Provider Connection Reference Guide

The Provider Connection website gives you easy access to the tools and information you need to serve Blue Shield and Blue Shield Promise members as well as to support your practice.

Use this reference guide to learn more.

blue california

blue california
Promise Health Plan

Blue Shield/Blue Shield Promise Provider Connection reference guide directory

If you are viewing this guide online, the linked page numbers take you to instructions for key activities you can do on Provider Connection. Use the *Directory* button at the bottom of each page to return to this table of contents.

Establishing a Provider Connection account as an Account Manager or User

Background: If your organization is new to Provider Connection, you must establish an account.

Establishing an account:

The person executing the initial Provider Connection registration is considered an Account Manager. When the maximum allowed number of Account Managers register, Provider Connection will display a message. Most organizations can have at least two Account Managers. There are three types of provider accounts. The links below take you to step-by-step instructions with screenshots for how to register for the account type most appropriate to your business.

1. Provider
2. MSO
3. Billing Service

Account Managers:

Once registered, the Account Manager(s) will see an *Account management* link in their top-level navigation after log in. It provides direct access to all activities falling within the role.

Once established, the Account Manager(s) – not Blue Shield – sets up user profiles. Blue Shield will email each user a temporary password. Users have 30 days to visit the site and change their password or the account will be deleted.

Users:

All users have a *Manage my profile* page where they can do things like update their username/password, change their email, set their email preferences, and locate their Account Manager. After log in, a "badge" with the user's initials appears in the white menu bar. Click this badge to access the *Manage my profile* page.

Additional support:

- This Provider Connection Account FAQ provides answers to the most frequently asked questions about establishing and maintaining a Provider Connection account as an Account Manager or User.
- Password must be updated every 365 days. See Update your Provider Connection password if you need help changing your password or if your account is locked or disabled.
- The Provider Connection training page includes links to the above resources and more. No log in is required.

Provider Connection website overview

Background: Below is a high-level snapshot of how to navigate the Provider Connection* website. Authenticated tools require log in, but there are many resources on Provider Connection that do not.

Instructions:

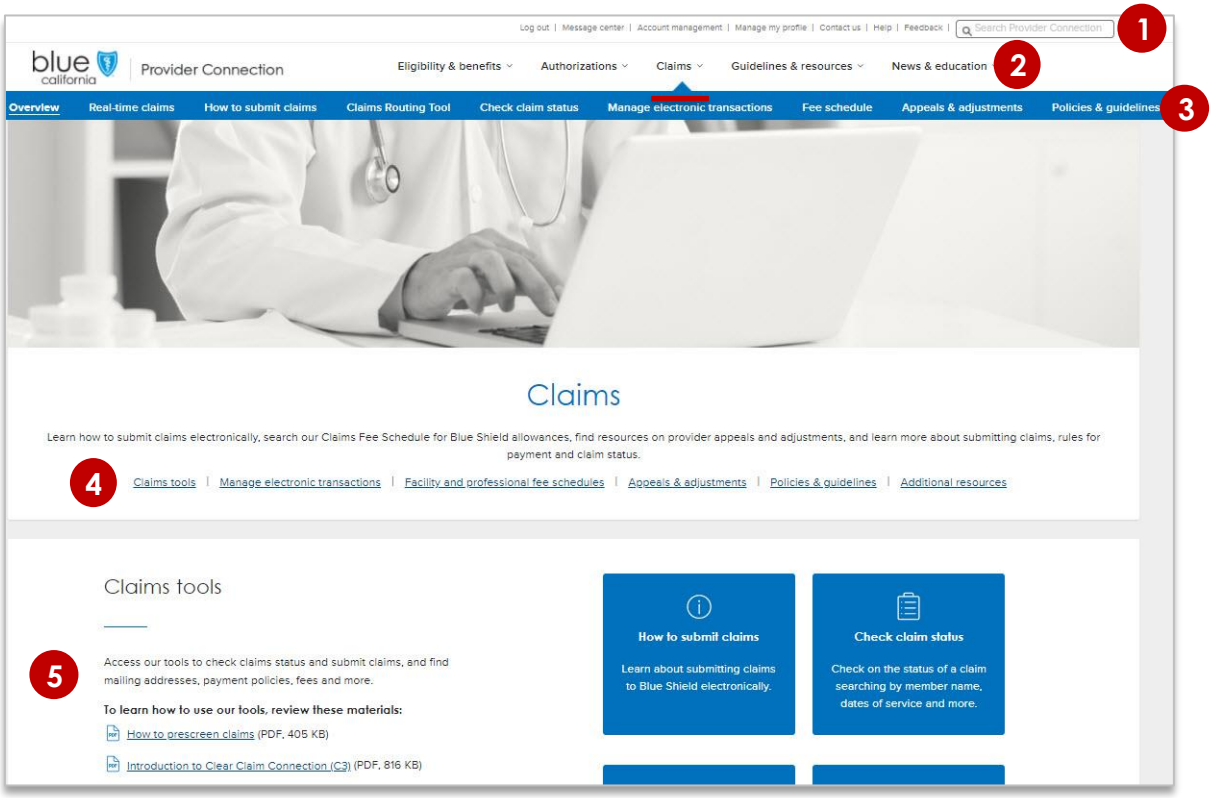
1. **Top level navigation:** General site actions like *Login/register, Help,* and *Search.*
   - Blue Shield uses two-step authentication. To verify your identity each time you login, enter your username/ password plus the code Blue Shield sends to your email.

2. **White menu bar:** Navigational links to the five site sections and the home page. The arrow indicates the section you are in.

3. **Blue sub-menu bar:** Direct navigational links for the most-used content and tools within the specific section.

4. **Category headings:** High-level table of contents for information on the page. Clicking a category heading takes you to a category.

5. **Categories:** Contain quick links to tools and resources when appropriate, and clickable boxes that take you to your desired information.



* Blue Shield Promise resources that do not require log in are integrated throughout Provider Connection. They are also available from the Blue Shield Promise Provider Portal. Links in the footer of each page allow you to move between the two websites.

High-level provider directory validation process

Background: Blue Shield has designed our provider directory accuracy processes to be compliant with both the 2021 Consolidated Appropriations Act (CAA) and California Senate Bill (SB) 137 requirements.

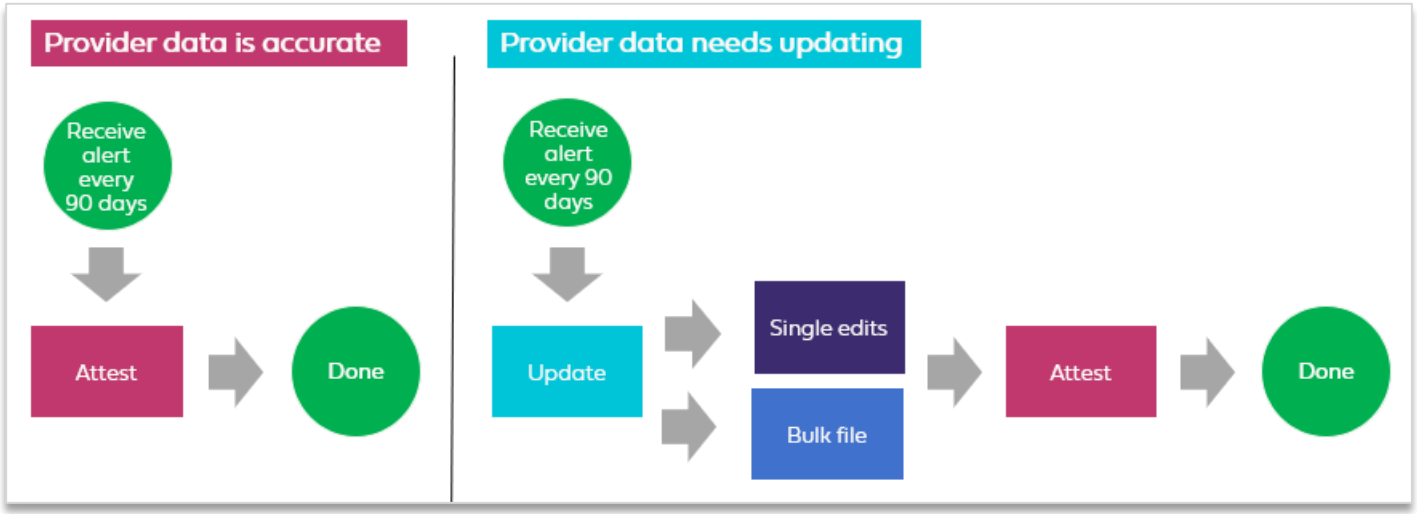
Process:

- Online attestation to data accuracy every 90 days. Blue Shield will alert a provider when it is time to attest.
- Directory updates at any time either by:
  - Single edits on the Provider Connection *Provider & Practioner Profiles* page.
  - Blue Shield's bulk data file – the *Provider Data Validation Spreadsheet* – downloaded from *Provider & Practioner Profiles*, then uploaded back to the page.

