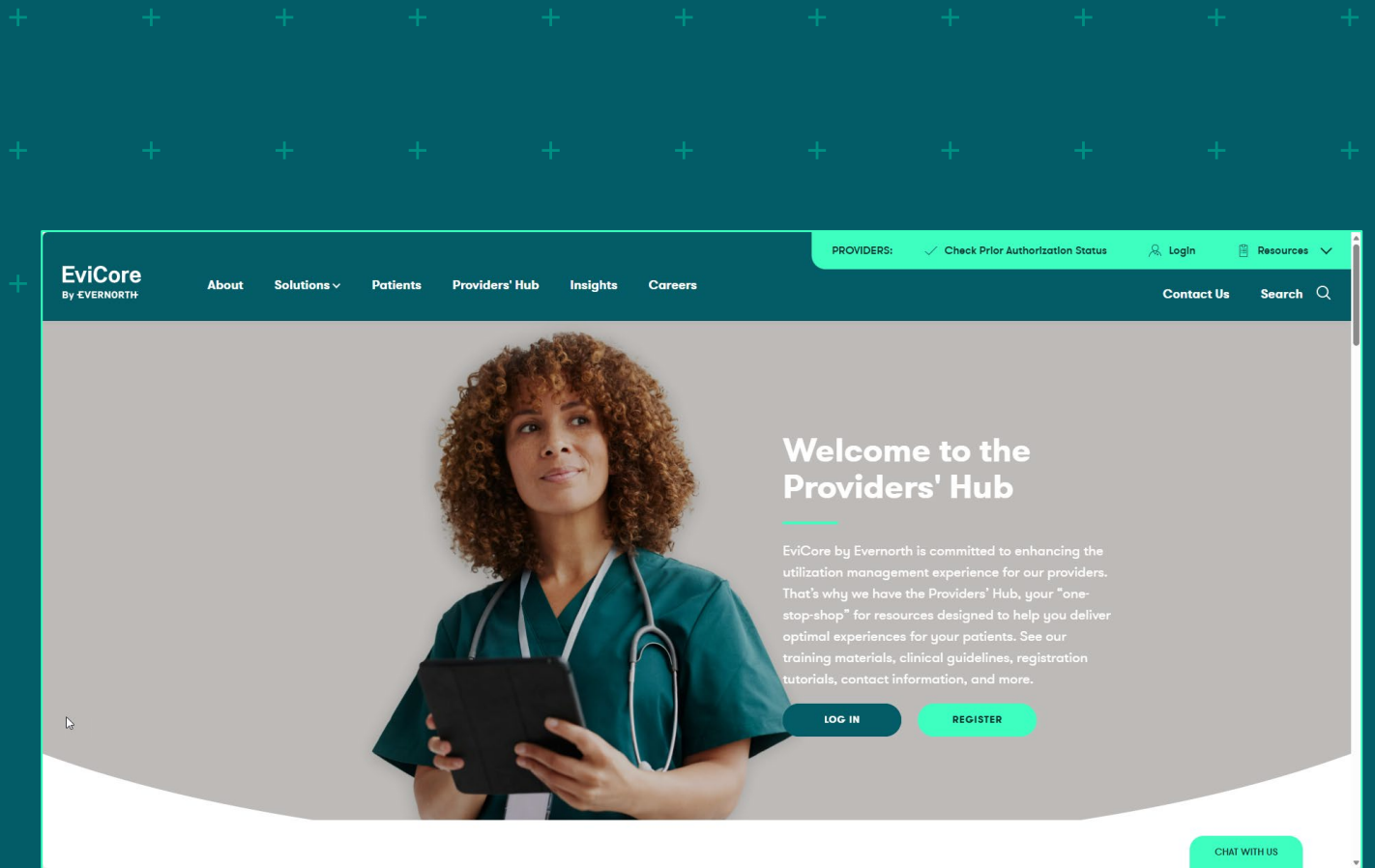
Visit evicore.com/provider

Already a user?

Log in with User ID & Password

Don't have an account?

