WEB PORTAL OVERVIEW

Registration & Web Portal Navigation Reference Guide



Account Registration

Web Browser Compatibility

The eviCore website is compatible with the following web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

The eviCore website is **not** compatible with the following web browsers:

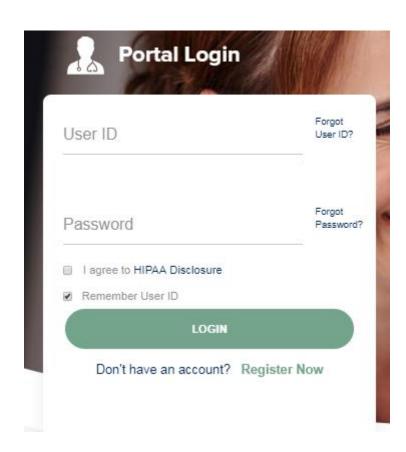
- Internet Explorer
- Microsoft Edge under Internet Explorer Mode

eviCore healthcare website

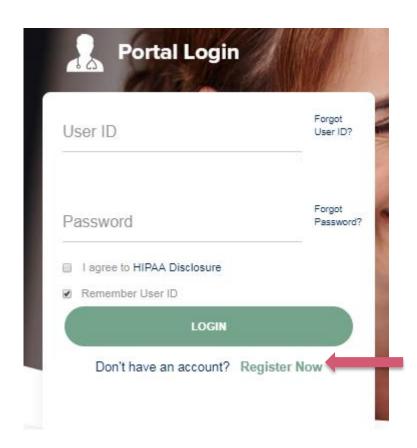
Go to www.evicore.com



Login or Register

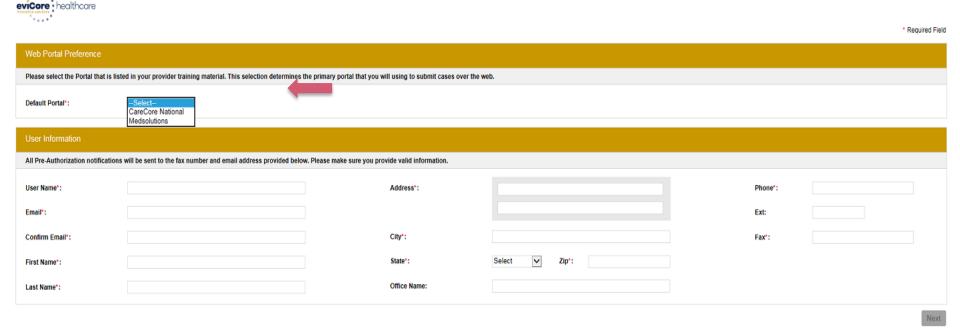


Creating An Account



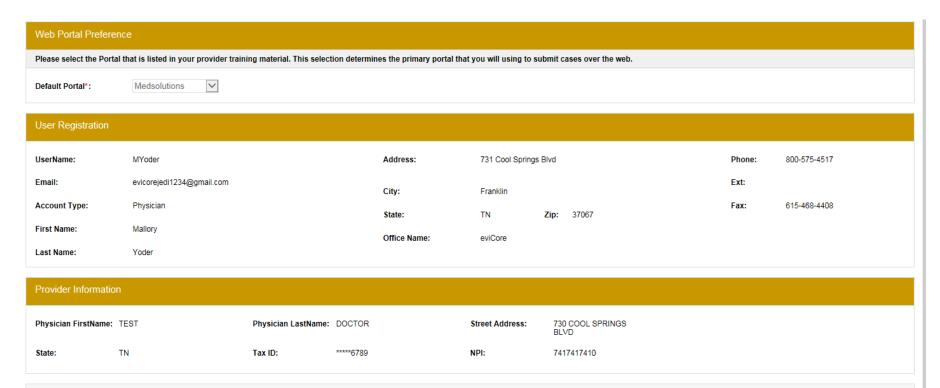


Creating An Account



- Select <u>CareCore National</u> or <u>MedSolutions</u> as the <u>Default Portal</u>, and complete the user registration form.
- Please note: For the MedSolutions portal, you will also need to select the appropriate Account Type: Facility, Physician, Billing Office, and Health Plan.

Creating An Account



Please read below to sign up as an appropriate user.

Physician: An Individual Practitioner, A Medical Group Practice or an assistant of a Physician who would create and check status of a Pre-authorization.

Facility: Diagnostic Imaging Center, In-Office Provider (IOP), Hospital or Facility who would create and check status of a Pre-Authorization.

Billing Office: A billing Office who can check the status of Pre-Authorization, claims and payments. If you represent multiple Tax IDs, please register with your Primary Tax ID. You can tie additional preferred Tax Ids after your initial login. Health Plan: A Health Plan representative who can check the status of Pre-Authorization and Claims.

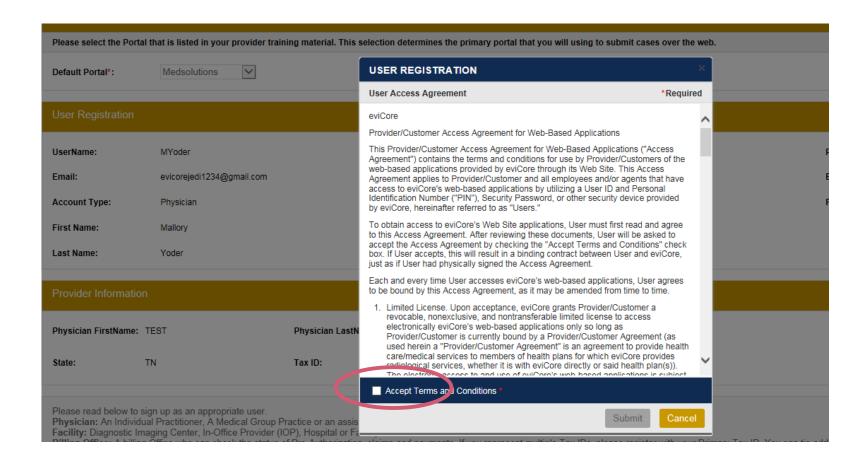
Back

Submit Registration



Review information provided, and click "Submit Registration."

User Registration-Continued



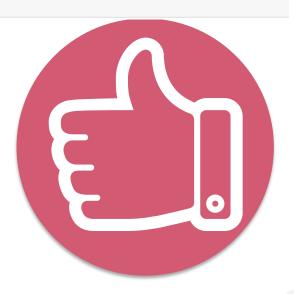


User Registration-Continued



Registration Successful

Your Registration has been accepted. An email has been sent to your registered email account allowing you to set your password. Please close the browser.



You will receive a message on the screen confirming your registration is successful. You will be sent an email to create your password.

Create a Password

Your	password	must be	at least	(8)	characters	lona	and	contain	the	follo	owin	a
				\ _ /								

- Uppercase letters
- ✓ Lowercase letters
- Numbers
- Characters (e.g., ! # *)

Password Maintenance

Please set up a new password for your account.

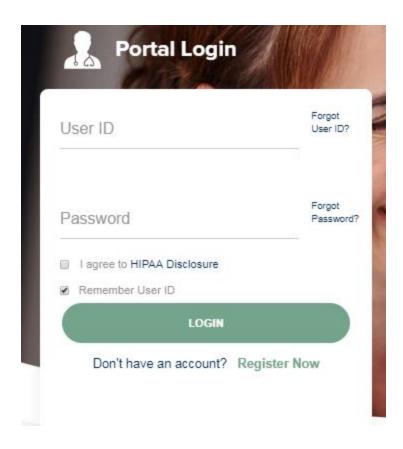
Note: The password must be at least 8 characters long and contains the following categories: Uppercase letters, Lowercase letters, Numbers and special characters.

New Password*

Confirm New Password*

Save

Account Log-In

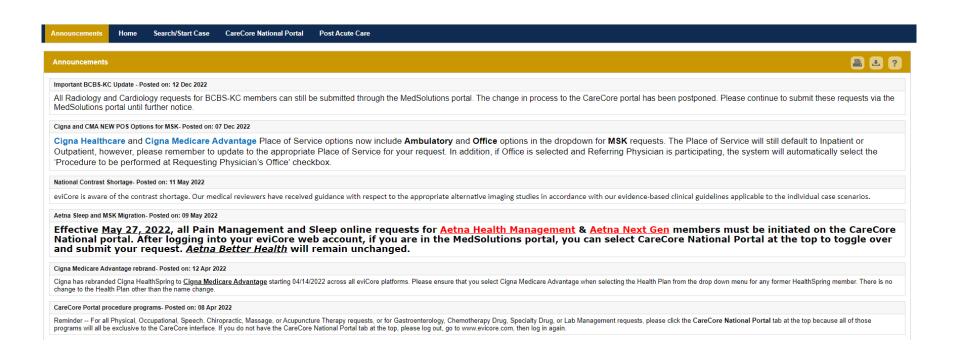


To log-in to your account, enter your User ID and Password. Agree to the HIPAA Disclosure, and click Login.

Web Portal Overview

Legacy MedSolutions Portal

Announcement



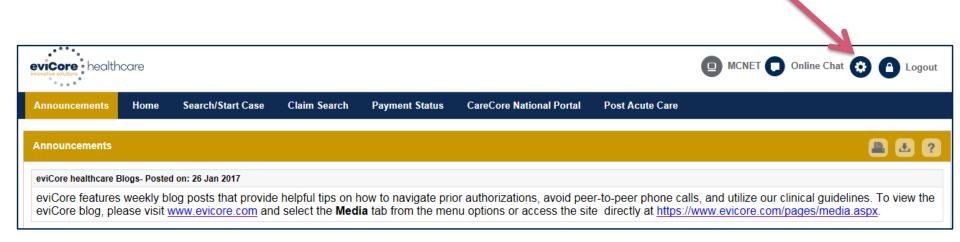
Once you have logged in to the site, you will be directed to the main landing page that includes important announcements.