Who can execute this process:

- Provider Connection Provider and MSO Account Managers and users to which they give provider demographic information access. See next page for how to assign user access.
  - Billing Managers have view-only access.

Visit Provider data management for step-by-step instructions on how to attest and update provider directory information in compliance with federal and state mandates.

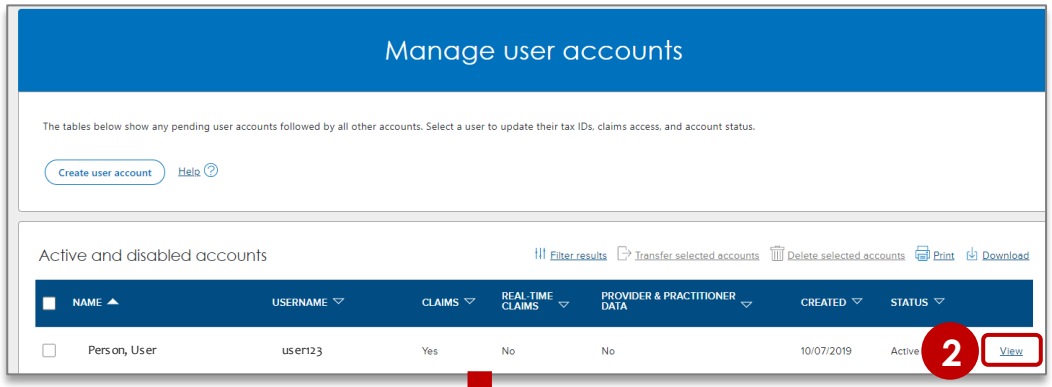


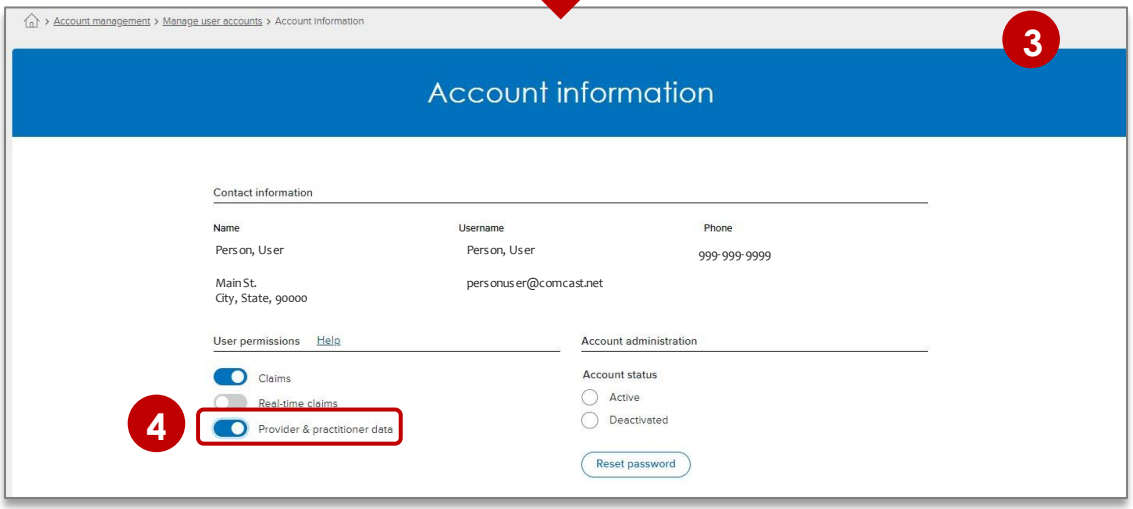
Account Manager assign user access to provider & practitioner demographic information

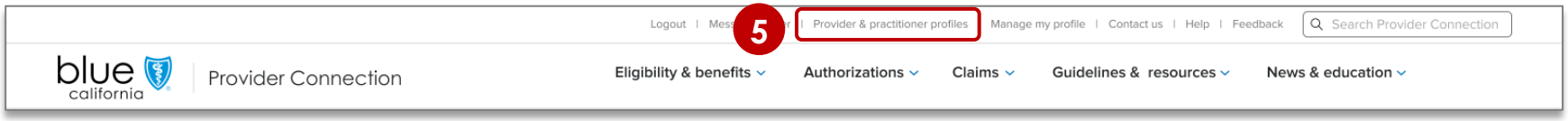
Background: Account Managers can assign provider demographic data access to designated users so that the most appropriate staff members validate/update/attest to provider directory information.

Instructions:

1. From the *Account management* page, click **Manage your user accounts** located under the *Manage user accounts* section.
2. Click the **View** link for a specific user.
3. That user's *Account information* will display.
4. Move the *Provider & practitioner data* toggle to the right.
5. When the user logs in after access is granted, they will see a link to *Provider & practitioner profiles* in their top navigation bar.



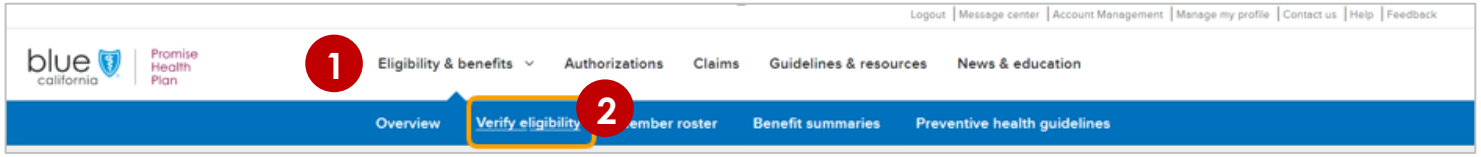




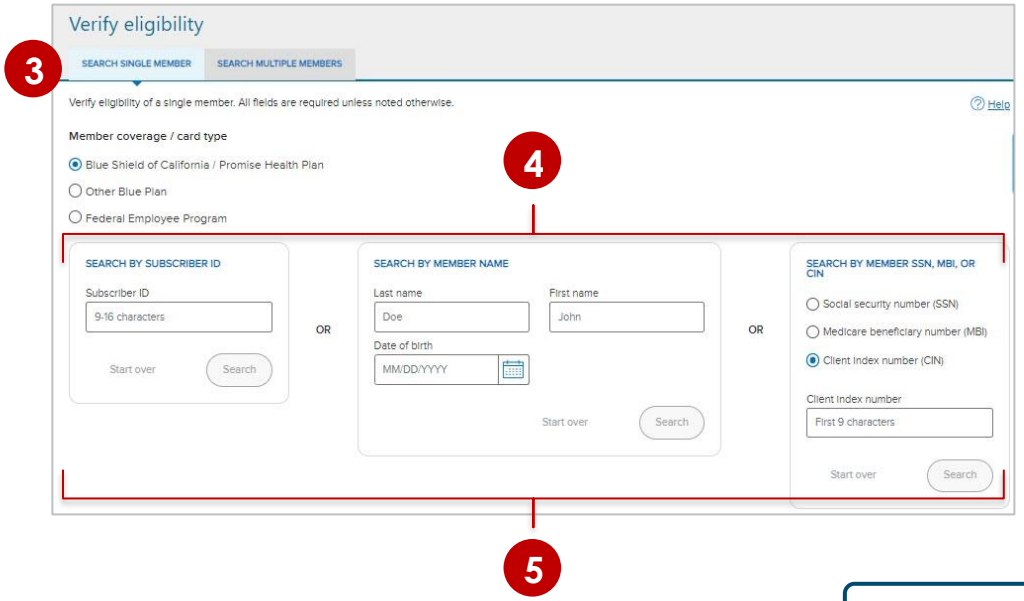
Background: *Verify eligibility* lets you confirm that a patient is a Blue Shield, Blue Shield Promise or Other Blue Plan member. The tool contains up to two years of data at any one time. It is updated daily.