Click Register



EviCore's website is compatible with all web browsers. You will need to disable pop-up blockers to access the site.

Creating/Registering for an EviCore Provider Portal Account

The screenshot displays the EviCore registration form. At the top left is the EviCore logo with 'By EVERNORTH' underneath. The form is titled 'User Information' and includes a 'Next' button in the top right corner. The form is divided into three main sections: 'User Information', 'Contact Info', and 'Physician/Facility Information'. Each section contains several input fields for user details.

User Information

- First Name: Enter first name
- Last Name: Enter last name
- User Name: Create user name

Contact Info

- Email: Enter email
- Confirm Email: Confirm email
- Phone: Phone number
- Ext (optional): Extension

Physician/Facility Information

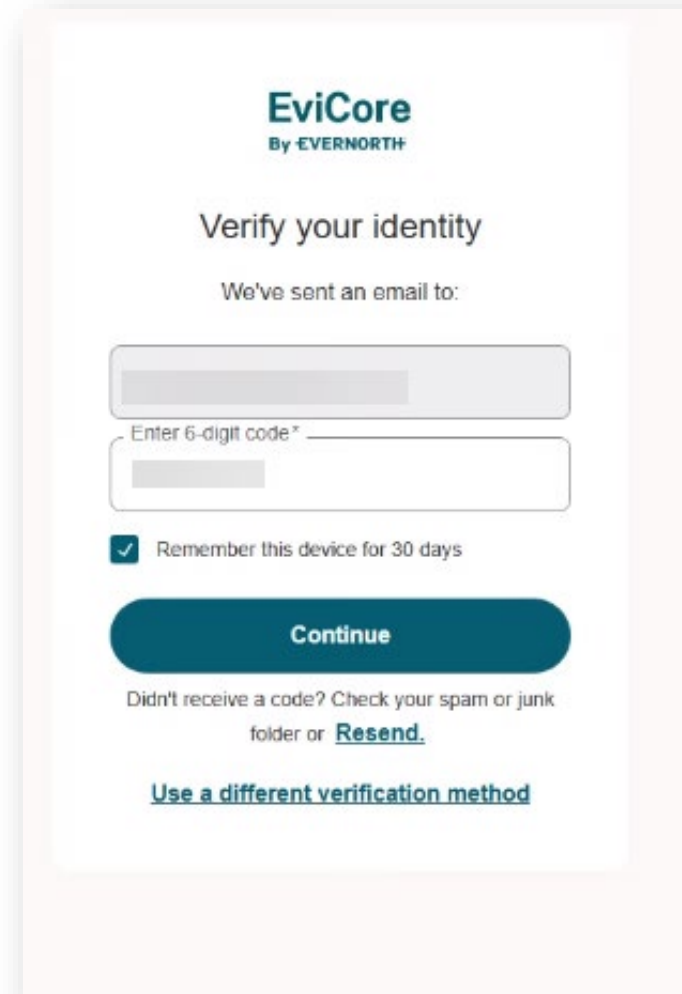
- Individual NPI: Enter NPI
- Tax ID: Enter Tax ID

- Complete the User Information section in full and **Submit Registration**.
- You will immediately be sent an email with a link to verify your account and 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.

A screenshot of the EviCore MFA verification interface. At the top, the EviCore logo is displayed with 'By EVERNORTH' underneath. The main heading is 'Verify your identity'. Below this, it says 'We've sent an email to:' followed by a blurred email address field. A second field is labeled 'Enter 6-digit code*' and contains a blurred 6-digit code. There is a checked checkbox for 'Remember this device for 30 days'. A large teal 'Continue' button is centered below. At the bottom, there is a link that says 'Didn't receive a code? Check your spam or junk folder or [Resend.](#)' and another link below it that says '[Use a different verification method](#)'.

Portal Access – Landing Page

EviCore
By EVERNORTH

Authorization Lookup Request An Authorization Worklist **Portals** Help / Contact User Access Hello, M Johnson

My Worklist

Pending Approved Partially Approved Denied Cancelled All Statuses

Start typing to search...

