

RADIATION ONCOLOGY

Arkansas BlueCross BlueShield Provider Orientation

EviCore
By EVERNORTH



Agenda

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

Solution Overview

ARBCBS Prior Authorization Services

EviCore will begin accepting prior authorization requests for Radiation Oncology services on 12/23/20 for dates of service 1/1/2021 and after.



Applicable Membership

- + Arkansas Blue Medicare
- + Health Advantage

Prior authorization applies to the following services

- + Conventional Isodose Planning, Complex
- + 3D Conformal
- + Intensity-Modulated Radiation Therapy (IMRT)
- + Image-Guided Radiation Therapy (IGRT)
- + Stereotactic Radiosurgery (SRS)
- + Stereotactic Body Radiation Therapy (SBRT)
- + Brachytherapy
- + Radiopharmaceuticals
- + Hyperthermia
- + Proton Beam Therapy
- + Neutron Beam Therapy

Prior authorization does NOT apply to services performed in:

- + Emergency Rooms
- + Observation Services
- + Inpatient Stays

Radiation Oncology – Holistic Treatment Plan

EviCore relies on information about the patient's unique presentation and the physician's intended treatment plan to authorize all services from the initial simulation through the delivery of the last fraction of radiation.

- Providers specify the cancer type or body part being treated rather than requesting individual CPT and HCPCS codes. For example, Breast Cancer, Skin Cancer, etc. A non-cancerous and 'other' cancer type can be requested if the diagnosis does not fit into a predefined cancer type category.
- The intended treatment plan for the cancer type is compared to the evidence-based guidelines developed by our Medical Advisory Board. **For Medicare Cases, LCD and NCDs are followed if there is one applicable to the treatment.**
- If request is authorized/covered or partially authorized/covered, then the requested/approved treatment technique and number of fractions will be provided and will be included on the notifications that are sent to the provider and the member.
- If Image Guidance (IGRT) is requested it may or may not be approved, separate from the primary treatment technique. This information will be communicated in the case notifications. The EviCore IGRT Policy is included in our guidelines at www.eviCore.com
- For questions about specific CPT codes that are generally included with each episode of care, please reference the EviCore Radiation Therapy Coding Guidelines located online at www.eviCore.com in the Clinical Guidelines section of the Resource tab.

How to Determine Member Benefits & Eligibility

Resources	Contact
ARBCBS Customer Service	Refer to member's ID card
ARBCBS Provider Portal	www.arkansasbluecross.com/
EviCore Provider Portal	Homepage EviCore by Evernorth > choose the Eligibility Lookup feature in the top banner (login required)
EviCore Intake Team	866-220-4699 (Monday – Friday 7 a.m. to 7 p.m. Saturday 8 a.m. to 4 p.m. Sunday 8 a.m. to 1 p.m. (CST))



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 consultation

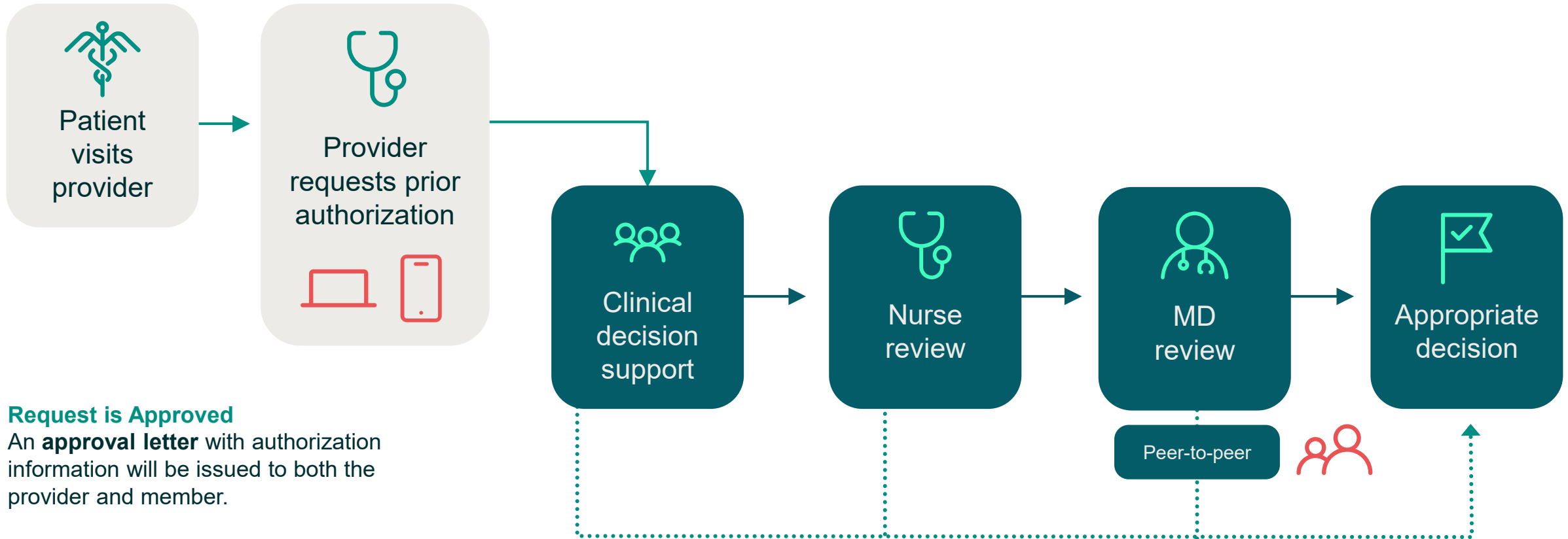
To access the EviCore Provider Portal, visit [EviCore.com/provider](https://www.evicore.com/provider)