Instructions:

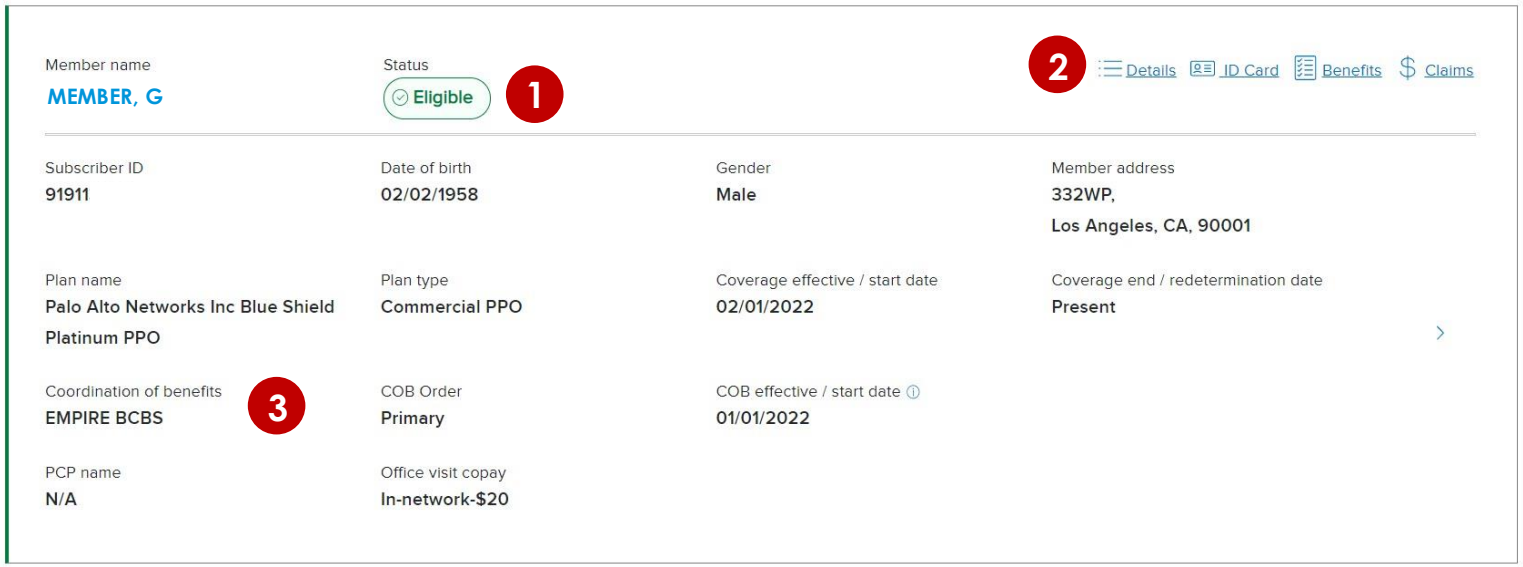
1. After log in, click **Eligibility & benefits** from the white navigation bar.
2. Click **Verify eligibility** from the blue navigation bar.



3. *Verify eligibility* opens and defaults to **SEARCH SINGLE MEMBER**. To search for up to 10 subscriber IDs at one time, click **SEARCH MULTPLE MEMBERS**.
4. For single member search, enter member data using one of the following:
   - Subscriber ID (9-16 alpha numeric characters)
   - Member name and date of birth
   - Last four (4) digits of SSN
   - MBI and date of birth (Medicare only)
   - First nine (9) characters of CIN
5. Click the active **Search** button.



Verify member details and benefit information



1. **Status:** Eligibility is green if active.

2. Upper right navigation provides links to eligibility details, a PDF of the member ID card, benefits, and *Check claims status.* See next page to learn more about the benefits search.

3. **Blue Shield only:** When Blue Shield is not primary, Coordination of Benefits (COB) information will display for Commercial members if the data is in our system.

Note: When verifying eligibility for Blue Shield TotalDual (HMO D-SNP) members with matching Medi-Cal through Blue Shield Promise ("full duals"), two of the above results panels will present, one for Medicare (primary) and one for Medi-Cal (secondary). When this is the case, the member ID card will be active on the Medicare results screen and inactive on the Medi-Cal.

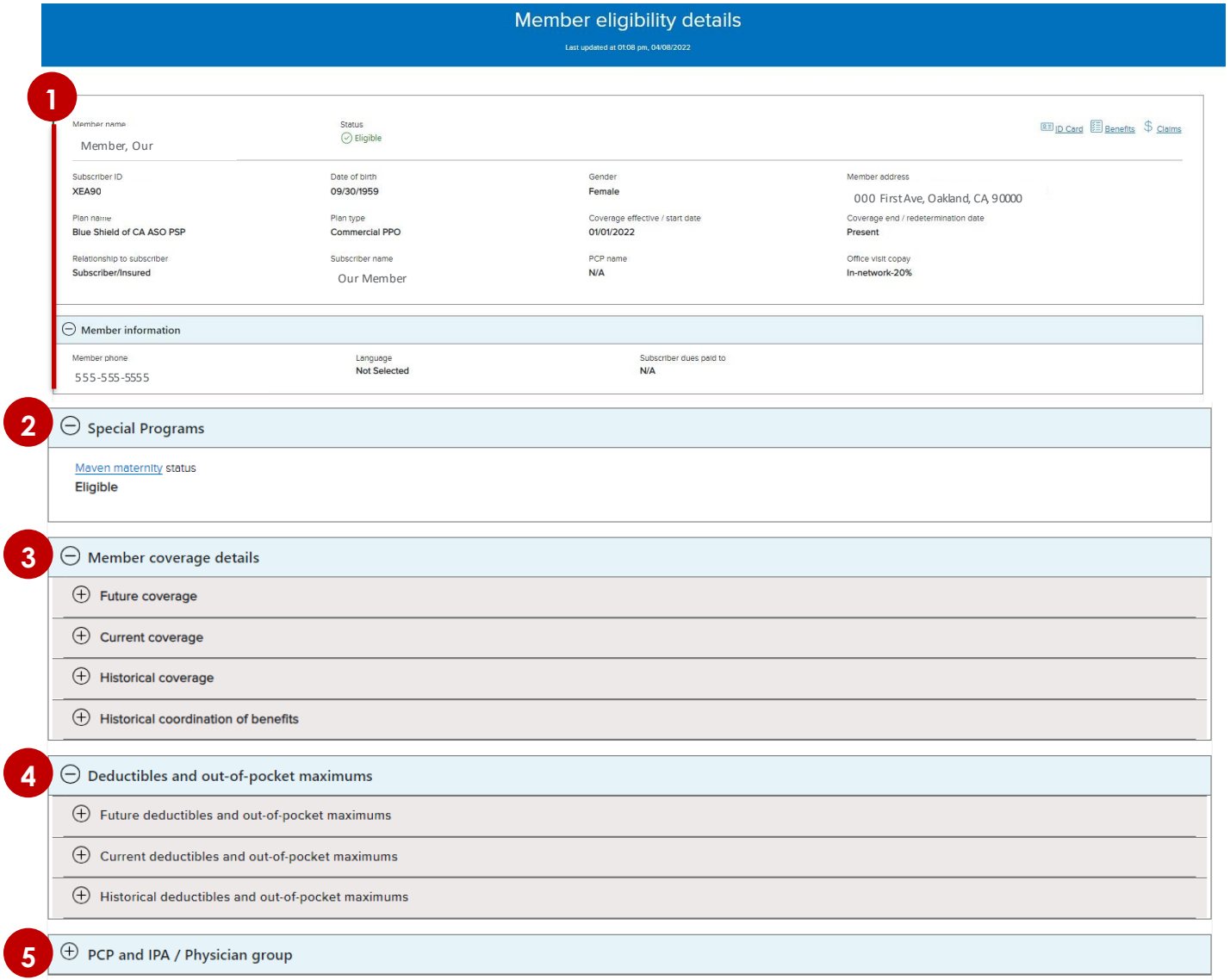
Tip: For additional information about benefits, go to Benefit summaries to download/view a spreadsheet with detailed benefits for the Blue Shield and Blue Shield Promise plans.