Request ID	Authorization ID	Patient	Status	Submitted	End Date	Procedure	Ordering Provider	Site of Service	Insurer
No Data Available									

- + Once logged in, locate the “Portals” dropdown and Select “CareCore”. You must select CareCore for DME requests and NOT MedSolutions.
- + You can also access CareCore from the “Request an Authorization” or “Authorization Lookup” dropdowns.

Feedback

User Access – Shared Worklist

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Authorization Lookup Request An Authorization Worklist Portals Help / Contact **User Access** Hello, Michael Khum

Give access to your worklist

Use this form to give users access to your worklist

Username Email Allow access

0 people have access to your worklist. View List

My Worklist

Pending Approved Partially Approved Denied Cancelled All Statuses

Start typing to search...

Request ID	Authorization ID	Patient	Status	Submitted	End Date	Procedure	Ordering Provider	Site of Service	Insurer
No Data Available									

Feedback

- + On the main landing page under “My Worklist” you will see cases that you either created or submitted.
- + To grant access to “My Worklist” for others in your organization, click on “User Access” at the top menu bar and enter the additional Usernames and Email addresses. **Note:** These individual users must already have an EviCore Portal account.

Portal Case Submission

Initiating Case Build and Submission


Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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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

Are you building a case as a referring physician or as a durable medical equipment provider?

Please Select 

Please Select

- Referring Physician
- Durable Medical Equipment

[Click here for help](#)

- + Choose Clinical Certification to begin a new case request.
- + Select the appropriate program: Durable Medical Equipment (DME)
- + Select who is making the request (Referring Physician or the Durable Medical Equipment provider).

Case Build and Submission | Add Ordering Physician

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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Requesting Physician Information

Search for Physician by TIN, NPI, physician last name, city and/or zip.

Healthplan:

TIN:

NPI:

Last Name: (requires NPI or TIN)

City: (city only, no state)

Zip:

SEARCH

- + Select the appropriate Health Plan option from the dropdown.
- + Add ordering physician by using the search feature. It is recommended you enter the NPI and Last name (at a minimum) to complete the search.
- + Only referring providers are allowed to order DME.

Case Build and Submission | Confirm Ordering Physician

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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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	
SELECT	
SELECT	
SELECT	
SELECT	
SELECT	
SELECT	

+ After you click search, if there are providers matching the information you entered, they will populate on the screen.

+ Select the appropriate ordering provider from the results and click continue.

Clinical Certification Request | Select Health Plan

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Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account	MedSolutions Portal
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Choose Your Insurer

Requesting Provider:

Please select the insurer for this authorization request.

Health Plan Name

200

BACK **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.

- + Choose the applicable **Health Plan** for your request
- + Another drop down will appear to select the appropriate address for the Provider.
- + Click **CONTINUE**

Case Build and Submission | Add Contact Information

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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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.

[Click here for help](#)

+ Enter your contact information. This will be used to provide updates on the case and for outreach if needed.

+ Provider name, fax and phone will pre-populate, edit these fields as necessary.

+ The receive email notification box is checked by default. If you prefer to receive faxed notifications, make sure to uncheck this box.

Case Build and Submission I Member Eligibility

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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Patient Eligibility Lookup

Patient ID:* U([input type="text"])

Date Of Birth:* 1 [input type="text"] MM/DD/YYYY

Patient Last Name Only:* M [input type="text"] [?]

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

CLEAR PATIENT SELECTION

Patient Cell Phone ([input type="text"] ([input type="text"])

Patient Email [input type="text"]

BACK **CONTINUE**

[Click here for help](#)

Attention!

Time: [input type="text"]

Has the DME been delivered or dispensed?

Yes No

Submit

+ Before entering member Information, you will be asked whether DME has been dispensed.

+ Enter the Member Information: Plan ID, Date of Birth, and Last Name then click **ELIGIBILITY LOOKUP**

+ Confirm the Member's Information, then click **Continue**.

Case Build and Submission | Service Type and Diagnosis

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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Requested Service + Diagnosis

This procedure has not been performed.

