Premera 101 Workshop

Supporting Mobile Crisis Response Services

FEBRUARY 2024



© 2024 Premera. Proprietary and Confidential.



Welcome and Introductions



We're glad you're here

- The care you provide is critical to our communities and we're pleased to work with so many of you.
- The state's focus on crisis care through House Bill 1688 is bringing in much needed attention.
- We want to be sure you have what you need to work with Premera, so we're going to dive in on information, tools, and resources.





About Premera

Premera (including its plans) covers 2.8 million members across all 50 states

Nearly 1 million members are in Washington state

You'll see our health plans under the brand names:

• Premera Blue Cross

- Premera Blue Cross HMO
- Premera Blue Cross Medicare Advantage
- Premera Blue Cross Blue Shield of Alaska
- LifeWise Health Plan of Washington
- LifeWise Assurance Company

We have offices in Mountlake Terrace (WA), Spokane (WA), and Anchorage (AK)



Premera customers



We provide plans for individuals, as well as small through large employer groups

- Employers have headquarters in Washington (WA) and Alaska (AK), but their employees can live anywhere in the country.
- Individual members reside in specific counties in WA and AK.
- Medicare Advantage (MA) members reside in specific counties in WA.
- Shared Administration members are primarily associated with Taft-Hartley Trust Funds or tribal groups.



Premera health plans have many nuances, including:

- Member benefits
- Provider networks
- Referral and prior authorization criteria and processes
- Tools for providers
- Phone numbers and websites



Networks and why they're important

- A provider network is a subset of contracted providers that are available to a specific group of health plan members.
- When members receive care from a provider in their network, they have the lowest possible out-of-pocket expenses.
- To learn more about our provider networks, see the <u>2024 Provider Networks Guide</u>, which can also be found on our <u>Provider Homepage</u>.
- When directing members for follow-up care, use in-network primary care providers (PCPs) when clinically appropriate, to minimize the member's out-of-pocket expenses.
- Network providers are encouraged to communicate with the member's PCP if possible.
- Mobile crisis is not a covered service for our MA plans, so it is not covered, whether providers are in or out of our provider networks.



Understand BlueCard

The BlueCard[®] program links Blue Cross and/or Blue Shield Plans (Blue Plans) across the United States and abroad through one electronic network for claims processing and reimbursement. As a Premera participating provider, you may provide services to patients who are members of other Blue Plans. The BlueCard program lets you conveniently submit claims to Premera for members from other Blue Plans, including international Blue Plans. Our <u>BlueCard Program Administrative Manual</u> explains how to identify members, verify eligibility, obtain pre-certifications or pre-authorizations, file claims, and who to contact.

BlueCard provider customer service

For eligibility and benefits, claims, and payment, <u>sign in to Availity</u> and select Other Blue Plans Premera BlueExchange (Shared Admin) as a payer. You'll need the member's plan prefix, ID number, first and last name, and date of birth.

Call **888-261-9562** or visit the <u>Blue Cross and Blue Shield Association website</u> for more information about the BlueCard program.



How credentialing works

For agencies, credentialing occurs at the agency level. Practitioners are not credentialed individually.

Timing for recredentialing

Recredentialing occurs every 3 years after initial credentialing. A recredentialing packet is mailed approximately 90 days prior to the due date. It must be returned no later than the due date to avoid network termination. You'll find all the credentialing forms and information on our <u>Join our Network</u> page.

Note: Licensed agencies wanting to join our network must complete an <u>organization/facility credentialing/re-credentialing application</u>. Email completed applications to <u>credentialing.updates@premera.com</u>.

How to check your credentialing/contract status

You must meet network requirements to be approved. You'll receive a letter as soon as your application is approved. The credentialing process may take up to 45 days. Requests for missing information are sent by mail or email.

Note: If it has been over 45 days since you submitted your application, you can contact us by email at <u>credentialing.updates@premera.com</u> for status.



Billing questions

Which type of claim form to use

Mobile crisis response services should be billed on a CMS 1500 form.

Services you should bill to Premera

- Your contract requires you to bill claims with complete and accurate coding that reflects actual services rendered.
- CPT codes can change over time, so use industry resources to stay current. Premera cannot advise how to bill for services.
- The most commonly billed mobile crisis code is H2011 Crisis intervention service, per 15 minutes
- Helpful sources of information:
 - The Washington State Healthcare Authority applicable SERI guide
 - The Premera Claim Submission and Payments page
 - The National Uniform Claim Committee 1500 Reference Instructional Manual
 - CMS RBRVS Schedule



OneHealthPort (Single Sign On)

A free, national single-source secure provider platform for multiple health plans.



Start on the OHP SSO login page (link)

For more information and resources, visit: <u>https://www.onehealthport.com/sso-overview</u>





Premera and affiliate plan experience in Washington





Select a Premera plan login

OneHealthPort SSO
SSO Home Login Register Manage Account MFA Support FAQs About
Premera Blue Cross
Availity Login Premera - Individual Plans Login Premera - Individual Plans Login
Support Phone Number Availity: 1.800.282.4548; Individual: 1.800.607.0546 BLUE CROSS An Independent Ucense of the Blue Cross Blue Shield Association
Support nours Availity: Mon-Fri, 8:00 a.m. to 8:00 p.m. (ET); Individual: Mon-Fri, 8:00 a.m. to 6:00 p.m. (PT)
Site URL Premera Blue Cross
What's available in the portal Availity access through OneHealthPort is temporarily unavailable. For direct access, sign in to Availity using your Availity credentials.
Availity Login
Premera Secure Tools Now Available Through Availity
Sign in to Availity to access the following tools for Premera.
• Eligibility & Benefits



Availity

A free, national single-source secure provider platform for multiple health plans.