View member eligibility details

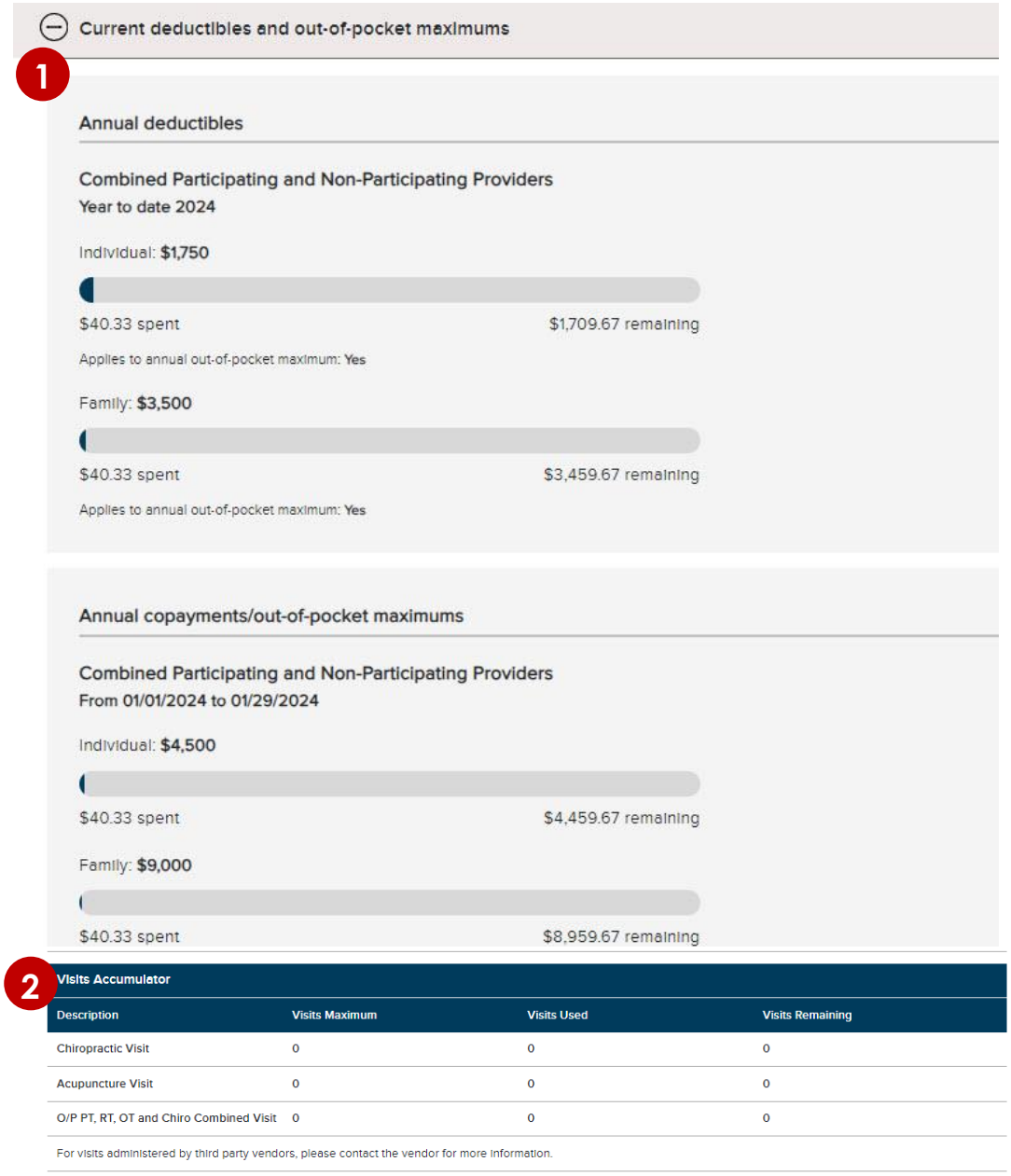
1. General member information
2. Special programs eligibility

Click the + sign to expand these sections:

3. Current coverage information, plus future and historical if applicable.
4. Current deductibles and out-of-pocket maximums – see next page for details.
5. Current PCP and IPA/medical group



View deductibles, copayments / out-of-pocket maximums and specialty visits accumulator



1. Deductibles and co-payments/out-of-pocket maximums display by individual and family categories.

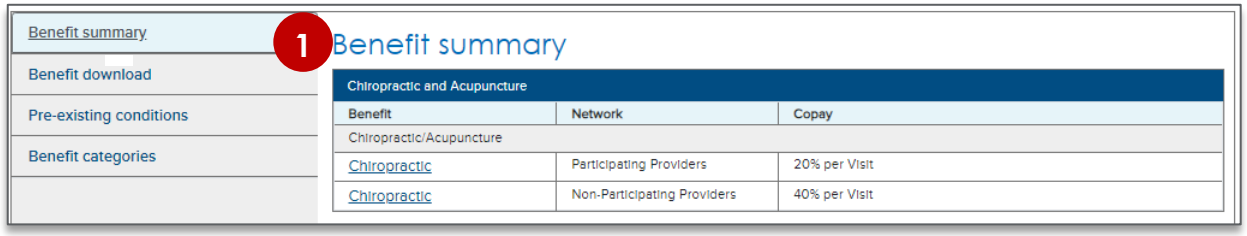
   Accumulations are based on claims received and processed as of the current date. Year-to-date values are calculated over 12 months, beginning 1/1.

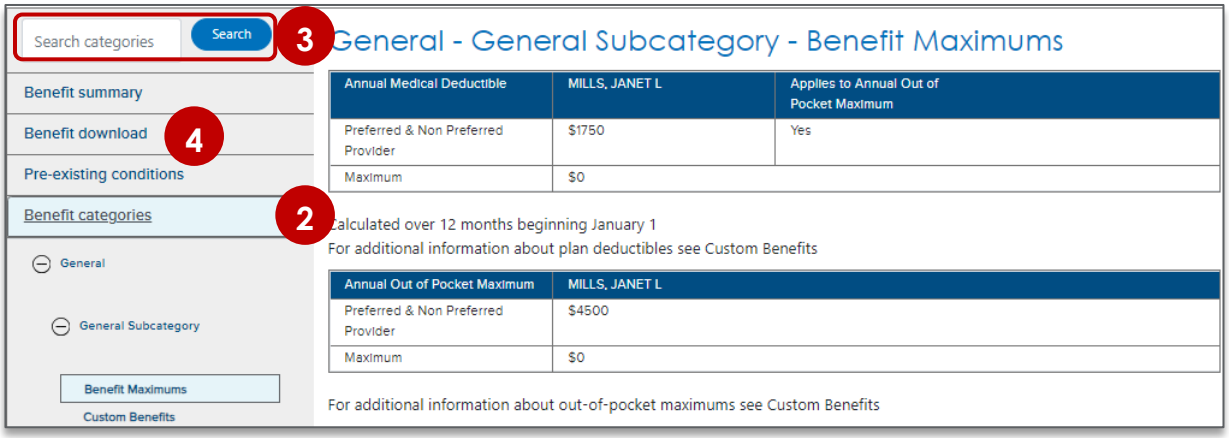
2. The *Visits Accumulator* presents as part of this screen for **Commercial** members only. It tracks visits to specialty providers when their plan covers a set number of visits per plan year.

   - Specialty visits covered by third parties such as American Specialty Health (ASH) are not tracked by the tool.