Note: You can access the CareCore National Portal at any time without having to provide additional log-in information. Click the CareCore National Portal button on the top right corner to seamlessly toggle back and forth between the two portals.

Account Settings

The Options Tool allows you to access your Account Settings to update information:

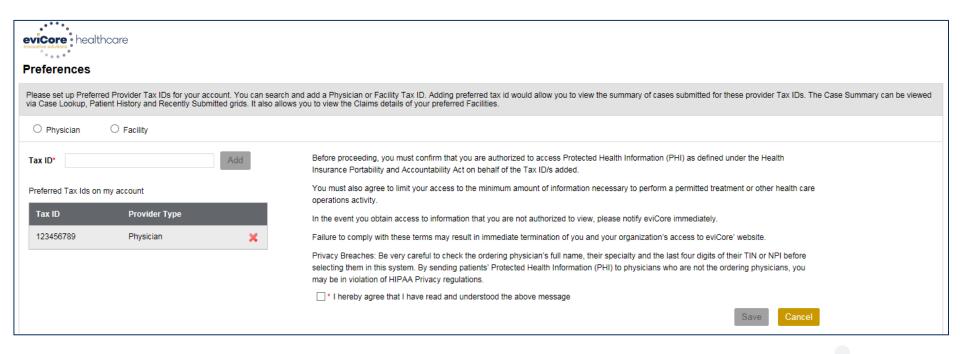
- Change password
- Update user account information (address, phone number, etc.)
- Add additional Tax ID numbers of Physicians or Facilities



Account Settings

Adding **Preferred Tax ID numbers** will allow you to view the summary of cases submitted for those providers:

- Search for a Tax ID by clicking Physician or Facility.
- Confirm you are authorized to access PHI by clicking the check box, and hit Save.
- Tax ID's will dictate which authorization requests the user is allowed to view



Search/Start Case

Home Tab

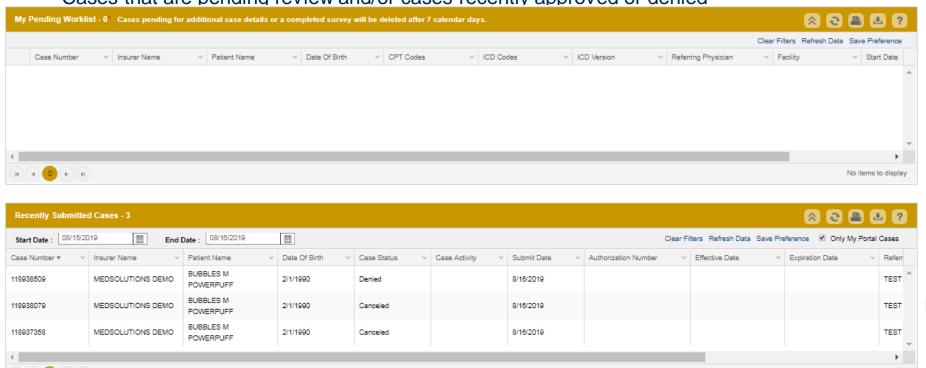
The Home Page will have two worklists: My Pending Worklist and Recently Submitted Cases

My Pending Worklist

- Save case information and complete case at a later time
- Submit additional clinical to a pending case after submission without having to fax

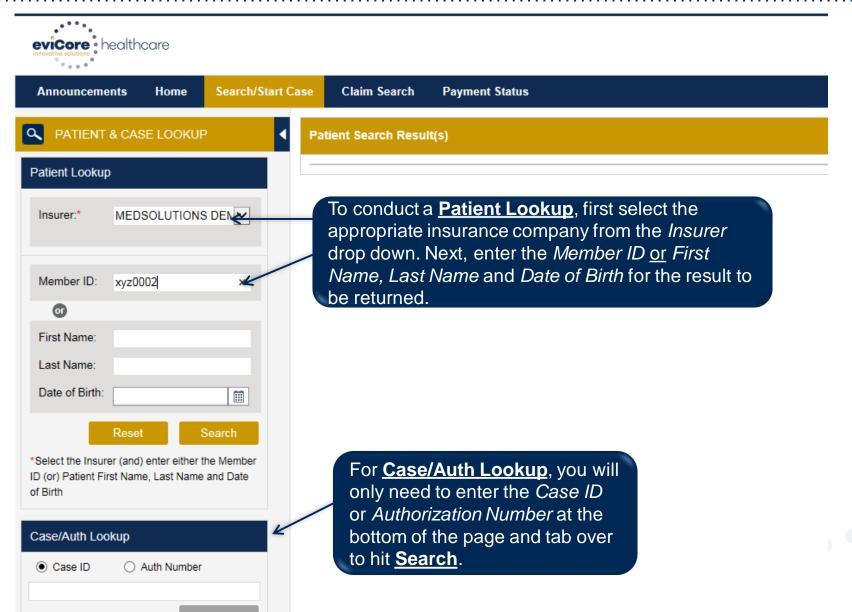
Recently Submitted Cases

Cases that are pending review and/or cases recently approved or denied

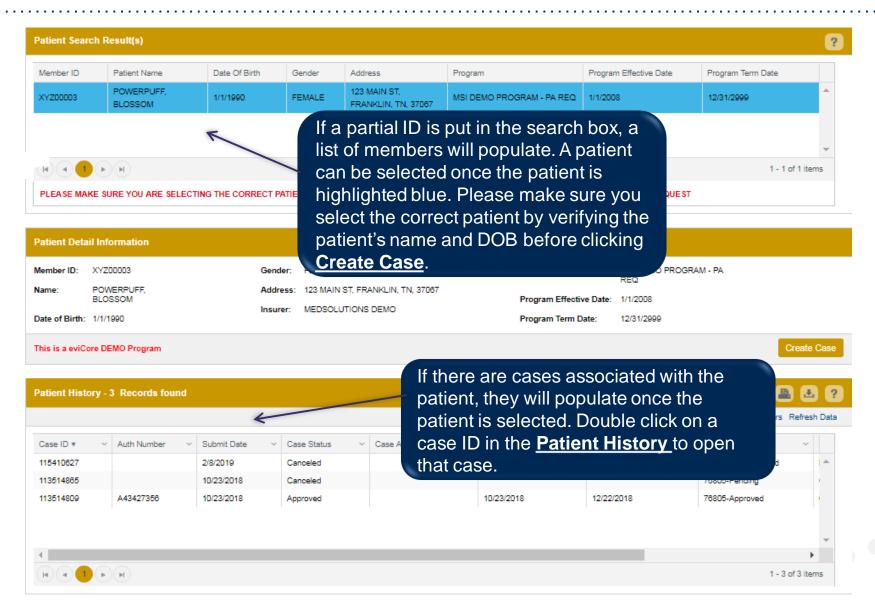


1 - 3 of 3 items

Search/Start Case - Member Lookup

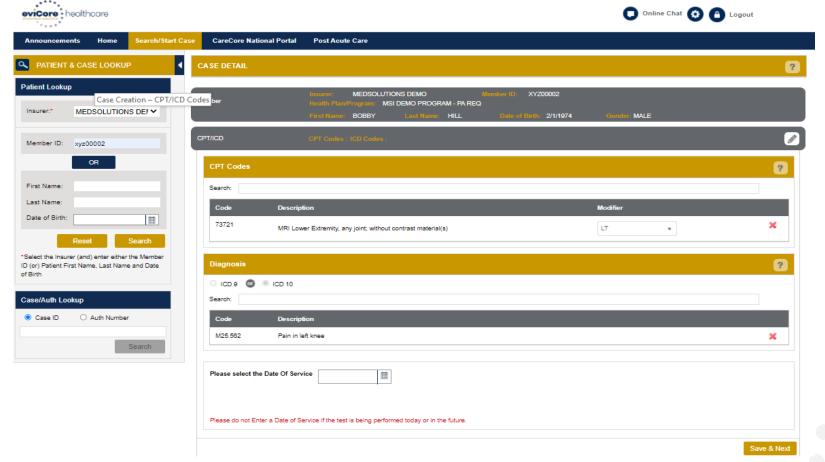


Search/Start Case – Member Lookup



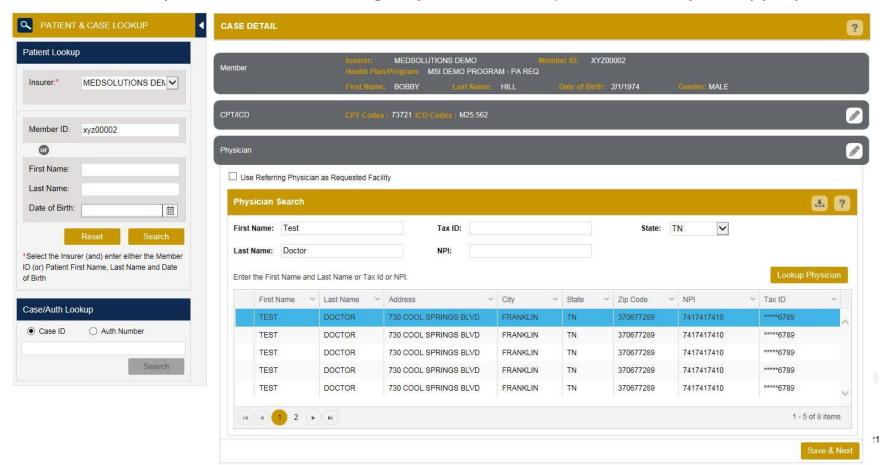
Case Creation – CPT/ICD Codes

- Begin typing the CPT and ICD codes or descriptions, then click the appropriate option with your cursor. Modifier selections will populate for the code, if applicable. The portal allows selection of <u>unlimited</u> CPT and ICD codes.
- A box will populate allowing you to enter the retro date of service if retrospective requests are able to be initiated via the web for the health plan specified.