Or by phone: **866-220-4699**

Monday – Friday
7 AM – 7 PM (CST)

Or by fax: **800-540-2406**

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.

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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

- ✓ Diagnosis code(s)
- ✓ Completed physician worksheet
- ✓ Pertinent clinical information to substantiate medical necessity for the requested service, such as comparison plan and/or radiation oncologist consultation note



Rendering Facility

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

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 48 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 7 calendar days from the receipt of all clinical information; authorizations are valid for 45-240 calendar days from the date of the final determination
- + **Partially Approved Requests:** In instances where multiple codes are requested, the determination letter will specify what has been approved, as well as post-decision options for any denied codes.
- + **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

- + Letters will be faxed to the 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](#)



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 cases are typically reviewed within 24 to 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.*



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 have 2 business days 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 866-220-4699



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



Special Circumstances

Continuity of Care

- + EviCore must be notified of any radiation therapy treatments that began prior to 1/1/21 and that will end on, or span past, 1/1/21. Please accurately communicate the first date on which treatment sessions began when asked during case build.

Retrospective Requests

- + Retrospective review is not allowed for Medicare requests and will not be accepted
- + Providers can follow the post claim appeal process if needed



Medicare Members

My case has been denied.
What's next?

- + Providers can request a Clinical Consultation with an EviCore physician to better understand the reason for denial.
- + However, once a denial decision has been made on a Medicare case, the decision is final and cannot be overturned via Clinical Consultation.



Reconsiderations

- + Medicare cases do not include a reconsideration option
-



Appeals

- + EviCore will not process first-level appeals.
- + Appeal requests must be submitted directly to the health plan.
- + A written notice of the appeal decision will be mailed to the member and faxed to the ordering provider.