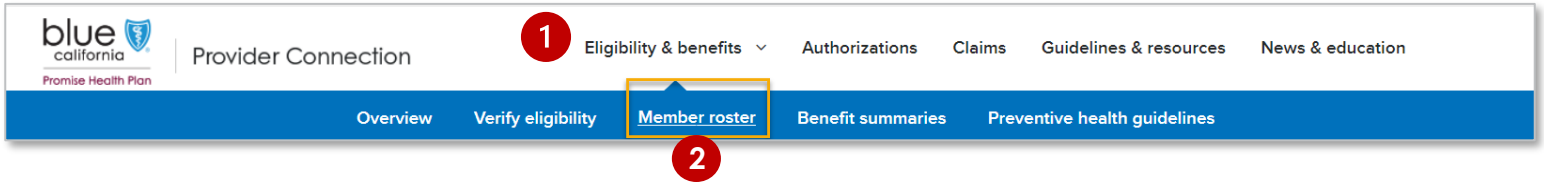
Background: If a Promise Health Plan member, the link from the check eligibility results will take you to the Medi-Cal Member Handbook EOC.

1. Benefit summary view is the default – lists in alpha order.
2. *Benefit categories* view expands in left navigation pane.
3. The *Search* field activates when *Benefit categories* view is clicked.
    - Benefits are not listed by ICD-10 codes.
4. *Benefits download* (if logged in) or go to Benefit summaries if not logged in, to download/ view a spreadsheet with detailed benefits for the all plans.



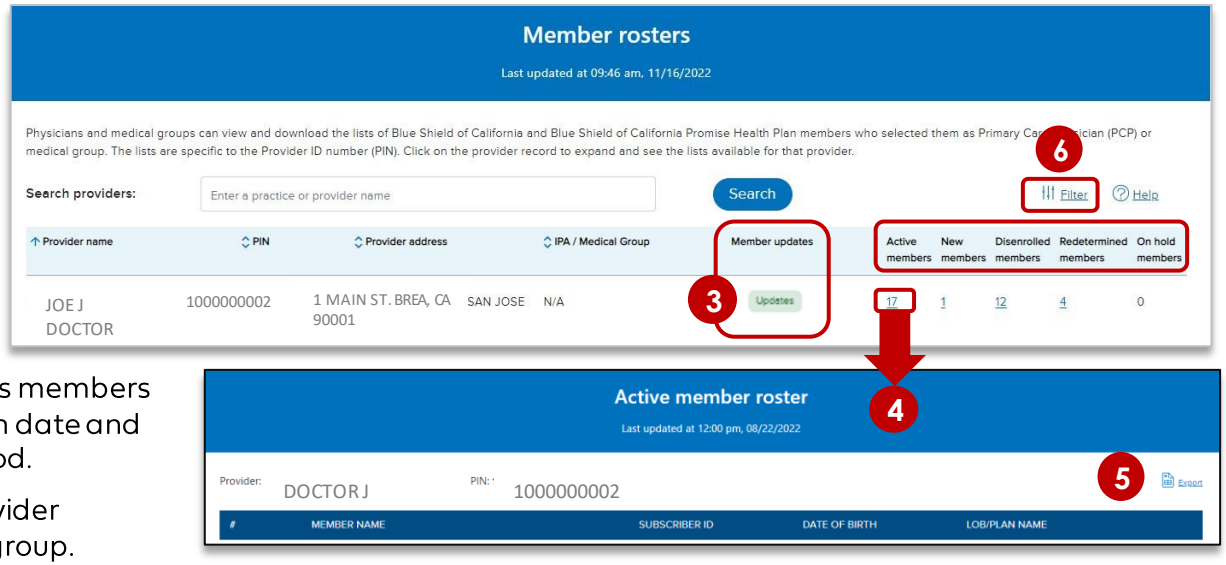


Background: Member rosters are lists of Blue Shield and Blue Shield Promise members who have selected a provider as their PCP or medical group. This list shows all providers associated with your account by Provider ID (PIN).



Instructions:

1. After log in, click **Eligibility & benefits** from the white navigation bar.
2. Click **Member roster** from the blue sub-menu bar.
3. The member updates column displays either *New* or *Updates* (member disenrolled or moved to another PCP).
4. Click the linked number to view and/or export data.
5. Click **Export** to download an Excel spreadsheet with full member details.
   - Disenrolled Members Roster includes disenrollment dates.
   - Redetermined Members Roster displays members with upcoming redetermination dates within the next 90 days.
   - On Hold Members Roster displays members who missed their redetermination date and are within the 90-day grace period.
6. Click **Filter** to view/download by provider name, address, PIN or IPA/medical group.

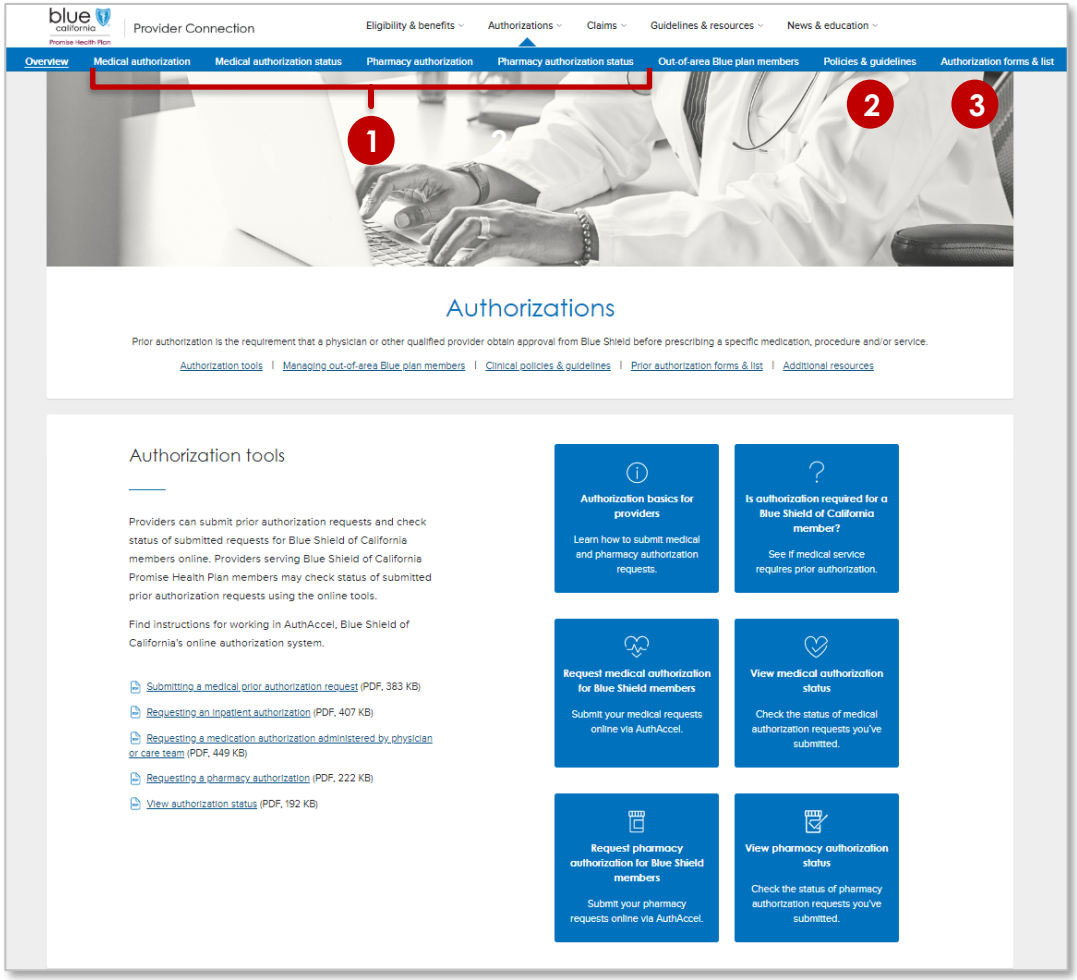


Locate authorization tools and resources in the Authorizations section

Background: Medical authorizations can be submitted online or fax. Rx requests can be submitted online, by fax, or via the Surescripts® or CoverMyMeds® EHR platforms. Authorization status for all requests can be viewed online via AuthAccel. See Authorization basics for providers for an overview of the authorization process at Blue Shield/Blue Shield Promise.