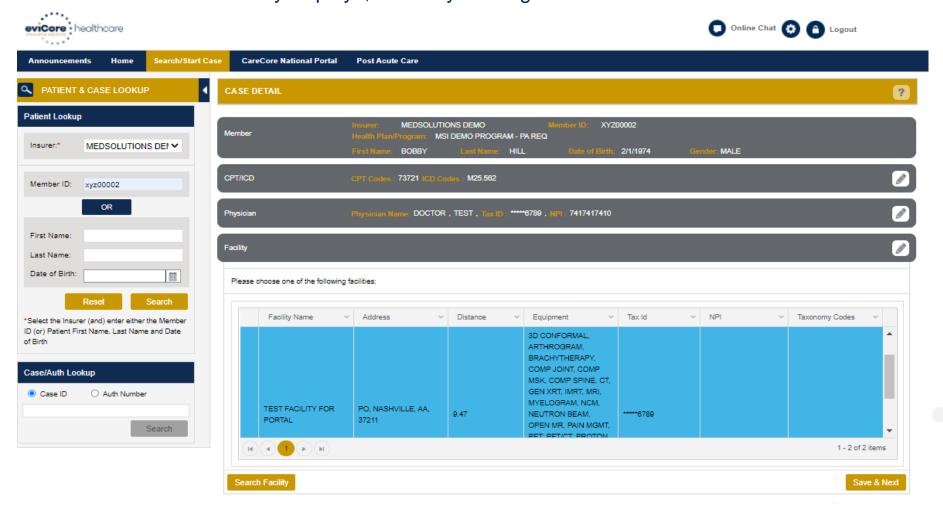
Case Creation – Ordering Physician

- Select from a default Physician or search by Name, Tax ID, or NPI number, and select the state.
- Once the correct physician displays, select by clicking on the record. Then hit "Save & Next."
- There is the option to "Use Referring Physician as Requested Facility," if appropriate.



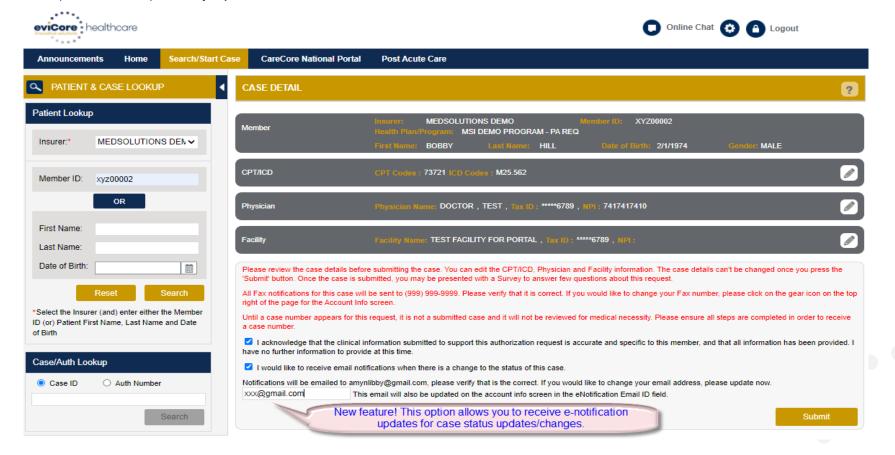
Case Creation – Facility

- Select from a default Facility or search by clicking the Search Facility button and entering the
 Facility Name, Tax ID, or NPI number. For in-office procedures, click the Look-Up IOP button,
 and choose from the list.
- Once the correct facility displays, select by clicking on the record. Then hit "Save & Next."

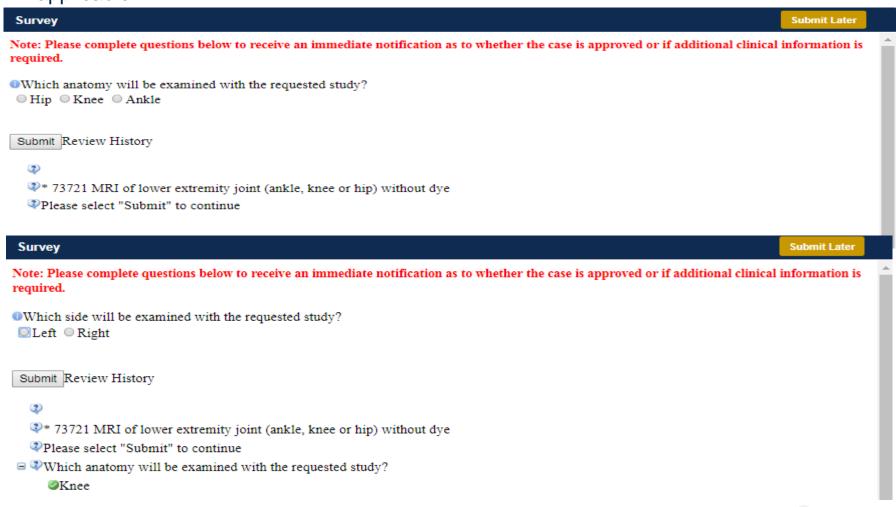


Case Creation – Review and Submit

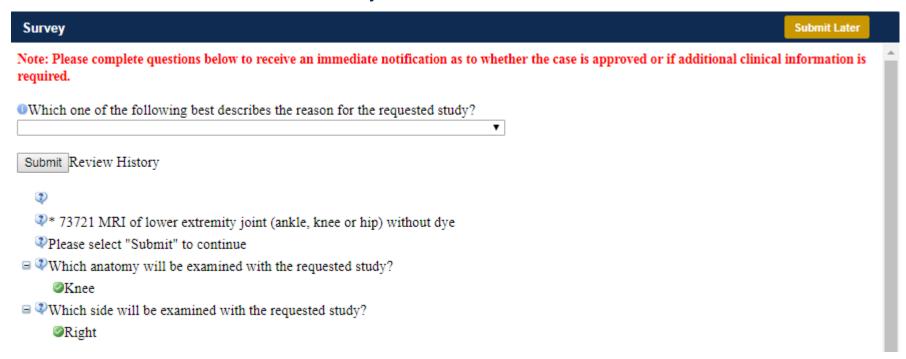
- You can edit the CPT/ICD codes, Physician, and Facility information by clicking the "Edit" icons next to the field that needs to be updated.
- Review the case information, then click Submit. Case details cannot be changed on the portal once you hit this button.
 Any changes after submission would need to be made via phone.
- Once you hit Submit, you will receive an automatic approval, or you will be prompted to respond to the clinical questions for additional information.
- We are happy to announce a new feature on this page for status change e-notifications! This allows you to receive an email (e-notification) for any updates to status for this case.



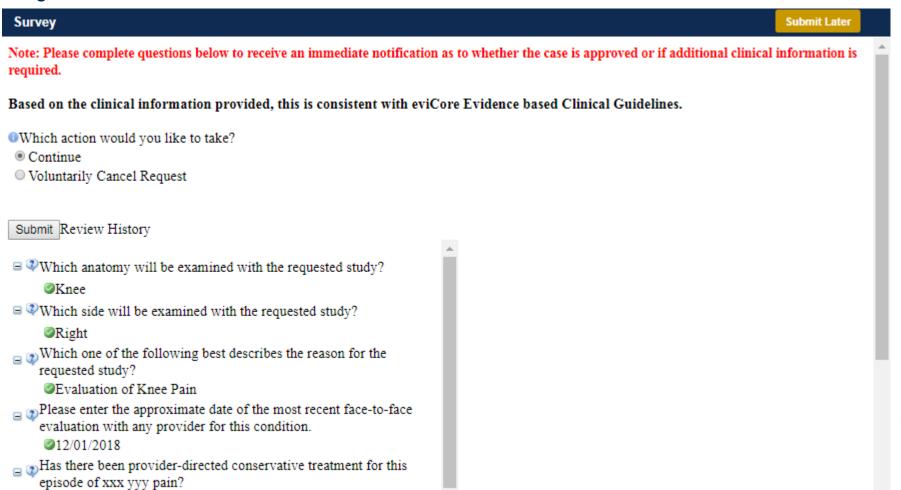
- If applicable, you will be asked a series of questions beginning with a reason for the request.
- Select from the dropdown, or enter a rationale in the text box if none of the options are applicable.



- Respond to the clinical questions that populate based upon the answers provided. You may save/print this information and come back at a later time, if needed. Cases will remain in your pending work list for seven calendar days.
- Select "Submit" to submit the survey answers.



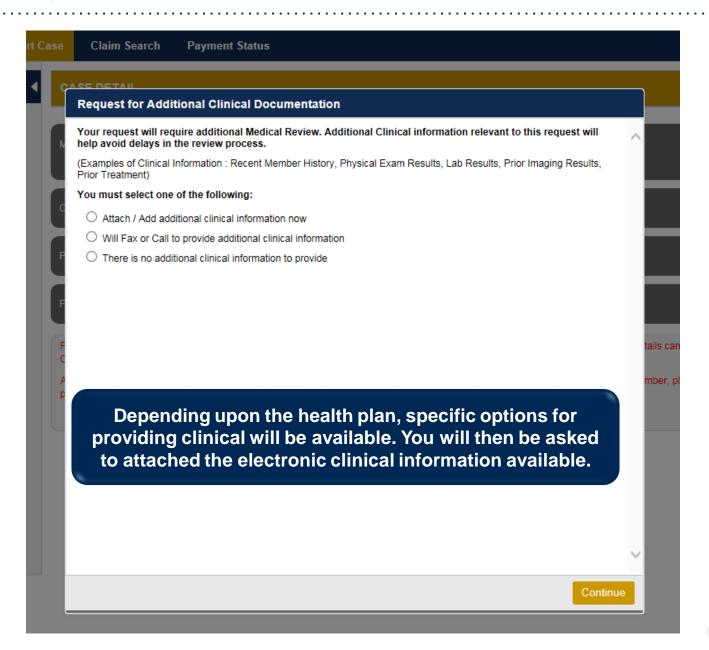
- Once the survey questions have been submitted, you may receive an approval based upon the answers/information provided.
- If additional review is required, the decision criteria will populate, and you can print the criteria guidelines if needed.