[CHANGE](#)

Durable Medical Equipment(DME)

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

DME DURABLE MEDICAL EQUIPMENT

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

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

Diagnosis

Primary Diagnosis Code: **Z89.512**

Description: **Acquired absence of left leg below knee**

[Change Primary Diagnosis](#)

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

Secondary diagnosis is optional for Durable Medical Equipment(DME)

[LOOKUP](#)

[BACK](#)

[CONTINUE](#)

+ After confirming the Member Information, DME is pre-populated as the requested service type.

+ Additional Procedure Codes will be collected during the clinical questionnaire section after submission.

+ Enter the primary diagnosis code. You may select a secondary diagnosis code if appropriate.

Case Build and Submission | Site of Service

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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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: Starts with Exact match

LOOKUP SITE

Site Email (optional)
Fax
Phone

For DME authorization requests, place of service will be selected as 12

BACK

Attention!

Patient ID: Time: 1
Patient Name: Date of Service:
Was this test performed on an urgent basis?
 Yes
 No
Was this test performed after normal working hours (7am-7pm)?
 Yes
 No

SUBMIT

+ Search for Site of Service (Rendering Facility). For best results, search by TIN or NPI. Select the appropriate Site from the search results.

+ If you previously stated that DME was already dispensed, a pop-up window will appear with additional questions.

Case Build and Submission | Certification

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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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 Physician, 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

+ Confirm all previous information entered is accurate, then check the box to acknowledge the attestation.

+ You will **not** be able to make any changes to the information entered past this screen.

Clinical Pathways I Service Codes

Proceed to Clinical Information

1 Please enter the Primary HCPCS code for this DME request:

2 How many Units of this HCPCS

SUBMIT

Finish Later

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

CANCEL

Proceed to Clinical Information

1 Would you like to enter another HCPCS code?
 Yes No

SUBMIT

Finish Later

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

CANCEL

- + You can save your request and finish it later if needed
(**Note:** Make sure to complete the case before you leave for the day.)
- + Select **Certification Requests in Progress** to resume a saved request.

+ Enter the Primary HCPCS code and any additional codes, if applicable.

+ If EviCore is not delegated to review a code, you will receive notification to contact the Health Plan. If you have both rental and purchase codes, they must be entered under separate cases.

+ Enter all rental or all purchase codes first and then once submitted, the system will ask if you would like to duplicate the member, physician, or site information for your next case.

Clinical Pathways | Questions & Documents

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Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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Proceed to Clinical Information

Is there any additional information specific to the member's condition you would like to provide?

- I would like to upload a document after the survey (Recommended)
- I would like to enter additional notes in the space provided
- I would like to upload a document and enter additional notes
- I have no additional information to provide at this time

Please note that faxes received by eviCore may take up to 24 hours to process. Web uploaded documents have faster processing.
Please click submit below.

Submit

Show Review History

Review History:

+ Clinical Pathway questions will populate based on the information provided.

+ You can edit your responses to clinical questions prior to case submission by clicking the link to the question under “Review History” as you progress through the pathway.

+ Once all pathway questions are completed, you will be given the option to upload documents to the case and/or include additional notes. Select the appropriate option.

Request for Clinical Upload | Medical Information Checklist

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account
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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 File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

UPLOAD

Durable Medical Equipment	
<input type="checkbox"/>	Written prescription
<input type="checkbox"/>	Certificate of medical necessity (CMN)
<input type="checkbox"/>	Preauthorization request form
<input type="checkbox"/>	Most recent office visit notes (for most requests, must be within last 3 months)
<input type="checkbox"/>	Current detailed invoice listing all requested equipment
<input type="checkbox"/>	Diagnosis (if part of discharge plan, include the admitting diagnosis)
<input type="checkbox"/>	Patient history and physical exam findings, progress notes, wound or incision/location
<input type="checkbox"/>	Rental vs Purchase and Quantity requested (if applicable)
<input type="checkbox"/>	Has the patient previously used this/these item(s)
<input type="checkbox"/>	DME vendor/site

If additional information is required, you will have the option to upload. Review the list of required medical information to ensure your request is processed timely.