Orientation:

1. The Authorizations section houses the AuthAccel online authorization tool, available after log in.
   - **Blue Shield:** Submit and view medical and Rx requests via AuthAccel for Commercial/FEP and Medicare members.
   - **Blue Shield Promise:** Submit medical requests and view medical and Rx requests via AuthAccel for Medi-Cal members.
     - AuthAccel instructions are linked to each launch page as well as to the AuthAccel Online Authorization System Training page.
2. Click Clinical policies and guidelines to search medical and medication policies and requirements. No log in required
3. Click Prior authorization lists and fax forms, and to learn about services requiring third-party authorization (e.g., National Imaging Associates [NIA]). No log in required.
   - For Commercial/FEP, AuthAccel can tell you if a medical authorization is/is not required by Blue Shield or if it is delegated.

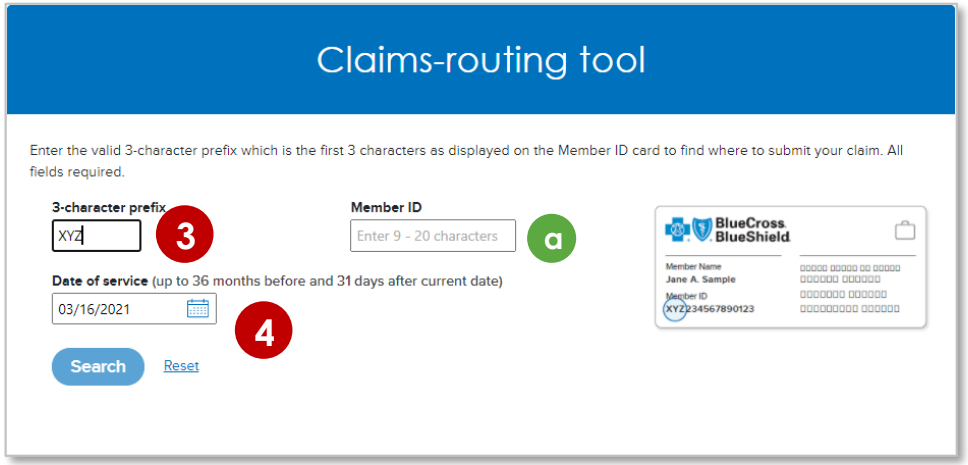


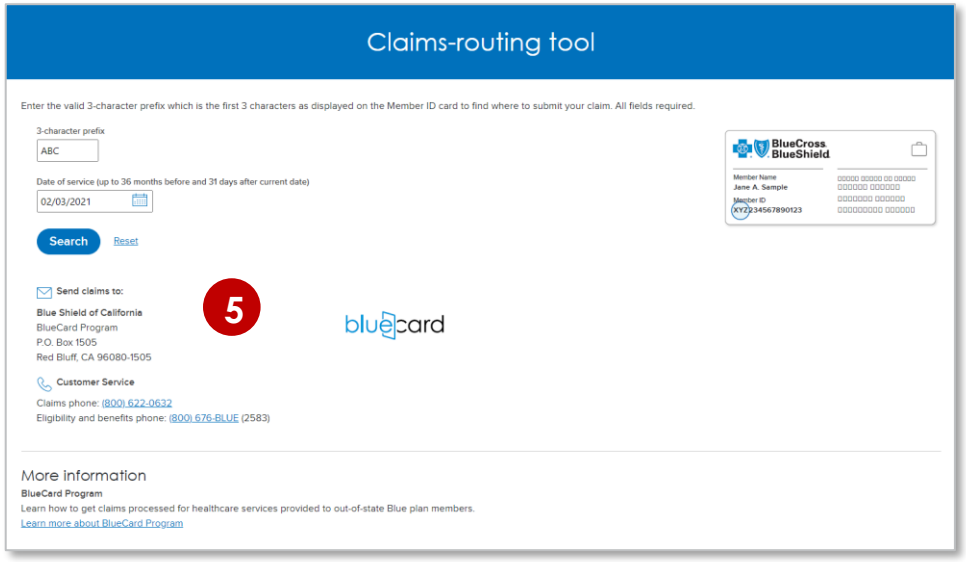
Use the Claims Routing Tool to determine where to send paper claims

Background: The *Claims Routing Tool* tells you where to submit **paper** claims for Blue Shield/Blue Shield Promise. It can also be used to determine where to send BlueCard claims for out-of-state Blue plan members. No log in is required to use this tool.

Instructions:

1. No log in is required to use this tool. Go to Provider Connection and click Claims from the white navigation bar.
2. Click **Claims Routing Tool** from the blue navigation bar.
3. Enter the first three characters of the member's ID.
4. Enter the date of service and click **Search**.
    a) If requested, enter the rest of the member ID and click **Search.**
5. The "send to" address will display. In most cases, so will a phone number for customer service should you need assistance.
6. Click **Start over** to conduct a new search.

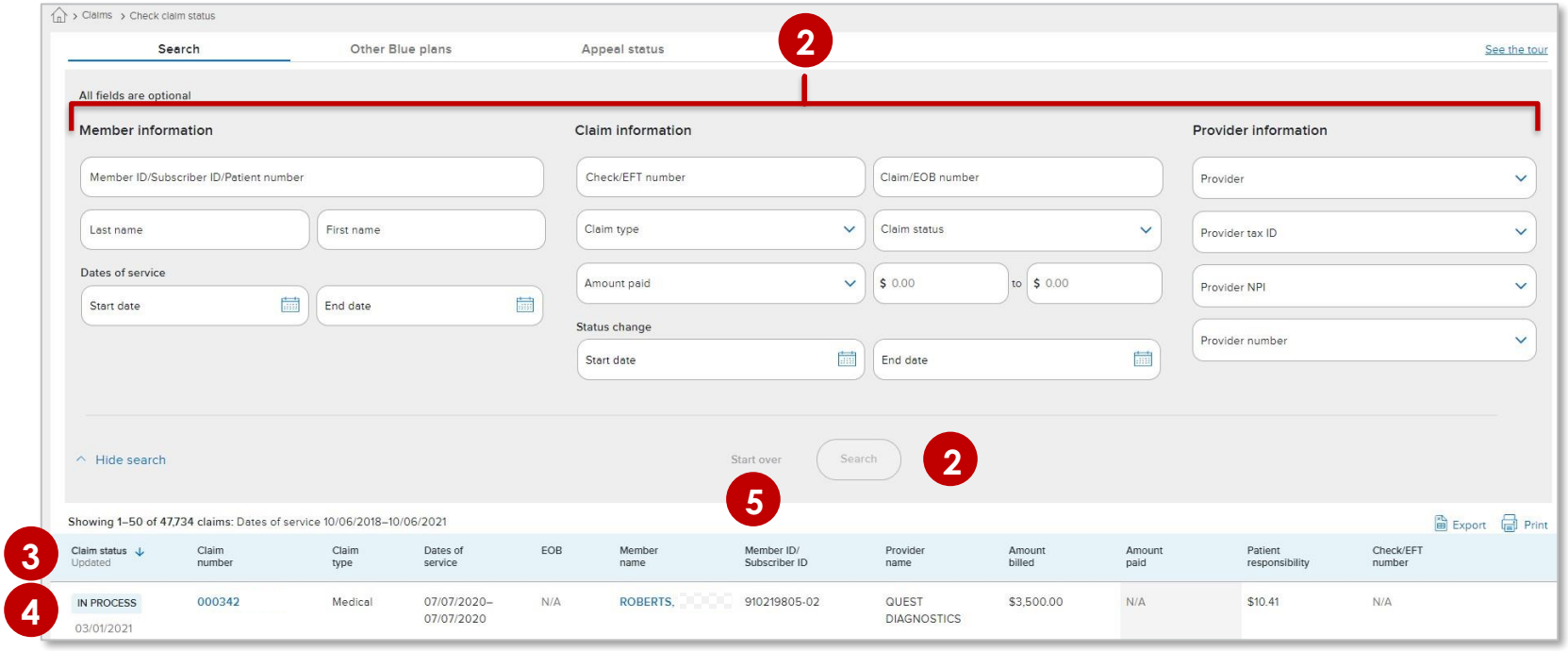




Background: *Check claim status* is available from the home page and from the *Claims* section after log in. It contains a *Search* and *Other Blue* plans tabs. The *Appeal status* tab links to *Submitted disputes* on the *Claim issues & disputes* page.