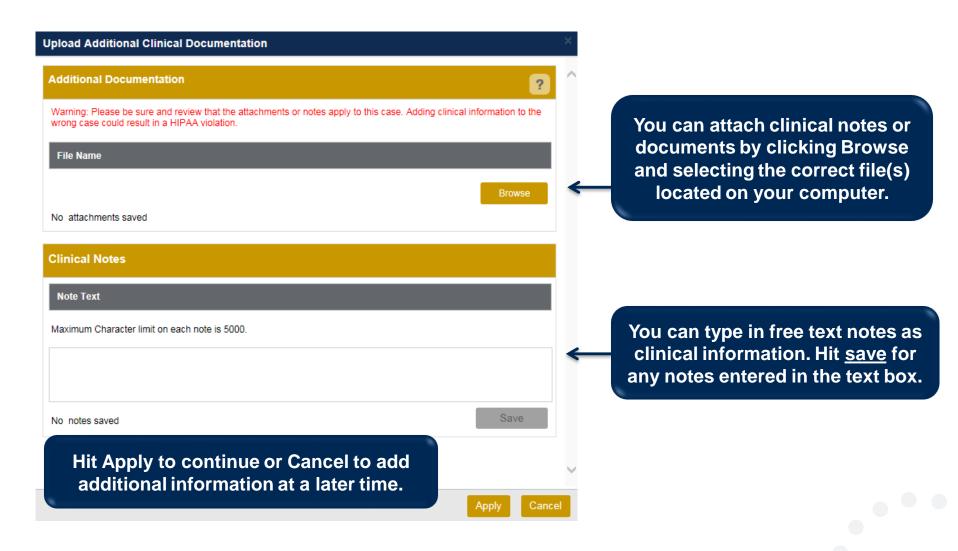


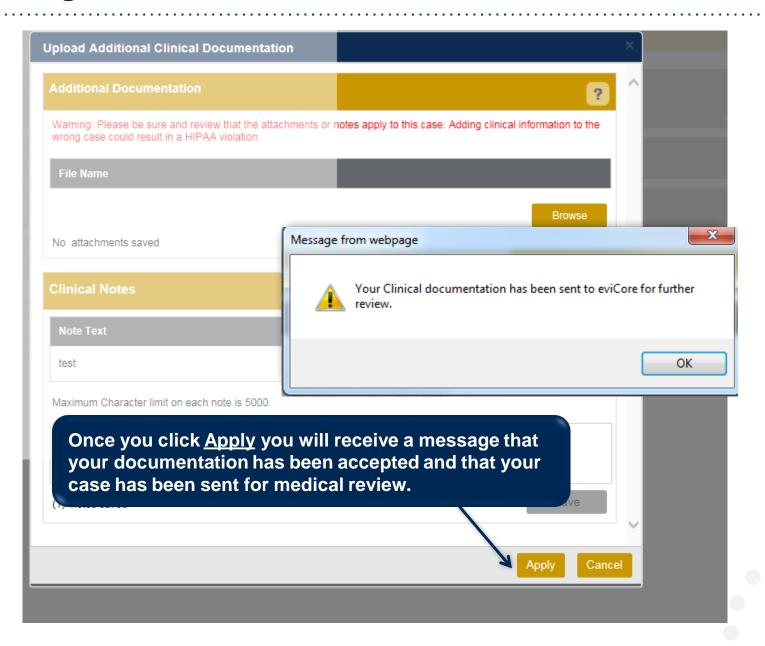
- You can choose to "Submit for Additional Review" to proceed to the clinical upload and review process, or you may "Voluntarily Cancel Request."
- Cancelling the request ensures there will not be a denial in the patient's history.

Based on the clinical information provided, this is consistent with eviCore Evidence based Clinical Guidelines.

- Which action would you like to take?
- Continue
- Voluntarily Cancel Request

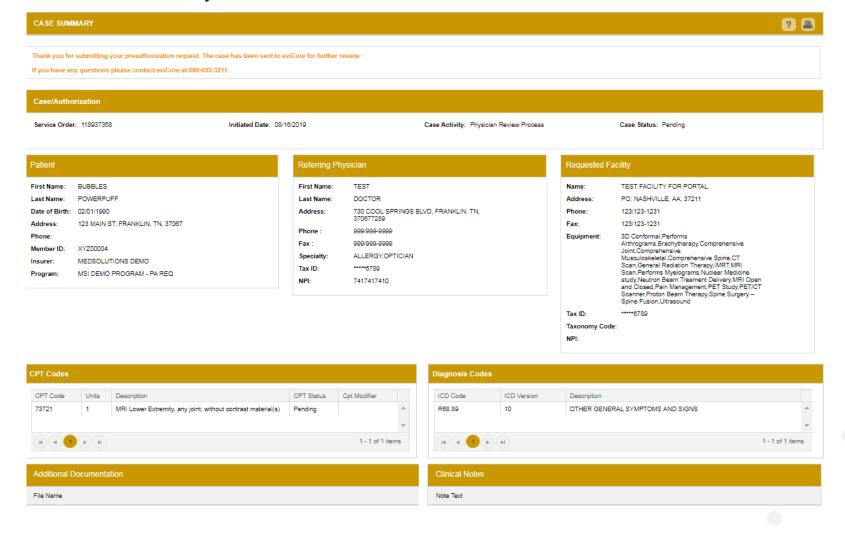






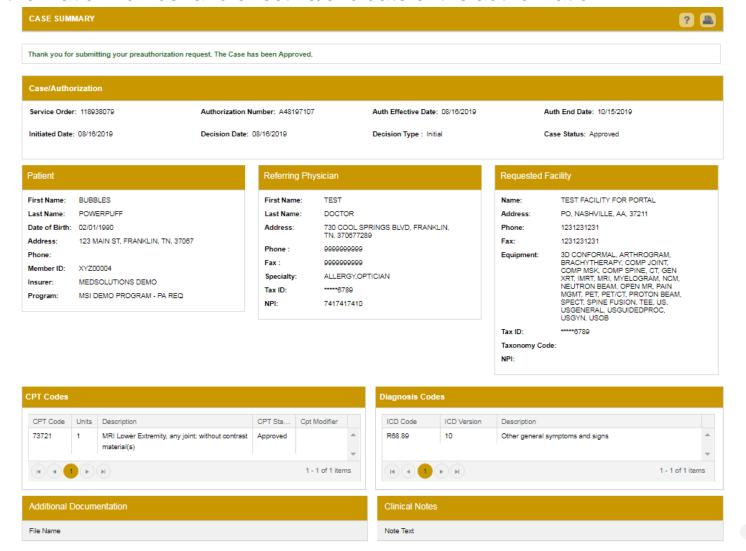
Case Summary Page – Pending Case

Once you submit a case for medical review, you will be redirected to the **Pending Case** Summary Page where you'll be able to view case information including case number and current status/activity.



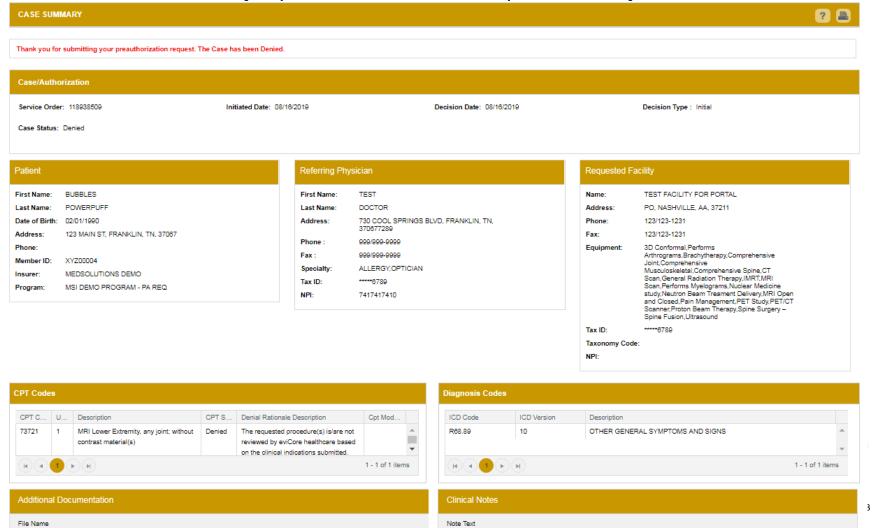
Case Summary Page – Approved Case

 The Approved Case Summary Page will provide case information such as the authorization number and effective/end date of the authorization.



Case Summary Page – Denied Case

 The Denied Case Summary Page will provide case information as well as the denial rational. Case Summary reports can be accessed/printed at any time.