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
- + Access the required medical information checklist if needed

[Required Medical Information Check List.pdf \(evicore.com\)](#)

Case Submitted | Summary Screen

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: Provider Address:	Contact: Phone Number: Fax Number:
Patient Name: Insurance Carrier:	Patient ID:
Site Name: Site Address:	Site ID:
Primary Diagnosis Code: Secondary Diagnosis Code: Date of Service: CPT Code: Authorization Number: Review Date: Expiration Date: Status:	Description: Description: Description:

Your case has been Approved.

CANCEL PRINT CONTINUE

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 Medical Review.

Provider Name: Provider Address:	Contact: Phone Number: Fax Number:
Patient Name: Insurance Carrier:	Patient ID:
Site Name: Site Address:	Site ID:
Primary Diagnosis Code: Secondary Diagnosis Code: Date of Service: CPT Code: Case Number: Review Date: Expiration Date: Status:	Description: Description: Description:

Your case has been sent to Medical Review.

CANCEL PRINT CONTINUE

Once the case has been submitted, you will receive a summary of your request indicating that either your case has been approved, or your case has been sent to Medical Review. Details of the case are provided along with either an authorization number or case number. You can print this page for your records.

Authorization Lookup Feature

- + Look up a case 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
- + View and print correspondence associated with the case
- + Cases you submitted will appear under your worklist on the main dashboard

Authorization Number: P2P AVAILABILITY

Case Number:

Patient Name:

DOB:

Status: Approved

P2P Status:

Approval Date:

Service Code: DME

Service Description: DURABLE MEDICAL EQUIPMENT CHANGE SITE

Site Name:

Start Date:

Expiration Date:

Date Last Updated:

Correspondence: UPLOADS & FAXES

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

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:



Provider Resources

Client and Provider Services

For eligibility issues (member or provider not found in system) or transactional authorization related issues requiring research. Requests will be initiated through EviCore's self-service application, ECRM.

- + ECRM: <https://ecrm.evernorth.com/ecrm>
- + Phone: **(800) 646-0418** (option 4).

Web-Based Services and Portal Support

- + Live chat
- + Phone: **800-646-0418** (option 2).

Provider Engagement

- + Regional team that works directly with the provider community.
- + [Provider Engagement Territory List](#)

Call Center

Call **855-754-5527**, representatives are available from 9 a.m. to 9 p.m. local time.

**Contact EviCore's
Dedicated Teams**



Provider Resource Website

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

This page will include:

- + Frequently Asked Questions
- + Quick Reference Guides
- + Provider Training
- + HCPCS code list

- + To access these helpful resources, visit [Provider Resources](#)





Contact our Client and Provider Services team via EviCore's self-service application, ECRM

- + <https://ecrm.evernorth.com/ecrm>
- + 1-800-646-0418 (option 4)

Quick Reference

At the top right corner of our EviCore.com webpage, click on the “Resources” dropdown to display links to a variety of resources:

- + Clinical Guidelines
 - + Health Plan-Specific Provider Resources
 - + Clinical Worksheets, where available
 - + Guides on EviCore processes
- + Click “Go to Provider’s Hub” to:
- Log into the provider portal
 - Find Contact Information
 - Sign up for our provider Newsletter
 - Explore more features

PROVIDERS: Check Prior Authorization Status  Login  Resources ^

Resources

CLINICAL GUIDELINES

PROVIDER RESOURCES

- Clinical Worksheets
- Network Standards/Accreditations
- Training Resources

I Would Like To

- Request a Consultation with a Clinical Peer Reviewer
- Request an Appeal or Reconsideration
- Receive Technical Web Support
- Check Status Of Existing Prior Authorization
- Check Eligibility Status
- Access Claims Portal

Learn How To

- Submit A New Prior Authorization
- Find Contact Information
- Podcasts

GO TO PROVIDER'S HUB >

EviCore Communication Relationship Management (ECRM)