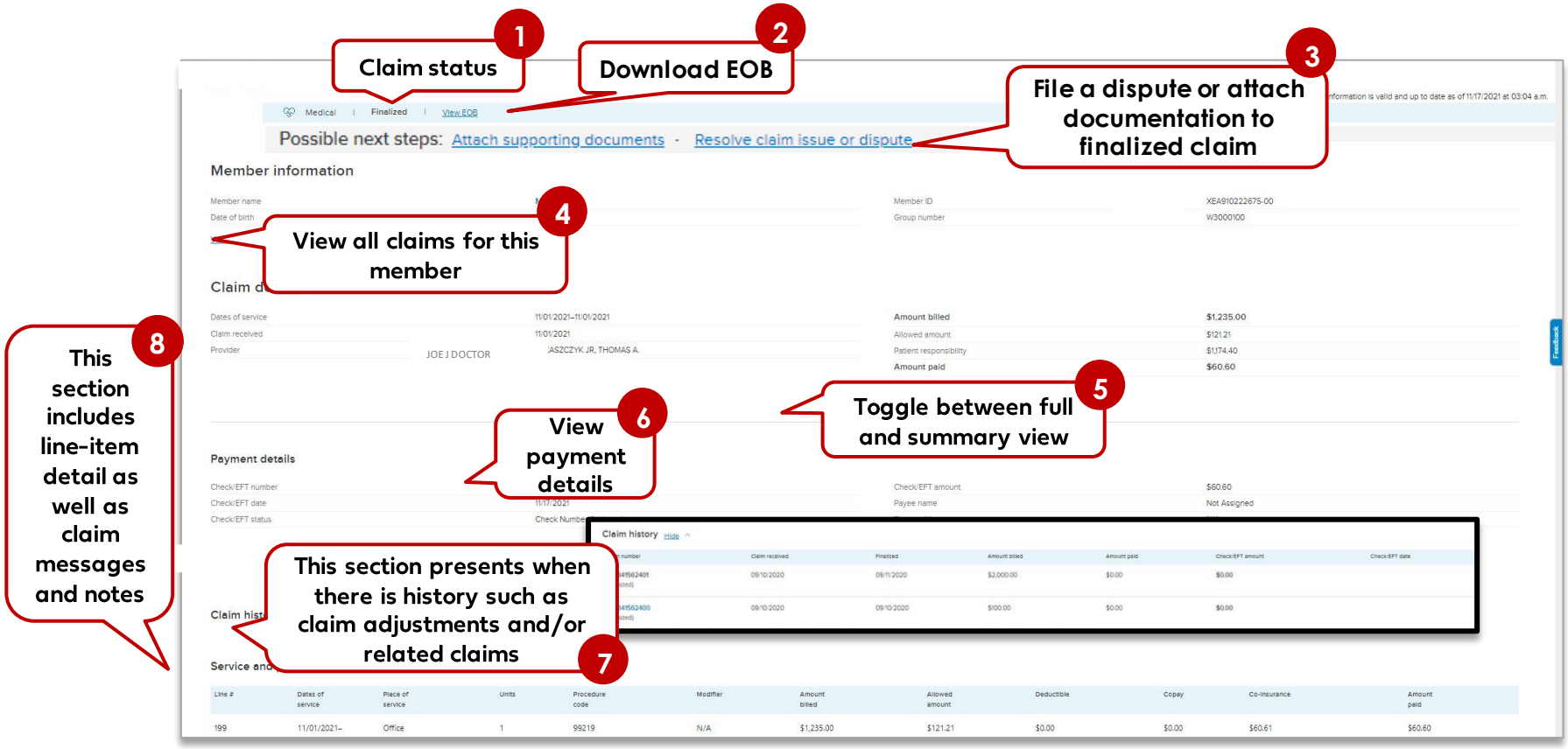
Instructions: You must be linked to the Tax ID and Provider ID (TIN/PIN) of the claim for which you are searching.

1. Click **Check claim status.** The *Search* tab displays with claims from the last three year. The most recent will be at the top.
2. Enter data into one or more search fields and click **Search.**
3. Results will display below the blue header row. To sort results in alphabetical or ascending/descending order, click the desired column header and the up/down arrow once it presents.
4. Click the blue text links to see more detailed information about the member or claim or to view/download the EOB.
5. To clear the search and conduct a one, click **Start over.**



Tip: When using the *Other Blue plans* tab to conduct a search for member claims, all fields are required unless marked optional. Results will be sent to the user's Message Center.

Background: Clicking the claim number from the *Check claim status* search results opens the *Claim detail* page and provides access to the information below. Once a claim has been reviewed and finalized, the *EOB* will be available here. You will also see links to *Attach supporting documentation* (to a finalized claim) and *Resolve claim issue or dispute*.



Claims – Attach documentation to a finalized claim

Background: For all lines of business, documentation can be attached to a finalized claim.

To start the process for a finalized claim:

1. Click **Claims** then click **Check claim status** in the blue sub-menu bar.
2. Search for the finalized claim. (See Check Claim Status for instructions.)
3. Click the claim number to open the *Claim detail* page.
4. The *Claim detail* displays for that claim. Click **Attach supporting documents**.

5. The *Attach Documents to a Claim* screen displays with prepopulated claims data.
6. See the Attach documentation to a finalized claim tutorial for the remaining steps, with screenshots, for how to complete this process.

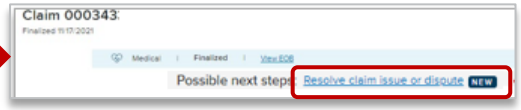
Claim issues & disputes – Submit a dispute online

Background: Disputes can be initiated from the 1) *Claim detail screen* once the claim has been finalized (see previous page) or from the 2) *Claim issues & disputes* section, if you know the claim number.

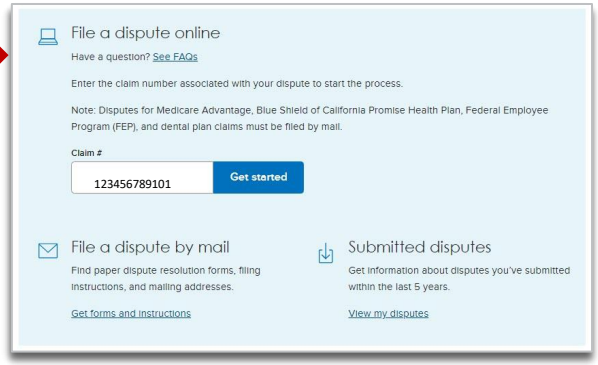
- Disputes can be filed online for finalized Commercial, Shared Advantage, FEP, Medicare, Blue Shield Promise Medi-Cal, and BlueCard claims.
- Disputes can also be filed by mail.
    - See Learn more about the dispute process for additional information.

To begin the process, log in and go to the *Claims* section:

1. Click **Check claim status** in the blue sub-menu bar.
2. Search for the finalized claim. (See Check Claim Status for instructions.)
3. Click the claim number to open the *Claim Detail* page.
4. Click the **Resolve claim issue or dispute** link. This link will be active only if the claim has been finalized.

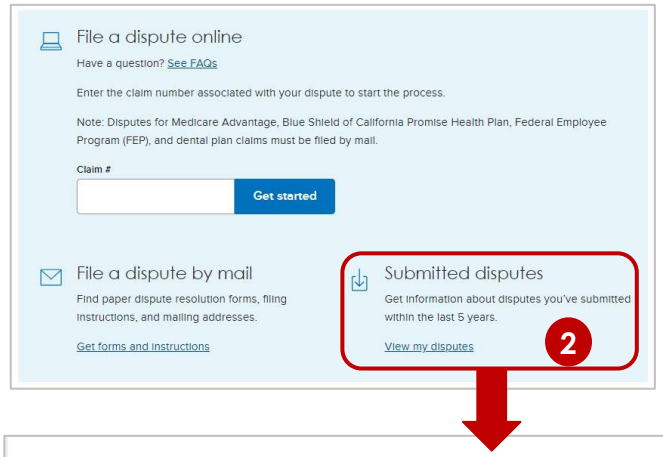


5. If you know the claim number, you can also file a dispute online directly from *Claim issues & disputes*, after log in.
    - **Filing by mail:** See Get forms and instructions.