Web Portal Overview

Legacy CareCore National Portal

Welcome Screen



Home Certification

on Authorization

Eligibility Lookup

Clinical Certification Certification Requests In Progress MSM Practitioner Perf. Summary Portal

Resources

Manage Your Account Help / Contact Us

Tuesday, January 21, 2020 9:24 AM

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

REQUEST AN AUTH

RESUME IN-PROGRESS REQUEST

SUMMARY OF AUTH

AUTH LOOKUP

MEMBER ELIGIBILITY

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- Providers will need to be added to your account prior to case submission. Click the "Manage Account" tab to add provider information.
- Note: You can access the MedSolutions Portal at any time without having to provide additional log-in information. Click the MedSolutions Portal button on the top right corner to seamlessly toggle back and forth between the two portals.

Adding Providers



Home

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

Resources

Manage Your Account Help / Contact Us

Tuesday, January 21, 2020 9:26 AM

Manage Your Account

Office Name:

test

CHANGE PASSWORD

EDIT ACCOUNT

Address:

730 Cool Springs Blvd Franklin, TN 37067

Primary Contact: Amy Oliphantt

Email Address: amy.oliphant@evicore.com

ADD PROVIDER

Click Column Headings to Sort

No providers on file

CANCEL

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Click the "Add Provider" button.

Adding Providers



Home Certification Summary Lookup Eligibility Clinical Certification Requests MSM Practitioner Perf. Summary Portal Resources Your Account Contact Us

Tuesday, January 21, 2020 9:26 AM

Add Practitioner

Enter Practitioner info *If registering as reno		ind matches. testing Lab site, enter Lab Billing NPI, State and Zi
Practitioner NPI		
Practitioner State		▼
Practitioner Zip		
FIND MATCHES	CANCEL	1

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Enter the Provider's NPI, State, and Zip Code to search for the provider record to add to your account. You are able to add multiple Providers to your account.

Adding Providers





Tuesday, January 21, 2020 9:29 AM

Add Practitioner

This following practitioner record(s) were found to match the requested NPI. Is this the practitioner you would like to register?

Practitioner Name	NPI	Address	City	State	Zip	Phone	Fax	
Last. First	12312312	1 MD Address	Franklin	TN	37067	(999)999-9999	(999)999-9999	

ADD THIS PRACTITIONER

CANCEL

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Select the matching record based upon your search criteria

Manage Your Account



Home Certification Summary Authorization Lookup

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

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Tuesday, January 21, 2020 9:38 AM

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

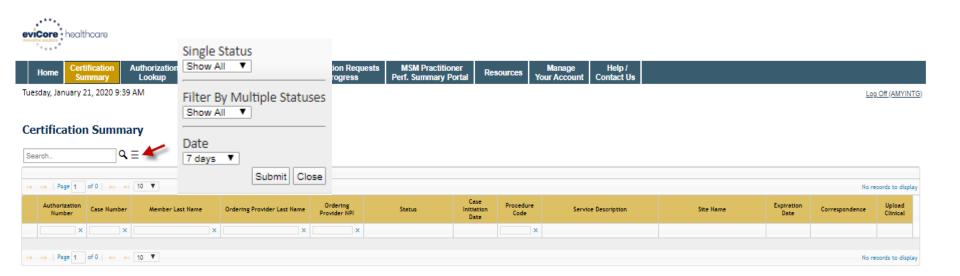
CONTINUE

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- Once you have selected a practitioner, your registration will be completed.
 You can then access the "Manage Your Account" tab to make any necessary updates or changes.
- You can also click "Add Another Practitioner" to add another provider to your account.

Certification Summary



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- CareCore National Portal now includes a Certification Summary tab, to better track your recently submitted cases.
- The work list can also be filtered as seen above.

Initiating A Case



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

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Manage Your Account Help / Contact Us

Tuesday, January 21, 2020 9:41 AM

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

REQUEST AN AUTH

RESUME IN-PROGRESS REQUEST

SUMMARY OF AUTH

AUTH LOOKUP

MEMBER ELIGIBILITY

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Choose "request an auth" to begin a new case request.

Select Program



Home Certification Summary

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

Resources

Manage Your Account Help / Contact Us

Tuesday, January 21, 2020 9:42 AM

Request an Authorization

To begin, please select a program below:

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

CONTINUE

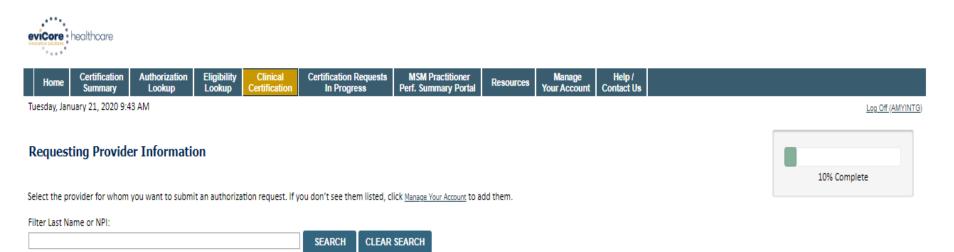
Click here for help

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Select the **Program** for your certification.

Select Provider



Click here for help

BACK

SELECT

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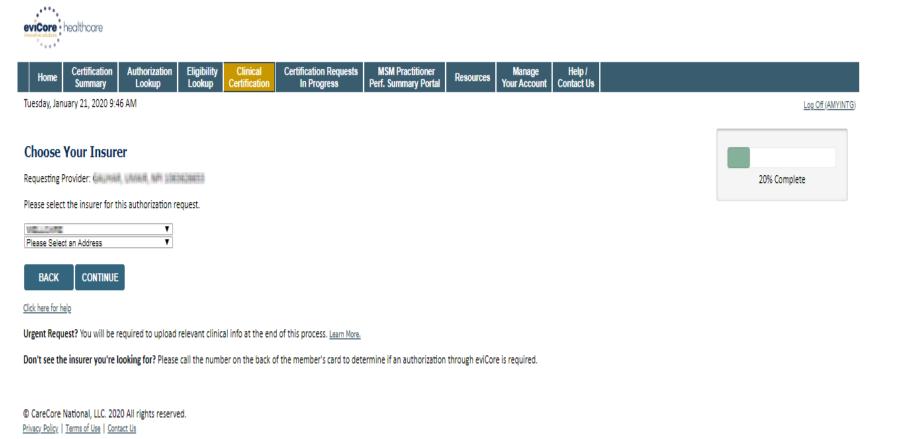
CONTINUE

Provider

12312312 - Provider Name

Select the Practitioner/Group for whom you want to build a case.

Select Health Plan



Choose the appropriate Health Plan for the case request. If the health plan does not populate, please contact the plan at the number found on the member's identification card. Once the plan is chosen, please select the provider address in the next drop down box.

Contact Information



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

Monday, October 18, 2021 4:12 PM

Log Off (AMYNLIBBY2)

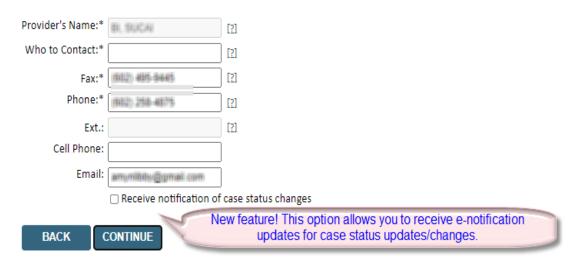
30% Complete

Provider and NPI

BI, SUICAI 1659363794

(ACTIVA)

Add Your Contact Info

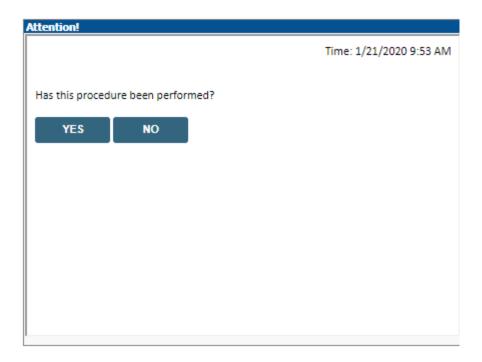


Click here for help

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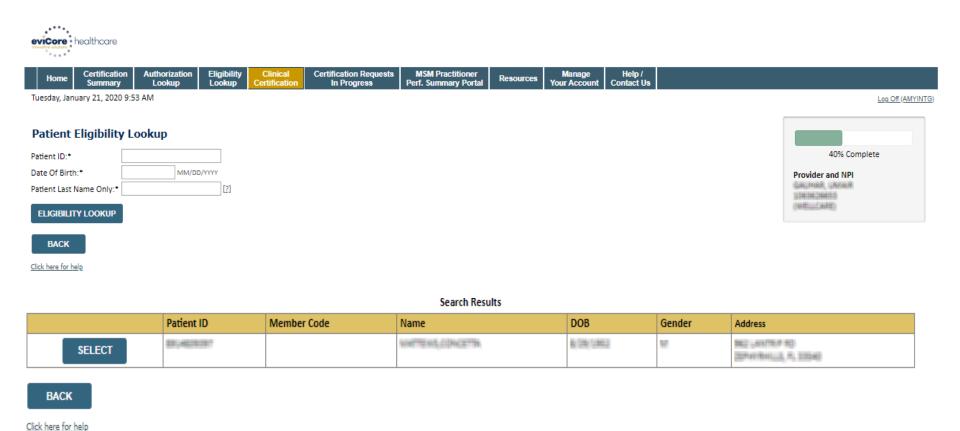
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Member/Procedure Information



Verify if the procedure has already been performed.