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

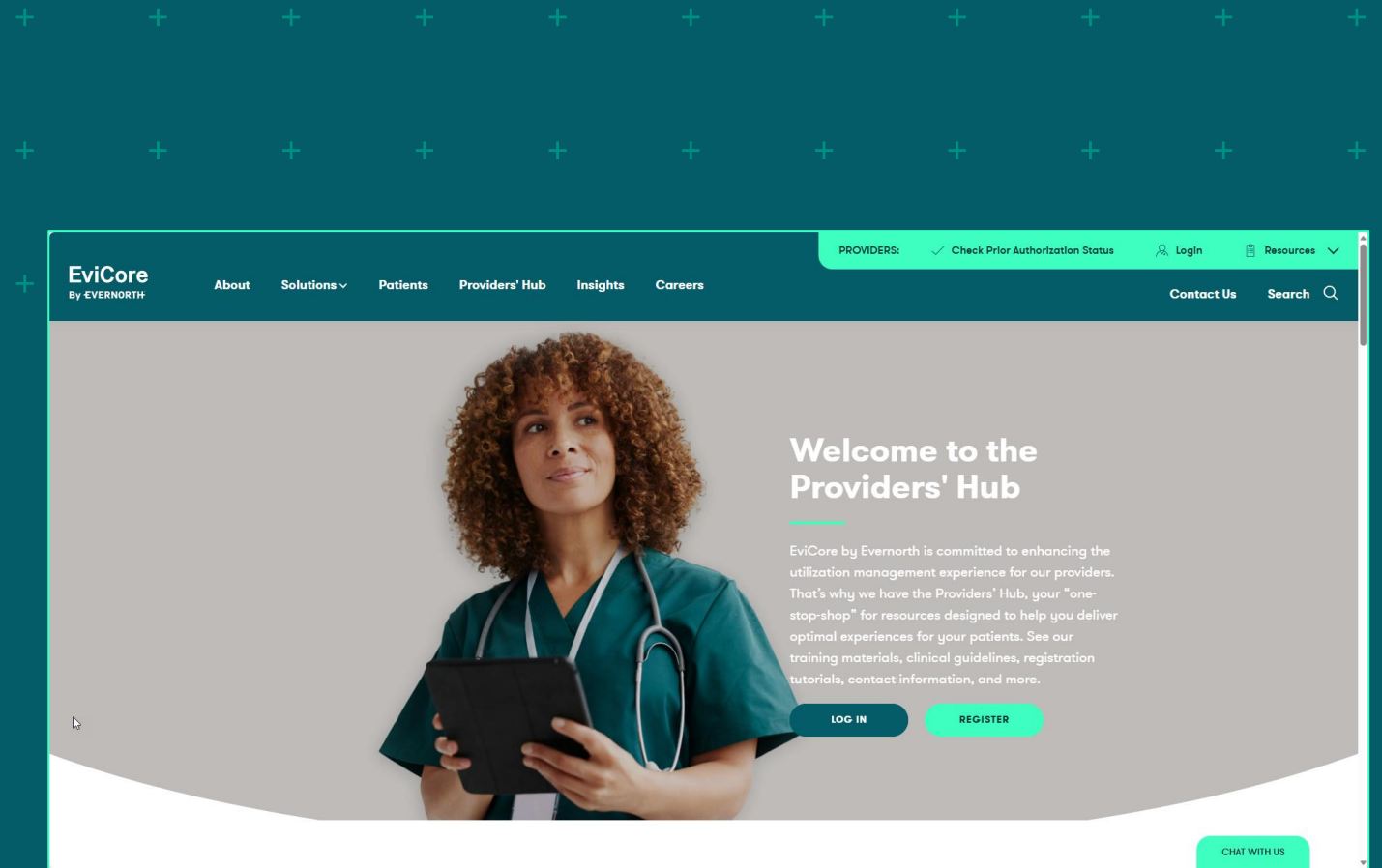
Visit evicore.com/provider

Already a user?