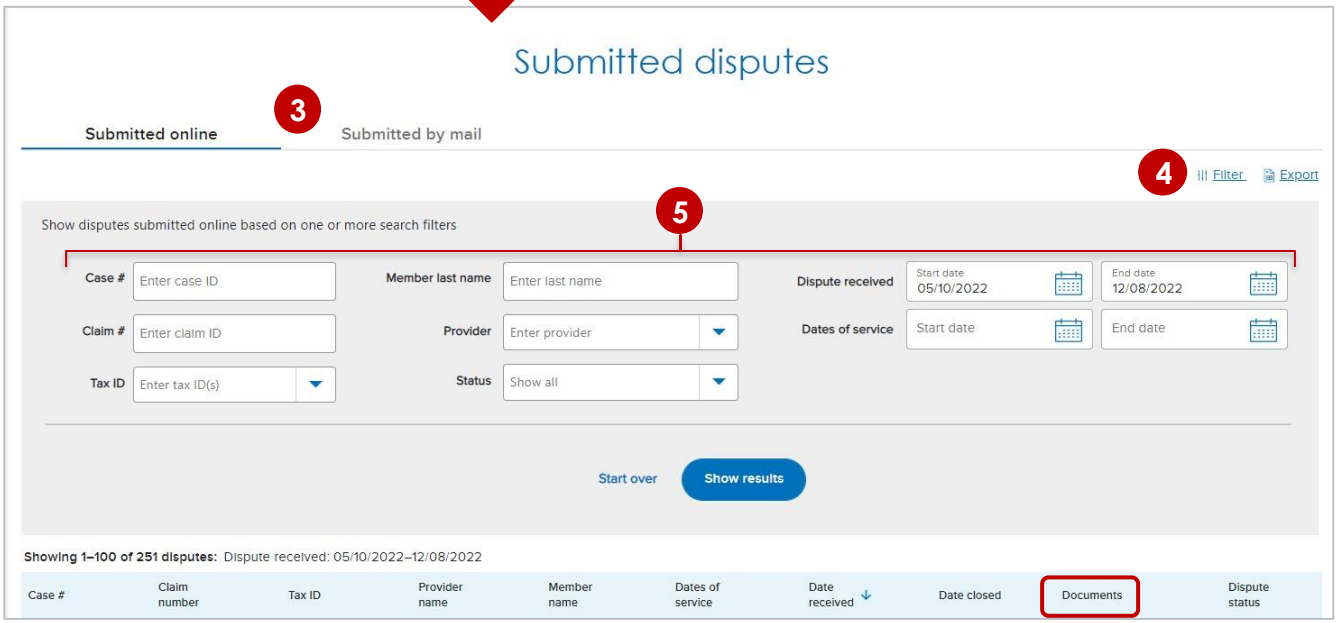


View My Disputes: Search disputes and access determination letters

Background: The *Submitted disputes* link is available from the *Claim issues & disputes* section after log in. It contains all disputes submitted by mail for Commercial, Shared Advantage, and Blue Shield Promise, as well as all disputes submitted online for all plan types. It may not display FEP, Medicare, Medicare Advantage or Dental claims, nor BlueCard claims submitted by mail.



1. Click **Claim issues & disputes** from the blue sub-menu bar.
2. Click **View my disputes**.
3. Select either the *Submitted online* or *Submitted by mail* tab.
4. Click **Filter** to search for a dispute.
5. Enter data related to the dispute(s) in one or more fields and click **Show results**.



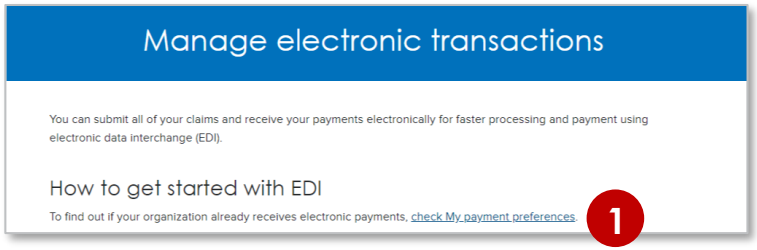
6. Results display under the light blue banner.
   - Click links under the *Document* column to view acknowledgement and determination letters.

Determine if you are enrolled in Electronic Data Interchange (EDI)

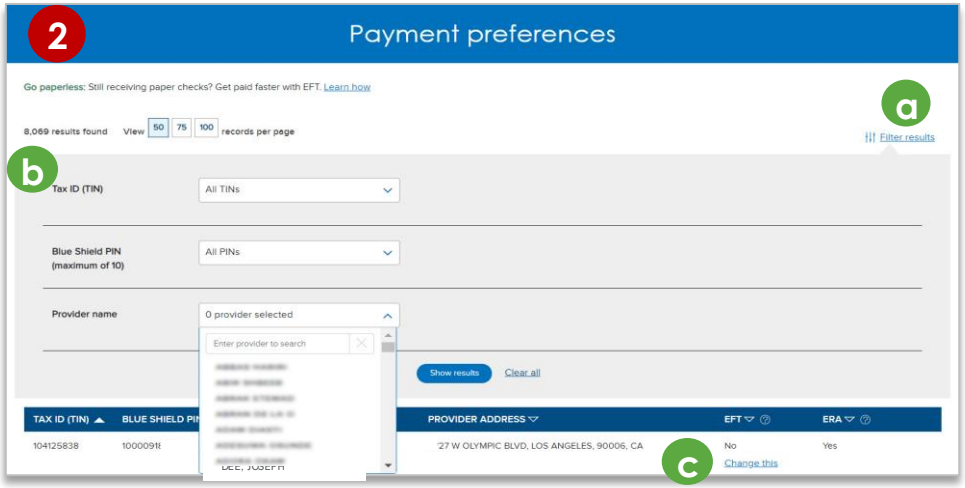
Background: EDI is the exchange of business transactions in a standardized format from one computer to another. Using EDI, you can receive claims payment information electronically (electronic remittance advice or ERA) and you can have claims payments deposited directly into your business account (electronic funds transfer or EFT).

Instructions:

1. Determine if your organization is already enrolled in EDI by clicking **Check My payment preferences** on the Manage electronic transactions page in the *Claims* section. You will need to be logged in to see the results.



2. To navigate…
   a) Click **Filter results** to open filtering options.
   b) Filtering can be done by one or more Tax IDs (TINs) **and/or** Provider IDs (PINs), **or** by individual provider name. Results will display below. Click **Clear all** to restore all data.
   c) "No" in the EFT or ERA column means that the TIN/PIN is not enrolled in EDI. Click **Change this** to learn how to enroll.



Tip:
- If you aren't currently enrolled in EDI, follow the instructions provided on the Manage Electronic Transactions page.

Quick click guide – direct links to popular areas on Provider Connection

Background: Blue Shield Promise resources that do not require log in are integrated throughout Provider Connection. They are also available from the Blue Shield Promise Provider Portal. The links below will take you to content on Provider Connection, and in some cases, to content on the Blue Shield Promise Provider Portal.

For Blue Shield providers
Ancillary provider listings
Behavioral health resources
Benefit plans/networks
Benefit summaries
BlueCard Program*
Claims policies & guidelines
Clinical policies and guidelines
Professional fee schedule search *
Drug formularies
Forms
Member ID card samples
Patient care resources
Provider manuals
Richman injectables policy
Spine surgery/pain management prior auth and Radiology and imaging prior auth • National Imaging Associates (NIA) RadMD Sign In

For Blue Shield Promise providers
Benefit summaries
Behavioral Health Services
Clinical policies and procedures
Complex Case Management
Drug formularies
Forms
Health education resources
Medi-Cal Provider Incentive Program
Member ID card samples
Patient care resources
Provider manuals
Quality improvement/HEDIS tip sheets

* Log in required.