Member Information



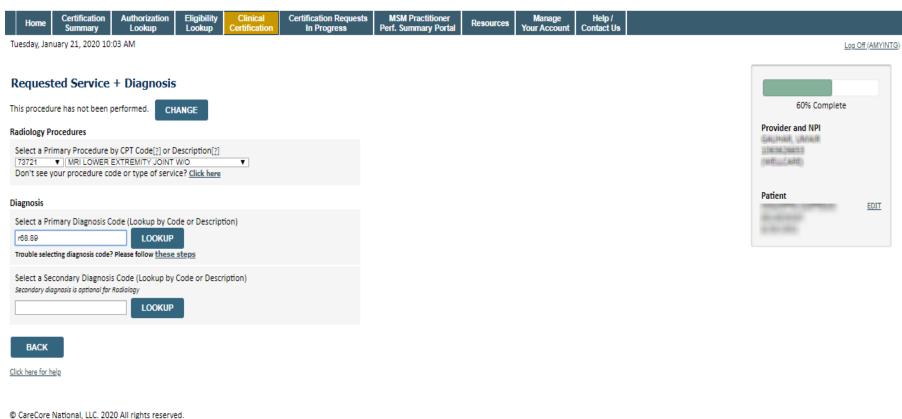
Enter the member information including the Patient ID number, date of birth, and patient's last name. Click "Eligibility Lookup."

Confirm your patient's information and click select to continue.

Requested Procedure & Diagnosis



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Select the CPT and Diagnosis codes.

Verify Service Selection



Home Certification

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

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Tuesday, January 21, 2020 10:07 AM

Log Off (AMYINTG)

Requested Service + Diagnosis

Confirm your service selection.

Procedure Date: TBD CPT Code: 73721

Description: MRI LOWER EXTREMITY JOINT W/O

Primary Diagnosis Code: R68.89

Primary Diagnosis: Other general symptoms and signs

Secondary Diagnosis Code: Secondary Diagnosis:

Change Procedure or Primary Diagnosis Change Secondary Diagnosis

BACK

CONTINUE

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60% Complete

Provider and NPI

Patient

EDIT

Site Selection



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Tuesday, Jar	nuary 21, 2020 10:1	12 AM										Lo	g Off (AMYINT
Specific Si Use the fie		e you the site name	es that most c Code:		l or TIN. Other search optic ur entry.		or name plus city Name:	You may search Exact m Starts v	atch	_	portion of	80% Complete Provider and NPI Patient	EDIT
				Name				Ad	dress			0.00000	
	SELECT	BELEVEN NIND	HG CONTOR - 9	CLEYEN NINGN	16 CEN	PATE OTTALS &							
	SELECT	BELEVEN NIND	HG-COHPUT - 3	ANDROSTIC & NO	IBNB	(AM () (TT()) A (2008) (RE) (R.)	(01 1) 341748					Service	EDIT
	SELECT	BELEVEN NIKBI	HG CONFOR - N	нядя сацялі с	DMBNOS	BELIEVEN ET	1100					73721 MRI LOWER EXTREI JOINT W/O	MITY
	SELECT	BELEVEN NINDI	HG CENTER - B	ELEVEN NIKON	6 CEN	BELEVEN A						R68.89 Other general sym and signs	ptoms
	_												

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Click here for help

Select the specific site where the testing/treatment will be performed.

Site Selection





Tuesday, January 21, 2020 10:15 AM

Add Site of Service

Selected Site:	ELLENEM MIKONIS CENTER - BELLEVEM MIKONIS C
	FIND NEW SITE
Site Email (option	onal)
BACK	CONTINUE
Click here for help	

This page allows you to enter an email address for a facility representative.



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

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Tuesday, January 21, 2020 10:17 AM

Proceed to Clinical Information

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

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

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

BACK

CONTINUE

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- Verify all information entered and make any needed changes prior to moving into the clinical collection phase of the prior authorization process.
- You will not have the opportunity to make changes after that point.

Submitting Urgent Cases

Select an Urgency Indicator and Upload your patient's relevant medical records that support your request.

If your request is urgent select No, if the case is standard select Yes.

Proceed to Clinical Information

Is this case Routine/Standard?

YES

NO

You can upload up to **FIVE documents** in .doc, .docx, or .pdf format. Your case will only be considered Urgent if there is a successful upload.

Submitting Urgent Cases- Upload Required

Clinical Certification

ı	Clinical Upload							
	Clinical Opioad							
	Please upload any additional clinical information that justifies the medical necessity of this request.							
	Browse for file to upload (max size 5MB, allowable extensions .DOC,.DOCX,.PDF):							
	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 SKIP UPLOAD							

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If additional information is required, you will have the option to either free hand text in the additional information box, or you can mark Yes to additional info and click submit to bring you to the upload documentation page.

Providing clinical information via the web is the quickest, most efficient method.



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

Tuesday, January 21, 2020 10:18 AM

Proceed to Clinical Information

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



SUBMIT

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Clinical Certification questions may populate based upon the information provided.

Please answer each clinical question, as it applies to your patient.



Home Certification Summary

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

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Manage Your Account Help / Contact Us

Tuesday, January 21, 2020 10:19 AM

Proceed to Clinical Information

- Which anatomy will be examined with the requested study?
- Hip Knee Ankle

SUBMIT

Finish Later

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

Click here for help

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- Please answer each clinical question, as it applies to your patient.
- You can click the "Finish Later" button to save your progress.



Home

Certification

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Resources

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Tuesday, January 21, 2020 10:20 AM

Proceed to Clinical Information

Which side will be examined with the requested study?

○ Left ○ Right

SUBMIT

Finish Later

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

Click here for help

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- Please answer each clinical question, as it applies to your patient.
- You can click the "Finish Later" button to save your progress.



Tuesday, January 21, 2020 10:28 AM

Proceed to Clinical Information

Which one of the following best describes the reason for the requested study?

■ Finish Later

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

Click here for help

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- Please answer each clinical question, as it applies to your patient.
- You can click the "Finish Later" button to save your progress.



Home Certification Summary

fication Authorization mary Lookup

Eligibility Lookup C

Clinical Certification Certification Requests In Progress MSM Practitioner Perf. Summary Portal

Resources

Manage Your Account Help / Contact Us

Tuesday, January 21, 2020 10:30 AM

Proceed to Clinical Information

- a Are you ready to upload the patient medical record now?
- No, I will upload at a later time
- Yes, I am ready to upload the record

SUBMIT

Finish Later

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

Click here for help

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

Providing clinical information via the web is the quickest, most efficient method.

Clinical Document Upload

Browse for file to upload (max size 25MB for all 5 instances, allowable extensions .DOC,.DOCX,.PDF,.PNG,.JPG,.JPEG,.TIF,.TXT,.ZIP (for ZIP MaxSize 10MB only)):

Choose File No file chosen

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

Providing clinical information via the web is the quickest, most efficient method.



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Proceed to Clinical Information

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

Click here for help

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Acknowledge the Clinical Certification statements, and hit "Submit Case."

Medical Review



Authorization Lookup

Eligibility Lookup

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Log Off (AMYINTG)

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 clinical review. You will be notified via fax within 2 business days if additional clinical information is needed. If you wish to speak with CareCore at anytime, please call 1-888-333-8641.

Provider Name: Provider Address: OR LANSE GRUNSE HES E CHESTNUT ST LOUISMAN TO MAN WEIGHT

SERVICE TO SERVE

Contact: test Phone Number: (999) 999-9999 Fax Number: (999) 999-9999

Other general symptoms and signs

MRI LOWER EXTREMITY JOINT W/O

....

Patient Id:

Site ID:

Description:

Description:

Description:

Patient Name: Insurance Carrier:

Site Name: Site Address:

Primary Diagnosis Code:

R68.89

Secondary Diagnosis Code: Date of Service:

Not provided 73721

CPT Code: Case Number: Review Date: 1/21/2020 10:18:05 AM

Expiration Date:

Status: 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 CareCore at anytime, please call 1-888-333-8641.

CANCEL

PRINT

CONTINUE

Click here for help

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> Once the clinical pathway questions are completed and the case has not meet clinical review. The status will reflect pending and at the top "Your case has been sent to Medical Review".

Approval

Clinical Certification

Your case has been	Approved.		
Provider Name:		Contact:	
Provider Address:		Phone	
		Number:	
		Fax Number:	-
Patient Name:	7	Patient Id:	
Insurance Carrier:			
Site Name:		Site ID:	
Site Address:			
Primary Diagnosis	M25.562	Description:	Pain in left knee
Secondary Diagnosis		Description:	
Code:			
Date of Service:	Not provided		
CPT Code:	73721	Description:	MRI LOWER EXTREMITY JOINT W/O
Authorization Number:			
Review Date:	2:12:39 Pf	M	
Expiration Date:			
	Your case has been Ap		

Once the clinical pathway questions are completed and if the answers have met the clinical criteria, an approval will be issued.

Print the screen and store in the patient's file.

Building Additional Cases



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Success

Thank you for submitting a request for clinical certification. Would you like to:

- Return to the main menu
- Start a new request
- Resume an in-progress request

You can also start a new request using some of the same information.

Start a new request using the same:

- Program (Radiology)
- Provider (Gastelling, Laborate)
- Program and Provider (Radiology and Casallant, Admit)
- O Program and Health Plan (Radiology and Viscoline)

GO

CANCEL

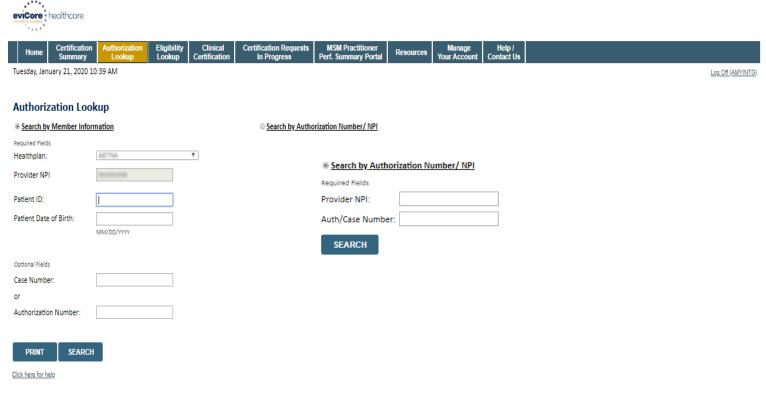
PRINT

Click here for help

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Once a case has been submitted for clinical certification, you can return to the Main Menu, resume an in-progress request, or start a new request. You can indicate if any of the previous case information will be needed for the new request.