Log in with User ID & Password

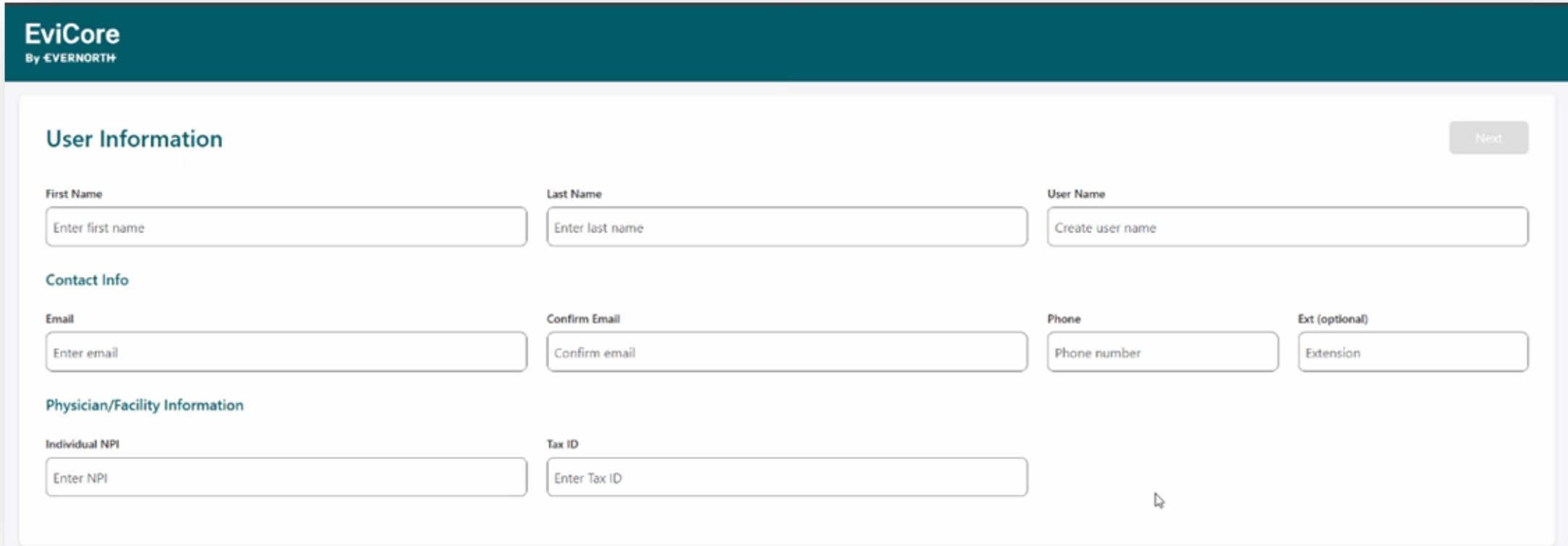
Don't have an account?

Click **Register**



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

Registering for an EviCore Provider Portal Account



The screenshot shows the EviCore registration form with the following sections and fields:

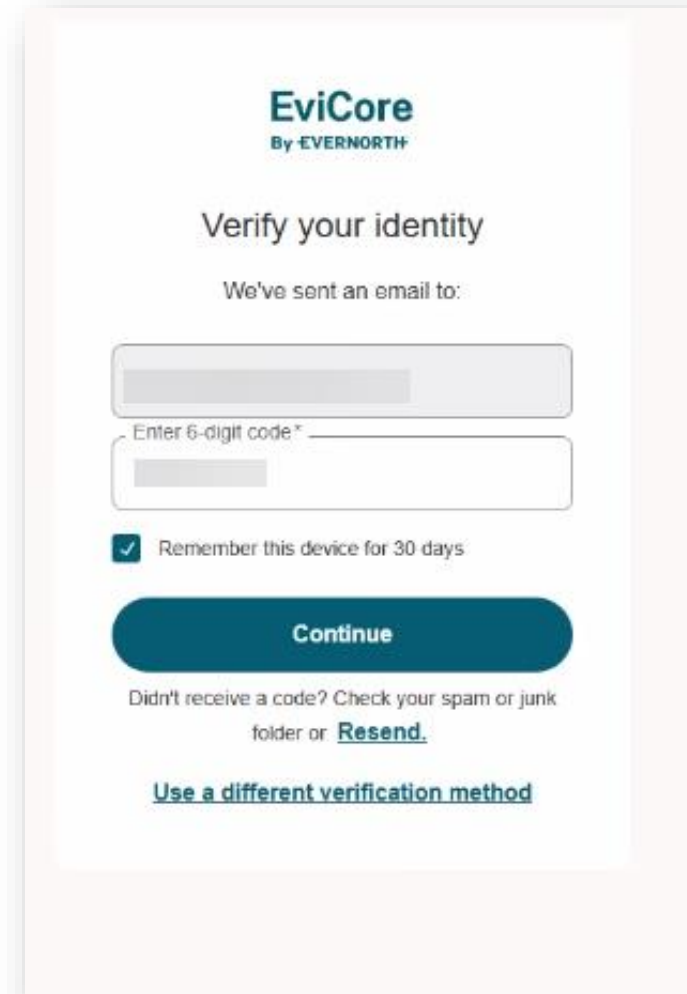
- EviCore By EVERNORTH** (Header)
- User Information** (Section Header)
 - First Name: Enter first name
 - Last Name: Enter last name
 - User Name: Create user name
- Contact Info** (Section Header)
 - Email: Enter email
 - Confirm Email: Confirm email
 - Phone: Phone number
 - Ext (optional): Extension
- Physician/Facility Information** (Section Header)
 - Individual NPI: Enter NPI
 - Tax ID: Enter Tax ID
- Next** (Button)