For program-related questions or concerns, please submit inquiries via the [EviCore Communication Relationship Management \(ECRM\)](#) application. Common issues addressed through ECRM include:

- Questions regarding accreditation and/or credentialing
- Requests for an authorization to be sent to the health plan
- Claims disputes support/claims adjudication requests
- Complaints and grievances
- Eligibility issues (member, rendering facility, and/or ordering physician)
- Issues experienced during case creation
- Reports of system issues
- Issues with EviCore's provider portal
 - You can also call a Web Support Specialist at 800-646-0418 (option 2)
 - Chat with web support on the [EviCore Provider Resource page](#)



ECRM is available **24/7**. Users can login or register [HERE](#).

Additional Information about ECRM can be found on the [Providers' Hub](#).

Continued Learning: Provider Training Opportunities



EviCore
By EVERNORTH

Get More Out of the EviCore Portal - Join a Free Training Session

Whether you're just getting started or have been using the EviCore portal for a while, our **free, live training sessions** can help you work more efficiently and confidently. In just **one hour**, you'll learn tips, tools, and best practices you can use right away.

Sessions are offered on **multiple dates and times**, making it easy to fit training into your schedule.

Training Options & Frequency

- + [Intro to Web Portal Training](#) – Offered **twice per week**
- + [Intro to EviCore Online Resources](#) – Offered **twice per month**
- + [Therapy Provider Training](#) (for therapy providers) – Offered **twice per quarter**
- + [Post-Acute Care Portal Training](#) (for hospitals and post-acute care providers) – Offered **once per week**

How to View Sessions & Register

1. Click on the training session you would like to attend.
2. Select your preferred date and time by checking the radio button.
3. Complete the registration form.
4. Look for a confirmation email with session details.

Have questions? The training host's contact information will be included in your confirmation email.

We look forward to seeing you at an upcoming training session!

Questions?

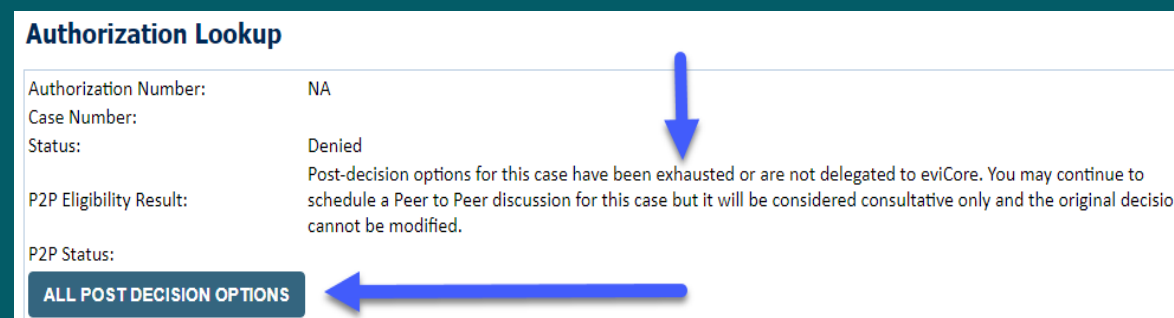
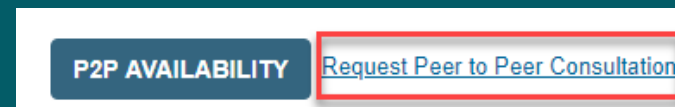
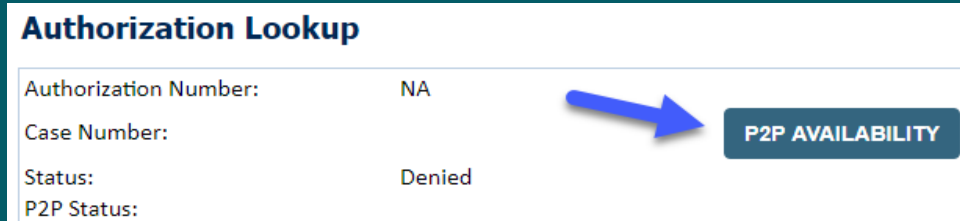
Thank you!