Authorization look up



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- © CareCore National, LLC. 2020 All rights reserved. Privacy Policy | Terms of Use | Contact Us
 - Select Search by Authorization Number/NPI. Enter the provider's NPI and authorization or case number. Select Search.
 - You can also search for an authorization by Member Information, and enter the health plan, Provider NPI, patient's ID number, and patient's date of birth.

Authorization Status



Certification Summary

Authorization Lookup

Eligibility Lookup

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Authorization Lookup

Authorization Number:

Case Number:

11.7047621.3 Health Plan Auth Number:

Status: Approved

Approval Date: 1/21/2020 12:00:00 AM

Service Code:

Service Description: CT THORAX W/O CONTRAST

Site Name:

BELLEVEW WHENE CENTER

Expiration Date: 3/6/2020 Date Last Updated:

Correspondence:

1/21/2020 8:21:28 AM

UPLOADS & FAXES

Procedures

Procedure	Description	Qty Requested	Qty Approved	Modifier(s)
71250 CHANGE SERVICE CODE	Computed tomography (CT) (a special kind of picture) of your chest without contrast (dye)	1	1	

PRINT

Click here for help

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The authorization will then be accessible to review. To print authorization correspondence, select Uploads & Faxes.

Provider Resources

CareCore National Online Peer to Peer Scheduling











How to schedule a Peer to Peer Request

- Log into your account at www.evicore.com
- Perform Authorization 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 conversation:

 If your case is eligible for a Peer to Peer conversation, a link will display allowing you to proceed to scheduling without any additional messaging.



Authorization Lookup



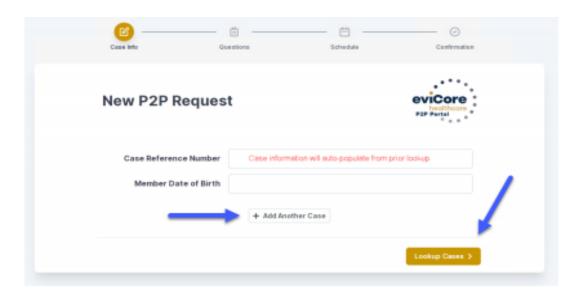
How to Schedule a Peer to Peer Request

Pay attention to any messaging that displays. In some instances, a Peer to Peer conversation is allowed, but the case decision cannot be changed. When this happens, you can still request a Consultative Only Peer to Peer. You may also click on the "All Post Decision Options" button to learn what other action may 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.

How to Schedule a Peer to Peer Request



Upon first login, you will be asked to confirm your default time zone.

You will be presented with the Case Number and Member Date of Birth (DOB) for the case you just looked up.

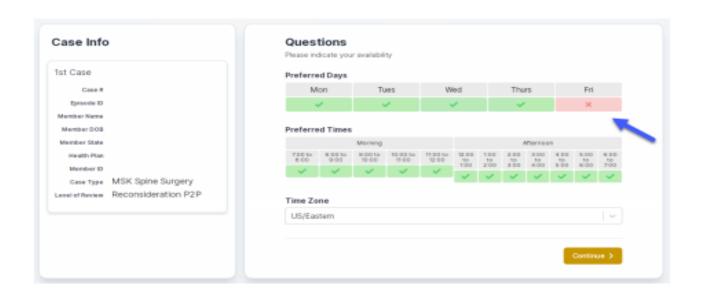
You can add another case for the same Peer to Peer appointment request by selecting "Add Another Case"

To proceed, select "Lookup Cases"

How to Schedule a Peer to Peer Request

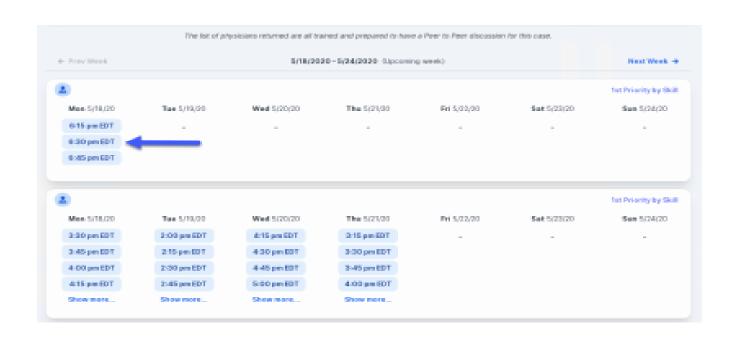
You will receive a confirmation screen with member and case information, including the Level of Review for the case in question. Click Continue to proceed.





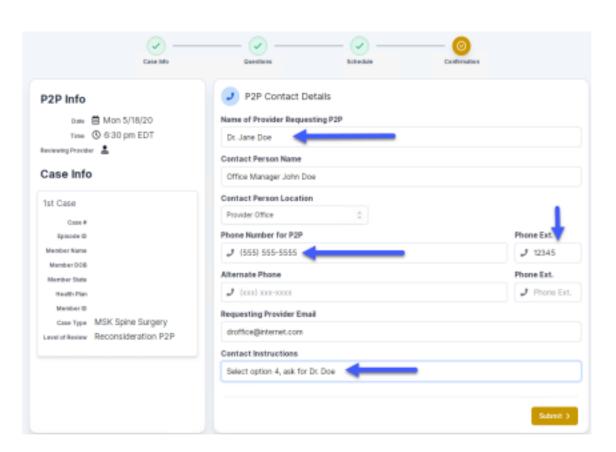
You will be prompted to identify your preferred Days and Times for a Peer to Peer conversation. All opportunities will automatically present. Click on any green check mark to deselect the option and then click Continue.

You will be prompted with a list of eviCore Physicians/Reviewers and appointment options per your availability. Select any of the listed appointment times to continue.



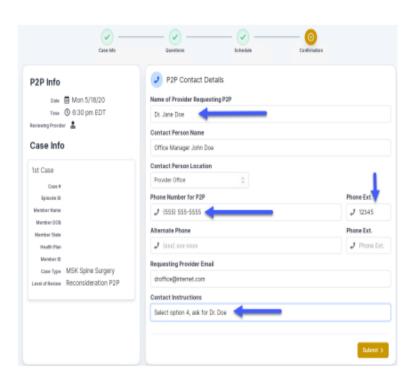
Confirm Contact Details

 Contact Person Name and Email Address will auto-populate per your user credentials



Confirm Contact Details

 Contact Person Name and Email Address will auto-populate per your user credentials



- Be sure to update the following fields so that we can reach the right person for the Peer to Peer appointment:
 - Name of Provider Requesting P2P
 - Phone Number for P2P
 - Contact Instructions
- Click submit to schedule appointment. You will be presented with a summary page containing the details of your scheduled appointment.



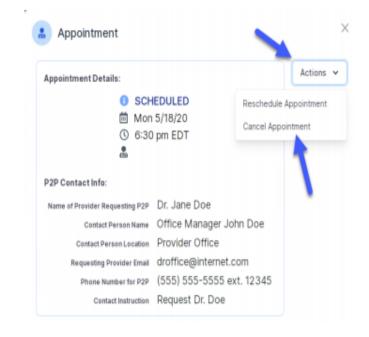
How to Cancel or Reschedule a Peer to Peer Appointment

To cancel or reschedule an appointment

- Access the scheduling software per the instructions above
- Go to "My P2P Requests" on the left pane navigation.
- Select the request you would like to modify from the list of available appointments
- Once opened, click on the schedule link. An appointment window will open
- Click on the Actions drop-down and choose the appropriate action

If choosing to reschedule, you will have the opportunity to select a new date or time as you did initially.

If choosing to cancel, you will be prompted to input a cancellation reason



Close browser once done





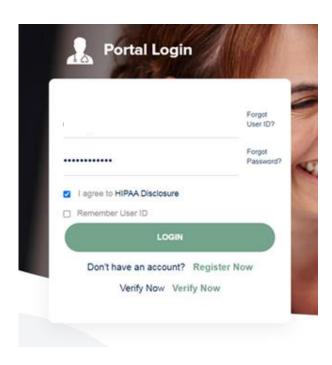




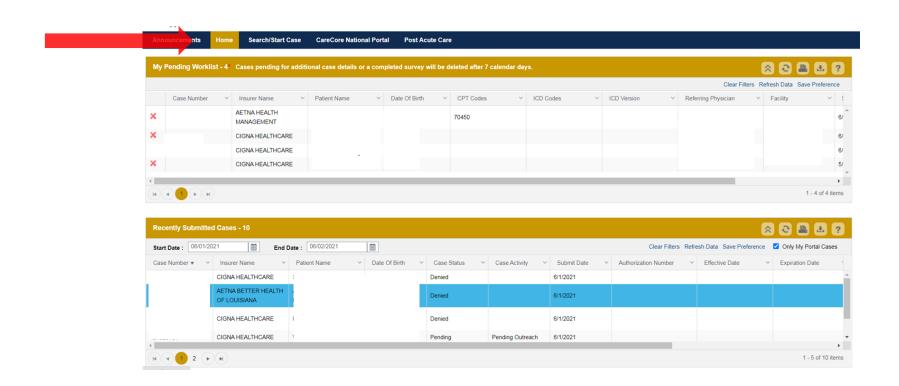




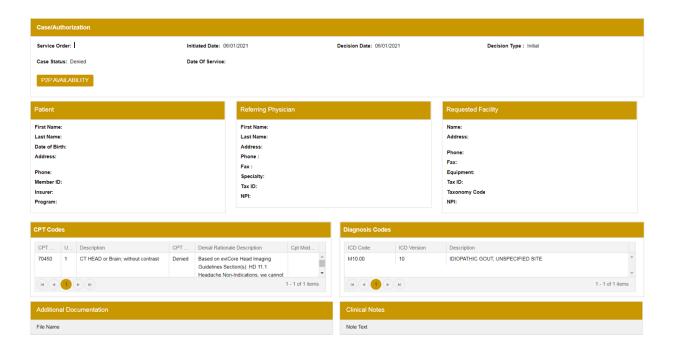
Log into your account at www.evicore.com