- 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 multi-factor authentication (MFA) verification screen. At the top is the EviCore logo 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. There is a text input field labeled 'Enter 6-digit code *' with a blurred 6-digit code entered. Below the input field is a checkbox that is checked, labeled 'Remember this device for 30 days'. A large blue 'Continue' button is centered below the checkbox. 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									

CareCore

View in progress and pharmacy requests

Manage your account

MSK PPS

MedSolutions

View in progress requests

Manage your account

Claims search

Payment status

Post acute care

Feedback

+ Once logged in, locate the “Portals” dropdown and Select “CareCore.”
You must select CareCore for Radiation Oncology requests.

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									

- + 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 & 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

[Click here for help](#)

- + Choose Clinical Certification to begin a new case request.
- + Select the appropriate program from the list provided: Radiation Therapy

Case Build & 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:

Please Select ▼

TIN:

NPI:

Last Name:

(requires NPI or TIN)

City:

(city only, no state)

Zip:

SEARCH

+ 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.

Case Build & Submission I 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.

Case Build & Submission | 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

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
- + Select the appropriate address for the Provider
- + Click CONTINUE

Case Build & Submission I 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.

BACK

CONFIRM FAX AND CONTINUE

[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.

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Case Build & Submission I Member & Request 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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Attention!

Time: 7/1/2020 1:54 PM

What is the expected treatment start date? MM/DD/20YY

SUBMIT

Patient Eligibility Lookup

Patient ID:*

Date Of Birth:* MM/DD/YYYY

Patient Last Name Only:* [?]

ELIGIBILITY LOOKUP

BACK

- You will be asked the expected treatment start date, the date of the member's initial Radiation Therapy treatment. The case will be backdated to cover simulation and treatment planning.
- You will then be asked to enter the member information (patient ID number, date of birth and last name), click Eligibility Lookup and verify the member
- Next, you will select the cancer type/body part being treated (RC Code) & diagnosis code associated with the member's cancer type

Requested Service + Diagnosis

This procedure will be performed on 7/2/2020.

CHANGE

Radiation Therapy Procedures

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

RCADRE

RCANAL

RCBILE

RCBLAD

RCBONE

RCBRAI

RCBREA

RCCERV

RCCNSL

RCCNSN

RCENDO

RCESOP

RCGACA

RCGALL

RCHDKL

RCHENE

RCHEPA

RCKIDN

RCLIVE

RCMETS

RCMUMY

RCNHDL

RCNONC

RCNSCL

RCOLIG

RCOTHE

RCPANC

procedure code or type of service? [Click here](#)

Primary Diagnosis Code (Lookup by Code or Description)

LOOKUP

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

Secondary Diagnosis Code (Lookup by Code or Description)

osis is optional for Radiation Therapy

LOOKUP

Case Build & Submission | Verify Service Selection

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

Confirm your service selection.

Treatment Start: 7/2/2020
CPT Code: RCADRE
Description: ADRENAL CANCER
Primary Diagnosis Code: C17.2
Primary Diagnosis: Malignant neoplasm of ileum
Secondary Diagnosis Code:
Secondary Diagnosis:
[Change Procedure or Primary Diagnosis](#)
[Change Secondary Diagnosis](#)

BACK

CONTINUE

[Click here for help](#)

- Confirm that the correct cancer type and diagnoses have been selected
- Edit any information if needed by selecting change procedure or primary diagnosis
- Click continue to confirm your selection

Case Build & 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

BACK

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

Case Build & 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 | Examples of Questions

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

Does the patient have distant metastases (stage M1) (i.e. to brain, lung, liver, bone)?
☐ Yes ☐ No

Where will treatment be directed?
☐ Bilateral breast (treated concurrently)
☒ Left breast
☐ Right breast

SUBMIT

Proceed to Clinical Information

What is the treatment intent?
☐ Pre-operative (neo-adjuvant)
☐ Definitive (No surgery planned)
☐ Post-operative (adjuvant)
☐ Palliative (for relief of symptoms)

SUBMIT

Proceed to Clinical Information

What is the T stage?

What is the N stage?