Peer-to-Peer (P2P) Scheduling Tool

Schedule a P2P Request

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*

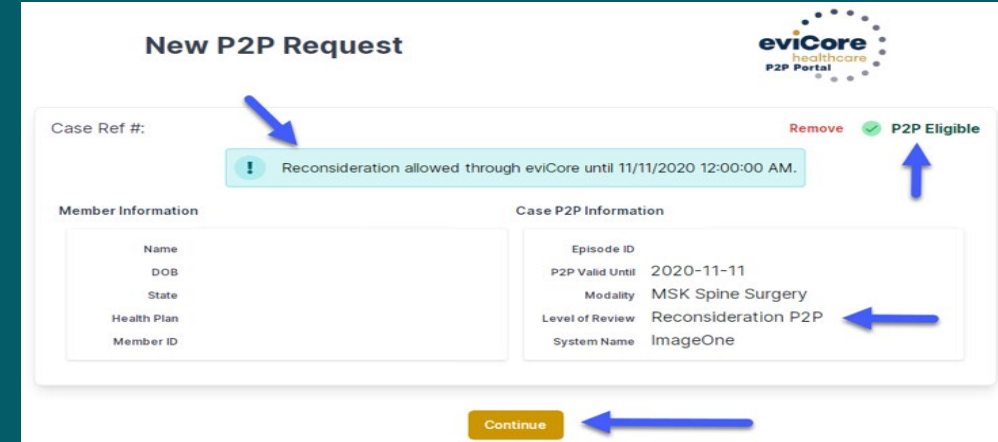
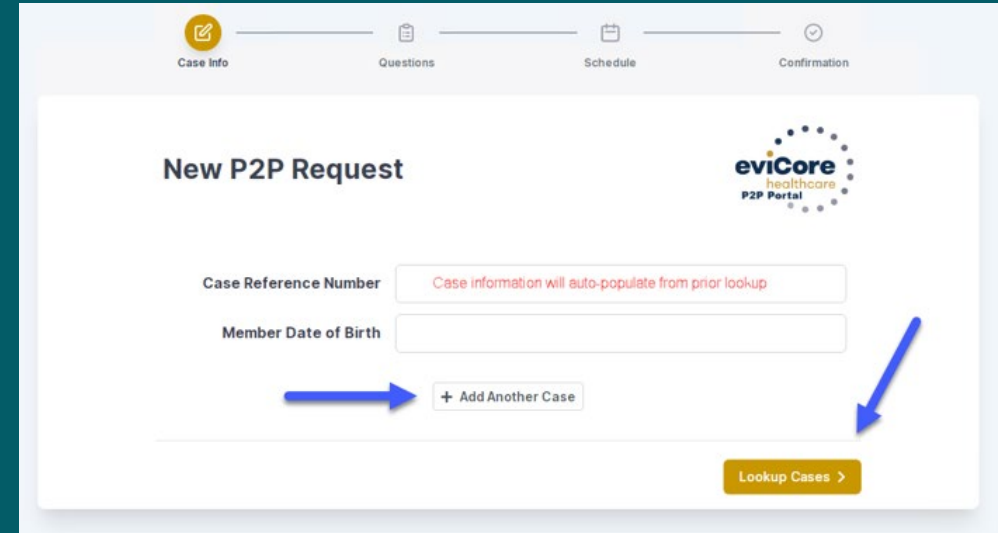


*In some instances, a Peer-to-Peer consultation is allowed, but the case decision can not be changed. In such cases, you can still request a **Consultative-Only Peer-to-Peer**. You can also click on the **ALL POST-DECISION OPTIONS** button to learn what other action can be taken.

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

Schedule a P2P Request (con't.)

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



Schedule a P2P Request (con't.)

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

Case Info

1st Case

Case #	
Episode ID	
Member Name	
Member DOB	
Member State	
Health Plan	
Member ID	
Case Type	MSK Spine Surgery
Level of Review	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 →

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	-	-	-	-	-	-

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 Request (con't.)

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

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