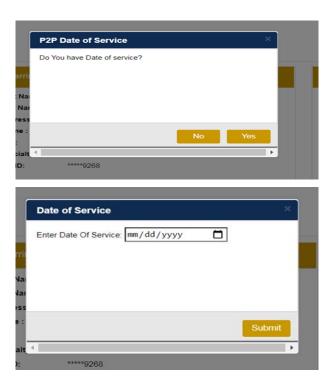
Select the "home" tab, and see all requests recently submitted



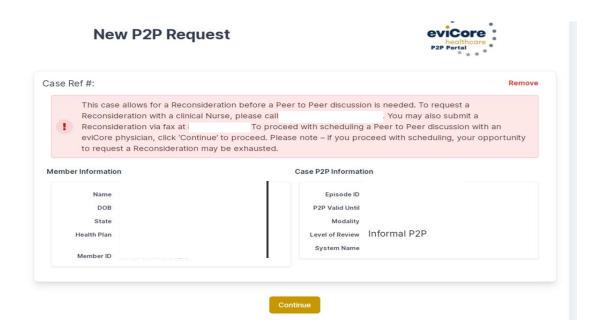
Double click on the case to check the status and options for a peer to peer



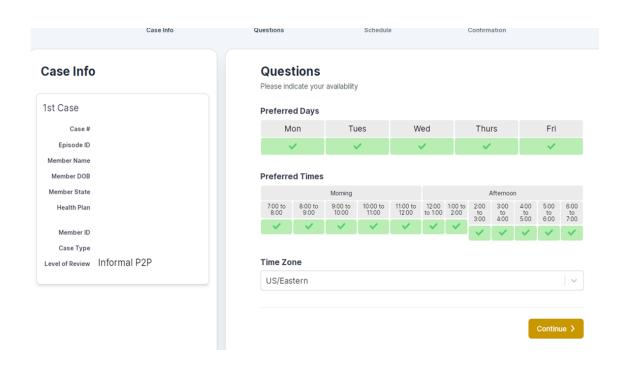
· You will then be asked questions about the date of service.



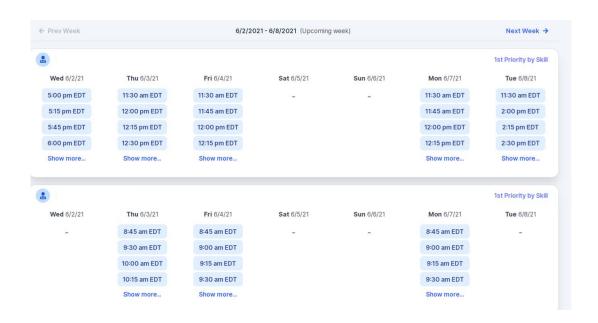
 You will see a list of options for the denied case, including a peer to peer (If available). Click "continue"



 You will be prompted to identify your preferred days and times for a peer to peer conversation. All opportunities will automatically present. Click on any green check mark to deselect the option and then click Continue.

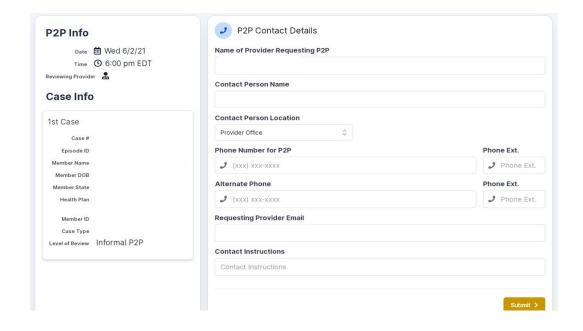


 You will be prompted with a list of eviCore Physicians/Reviewers and appointment options per your availability. Select any of the listed appointment times to continue.



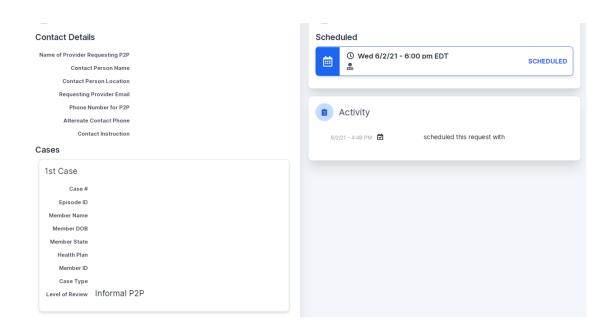
Confirm Contact Details

- Contact Person Name and Email Address will auto-populate per your user credentials
- Be sure to update the following fields so we cab reach the right person
 - Name of Provider requesting P2P
 - Phone number for P2P
 - Contact instructions



You will see a summary screen with the date and time of the peer to peer.

Your appointment has been scheduled.



Eligibility Look Up



Certification

Authorization Eligibilit_\ Lookup

Lookup

Clinical Certification

Certification Requests In Progress

MSM Practitioner Resources Perf. Summary Portal

Manage Your Account

Help / Contact Us **Med Solutions Portal**

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Eligibility Lookup

Health Plan: Patient ID:

MINTOROME Member Code:

Cardiology Eligibility: Precertification is Required Radiology Eligibility: Precertification is Required

Radiation Therapy Eligibility: The procedure for the member's plan does not require preauthorization with eviCore healthcare at this time. If you have questions regarding this member's benefits or eligibility, please contact the health plan using the

phone number of Building Additional Cases

MSM Pain Mgt Eligibility:

Sleep Management Eligibility: Precertification is Required

PRINT

DONE

SEARCH AGAIN

Click here for help

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You may also confirm the patient's eligibility by selecting the Eligibility Lookup tab.

Additional Information

If you are initiating a prior authorization for one of the plans below, please access your web portal account on the appropriate site listed.

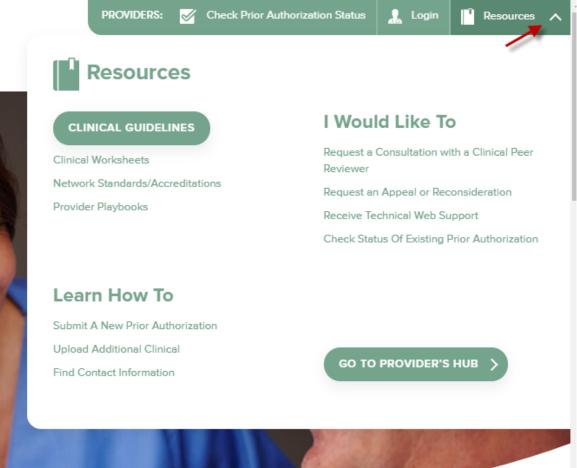
Health Plan	Phone	Website
Americhoice	866-842-3278	www.uhcprovider.com
BCBS of AL	205-220-6899	https://providers.bcbsal.org/portal/
BCBS of MI Exception: Post-Acute Care is through the eviCore portal)	855-237-3501	www.bcbsm.com
BCBS of MN	800-282-4548	www.availity.com_
BCBS of TN	800-924-7141	www.availity.com_
Empire	866-842-3278	www.uhcprovider.com
Excellus (Exception: Sleep Program for Durable Medical Equipment is through the eviCore portal)	800-278-1247	www.excellusbcbs.com
Health Alliance Medical Plan	800-851-3379	https://www.healthalliance.org/
Highmark	888-482-8057	www.navinet.net
NHP	866-842-3278	www.uhcprovider.com
Oxford	866-842-3278	www.uhcprovider.com
Oxford Chemo only	800-918-8924	www.oxhp.com
Priority Health	800-942-4765 opt 6	www.priorityhealth.com/provider
River Valley	866-842-3278	www.uhcprovider.com
Summa Care	800-996-8401	https://summacare.myplancentral.com
инс	866-842-3278	www.uhcprovider.com
UHC Community	866-842-3278	www.uhcprovider.com
UHC West	855-359-9999	www.uhcwest.com

Online Resources

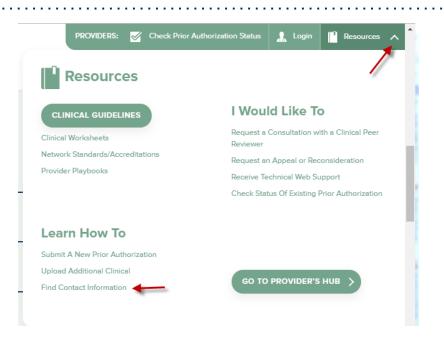
You can access important tools and resources at <u>www.evicore.com</u>.

Select the Resources to view FAQs, Clinical Guidelines, Online Forms, and

more.



Quick Reference Tool





Access health plan specific contact information at www.evicore.com by clicking the resources tab then select Find Contact Information, under the Learn How to section. Simply select Health Plan and Solution to populate the contact phone and fax numbers as well as the appropriate legacy portal to utilize for case requests.

Web Portal Services-Assistance

Email portal.support@evicore.com

Call a Web Support Specialist at (800)646-0418 (Option 2)

Connect with us via Live Chat



Thank You!