SUBMIT

Proceed to Clinical Information

Will the patient receive concurrent chemotherapy?
☐ Yes ☐ No

Will daily image-guided radiation therapy (IGRT) be used for phase I?
☐ Yes ☐ No

SUBMIT

☐ Finish Later

Did you know?

You can save a certification request to finish later.

☐ I acknowledge that the clinical information submitted to support this authorization request is accurate and specific to this member, and that all information has been provided. I have no further information to provide at this time.

SUBMIT CASE

- Clinical Certification questions may populate based upon the information provided in previous questions
- Clinical worksheets located on www.eviCore.com can be used as a guide and will help prepare the requestor for the questions that are presented
- You can save your request and finish it later if needed
- When logged in, you can resume a saved request by going to Certification Requests in Progress
- Once the clinical questions have been answered, click the attestation and Submit the Case

Clinical Pathways | Clinical Decision Support (CDS) Model

As of July 2020, certain cancer type pathway questions look different. EviCore is rolling out a faster way to create a Radiation Oncology case and receive an approval.

- The provider web portal login and demographic question/answer process is not changed
- There will be far fewer clinical questions during the prior authorization process
- After the clinical questions, you will receive a list of regimen options from which to select

Why is EviCore transitioning Radiation Oncology to CDS?

- Getting to Yes faster
 - Improve the prior authorization process for providers
 - Reduce clinical questions by up to 92%!
- Guide providers to a list of approvable treatment regimens
- Reduce Clinical Review and Peer-to-Peer rates
- Align Radiation Oncology with the Medical Oncology program design

Note: Once the clinical pathway questions are answered, a list of approvable treatment Regimens will be presented. The 'Other' selection can be selected if a custom treatment will be requested, which will be sent for Medical Review. (see example)

Example of Approvable Treatment Options:

- A. Up to 5 fractions of Stereotactic Body Radiation Therapy (SBRT) (using 3D planning)
- B. Up to 5 fractions of Stereotactic Body Radiation Therapy (SBRT) (using IMRT planning)
- C. Up to 10 fractions of 3D Conformal with IGRT (hypofractionation)
- D. 30 to 35 fractions of 3D Conformal with IGRT (conventional fractionation)
- E. Other

If "Other" is selected, you will be prompted to build a custom treatment regimen request.
If "A", "B", "C", or "D" is selected, a follow-up question regarding the specific number of fractions will be asked.

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

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

Case Number:

P2P Availability:

P2P AVAILABILITY

Patient Name:

DOB:

Status:

Approved

P2P Status:

Approval Date:

Service Code:

DME

Service Description:

DURABLE MEDICAL EQUIPMENT

Site Name:

CHANGE SITE

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

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](#).

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 866-220-4699, representatives are available from:

Monday to Friday 7 a.m. to 7 p.m.

Saturday 8 a.m. to 4 p.m.

Sunday 8 a.m. to 4 p.m. (CST)

Contact EviCore's Dedicated Teams



Provider Resource Website

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

These sites will include:

- + Frequently Asked Questions
 - + Quick Reference Guides
 - + Provider Training Materials
 - + CPT Code Lists
- + To access these helpful resources, please visit **Provider Resources** and enter the health plan in the drop down.



REMINDER: 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 Information

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 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

Learn How To

Submit A New Prior Authorization

Find Contact Information

Podcasts

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

GO TO PROVIDER'S 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!

Thank You

Appendix

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*

Authorization Lookup

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

P2P AVAILABILITY

P2P AVAILABILITY

[Request Peer to Peer Consultation](#)

Authorization Lookup

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

ALL POST DECISION OPTIONS

*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 →

1st Priority by Skill

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

1st Priority by Skill

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

Schedule a P2P Request (con't.)

