## Quick Reference Guide

# Simplify Office Administrative Tasks



Keep our Quick Reference Guide nearby to make pre-visit planning and post-visit tasks quick and easy.

#### Website: Allwell.LouisianaHealthConnect.com

- Patient care forms
- Pre-Auth Needed tool
- Louisiana Healthcare Connection news
- Provider Manual Preferred Drug List
- Member resources

### Secure Portal: Provider.LouisianaHealthConnect.com

- Verify member eligibility
- Access patient health records
- View patient gaps
- Manage prior authorizations
- Submit and manage claims
- And more!

## **Member Eligibility**

Check member eligibility via:

- Secure Web Portal
- TTY/TDD: 711
- Provider Services: 1-855-766-1572

### **Patient Care Gaps**

Find recommended services that a member has not completed.

- 1. Visit the Secure Provider Portal.
- 2. Review patient information for any gaps in care.
- 3. Plan to address care gaps during upcoming appointment.

## Pre-Visit Planning Checklist

- ✓ Verify member eligibility.
- $\checkmark$  Check for patient care gaps and address them during upcoming office visit.
- $\checkmark$  Use Pre-Auth Needed tool to determine if prior authorization is needed before appointment.

## www.Allwell.LouisianaHealthConnect.com

## Provider Services: 1-855-766-1572

## **Prior Authorization**

Use the Pre-Auth Needed tool on our website to determine if prior authorization is required.

Submit prior authorizations via:

- Secure Provider Portal
- Fax: 1-844-522-9881
- Phone: 1-855-766-1572

## Claims

Timely Filing guidelines: 180 days from date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to:

P.O. Box 3060 Farmington, MO 63640-3060

## **Other Partners**

To contact our other health services partners:

- Vision: 1-800-465-6972
- Dental: 1-844-342-5582
- NIA: 1-800-424-4824
- Silver & Fit: 1-877-427-4788
- Chiropractic: 1-800-678-9133

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