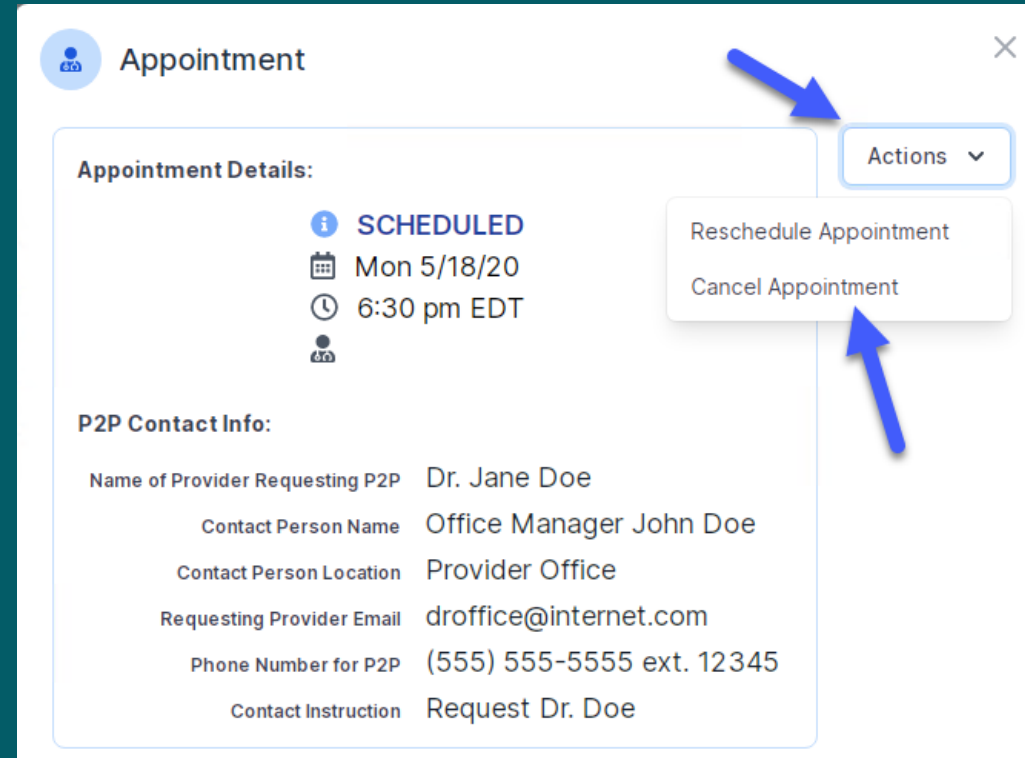
1. Update the following fields to ensure the correct person is contacted for the Peer-to-Peer appointment:
 - + Name of Provider Requesting P2P
 - + Phone Number for P2P
 - + Contact Instructions
2. Click **Submit** to schedule the appointment
3. You will be presented with a summary page containing the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

The screenshot displays the 'Schedule' step of a P2P Request process. At the top, a progress bar shows four steps: Case Info (checked), Questions (checked), Schedule (active), and Confirmation (pending). The main form is divided into two columns. The left column contains 'P2P Info' (Date: Mon 5/18/20, Time: 6:30 pm EDT, Reviewing Provider), 'Case Info' (1st Case details), and a 'Submit' button. The right column contains 'P2P Contact Details' with fields for 'Name of Provider Requesting P2P' (Dr. Jane Doe), 'Contact Person Name' (Office Manager John Doe), 'Contact Person Location' (Provider Office), 'Phone Number for P2P' ((555) 555-5555), 'Alternate Phone' ((xxx) xxx-xxxx), 'Requesting Provider Email' (droffice@internet.com), and 'Contact Instructions' (Select option 4, ask for Dr. Doe). Blue arrows point to the 'Name of Provider Requesting P2P', 'Phone Number for P2P', and 'Contact Instructions' fields. Below the form, a 'Scheduling' section shows a calendar icon, the text 'Scheduled', and a summary bar with a calendar icon, a clock icon, the date and time 'Mon 5/18/20 - 6:30 pm EDT', and a red 'SCHEDULED' button.

Cancel or Reschedule a P2P Appointment

To cancel or reschedule an appointment:

1. Access the scheduling software and select **My P2P Requests** on the left-pane navigation
2. Select the request you would like to modify from the list of available appointments
3. When the request appears, click on the schedule link. An appointment window will open
4. Click on the **Actions** drop-down and choose the appropriate action
 - + **If choosing to reschedule**, select a new date or time as you did initially
 - + **If choosing to cancel**, input a cancellation reason
5. Close the browser once finished



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

Name of Provider Requesting P2P	Dr. Jane Doe
Contact Person Name	Office Manager John Doe
Contact Person Location	Provider Office
Requesting Provider Email	droffice@internet.com
Phone Number for P2P	(555) 555-5555 ext. 12345
Contact Instruction	Request Dr. Doe

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