Availity: Registration and training

Availity is the fastest way to get secure, easy-to-use information.





Availity: WA Premera plans supported through Availity

- Premera Blue Cross
- Premera Blue Cross HMO
- LifeWise Assurance Company (Premera affiliate)
- LifeWise Health Plan of Washington (group plans coming soon)
- Federal Employee Program (FEP) excludes prior authorizations
- Shared Administration excludes prior authorizations, Explanation of Payment (EOP) and Electronic Funds Transfer (EFT)

Important: Premera Individual Plans and Medicare Advantage Plans are not served through Availity.



Availity: Providers can use Availity to:

Verify member eligibility and benefits (including plan effective dates)

- Verify information about deductibles, copays, coinsurance, and benefit limit accumulators (link to a glossary of terms)
- View a member's ID card
- ✓ Submit claims
- Check the status of a claim
- Submit prior authorizations and check the status
- ✓ View explanation of payments (EOPs) information
- Register for electronic funds transfer (EFT) for enrollment or cancellation



Availity: Eligibility and Benefits



Availity: Eligibility and benefits

Providers can verify a member's eligibility and benefits (including plan effective dates), basic demographic information, deductible, benefit limit accumulators, and view a copy of the member's ID card.

<u>Sign in to Availity</u> and select Patient Registration > Eligibility and Benefits Inquiry.





Availity: Selecting a plan payer

Select Premera payer associated with the member's plan

Health plan payer tip:

Use "Other Blue Plans Premera BlueExchange Shared Admin" as a payer for **BlueCard** and **Shared Administration** members.

Payer 😧	
PREMERA BLUE CROSS (WA)	~
LIFEWISE ASSURANCE COMPANY	
LIFEWISE HEALTH PLAN OF WASHINGTON	
OTHER BLUE PLANS PREMERA BLUEEXCHANGE SHARED ADMIN	
PREMERA BLUE CROSS (WA)	
PREMERA BLUE CROSS HMO	
PREMERA DENTAL	
PREMERA FEDERAL EMPLOYEE PROGRAM (FEP)	



Availity: Enter provider information

Provider information:

Enter the NPI for a provider or for the provider organization.

Provider Information	Clear Section
Select a provider or enter one of the following: Provider NPI or Provider Tax ID	
Provider 😮	
~	
Search for a provider by name, NPI, tax ID, taxonomy code, or address	
Provider NPI @	Provider Tax ID 😧
Organization or Provider Last Name 😧	Provider First Name



Availity: Enter member information

Patient information:

Enter the Member ID and select a member from the list.

Patient Inforn	nation					
Member Search						
Reminder: To verify elig select Premera FEP as	gibility and benefits for Preme the payer.	ra Blue Cross HMO me	mbers, select Prer	nera Blue Cross HMO as the pa	yer. To verify eligibility and benefits	s for FEP members,
Enter member inform	nation, then click on Search	. If there are member	search records,	please click on one before cli	cking Submit at bottom of page	
Member Search Options	0					~
Patient ID/Policy Numbe	r					
Clear					-	Search
Member	ID	Relationship	DOB	Payer	Coverage	Status
		Spouse		Premera Blue Cross (WA)	01/01/2023 - 12/31/2109	Active
		Subscriber		Premera Blue Cross (WA)	01/01/2023 - 07/31/2084	Active



Availity: Select benefit/service type

Service information

Select the appropriate **"Benefit/Service Type"** needed.

Click the blue informational icon next to a **"Benefit/Service Type"** to display additional benefits/services listed under that category.





Availity: View summary

Benefit summary

Important information about the member's plan displays at the top of the page, such as:

- Member ID card button
- Referral requirements
- Primary care provider requirements
- Other insurance coverage
- Primary Care Provider details





Availity: Member plan details and cost shares

Plans maximums and deductibles

- Displays the member's plan, provider network, deductible, and out-of-pocket costs.
- The **"Filter by Network"** tabs display the provider networks that apply to the member's plan.
- Expand the benefit sections to see co-insurance, co-payment, limitations, and more.

Deductible applies to all benefits unless otherwise indicated.

Plan Maxir	nums and Deductibles		•	-	FILTER BY NETWORK Out of Network In I	Network All Networks
✓ Health Ber	nefit Plan Coverage - 30					
Active Coverage Insurance Typ Plan / Product	e: Other 1: PREMERA BLUE CROSS SELF-FUND	ED HDHP HERITAGE				
	Information / Details	Individual			Family	
Annual Deductible	DEDUCTIBLE APPLIES TO ALL BENEFITS UNLESS OTHERWISE INDICATED.	\$2,500 / Calendar Year(s) -\$2,500 Year to Date		\$0 Remaining	-	
Out Of Pocket	(I) Materia	\$5,000 / Calendar Year(s) -\$2,794.89 Year to Da	\$2,205	.11 Remaining	\$10,000 / Calendar Year(s) -\$2,794.89 Year to Date	\$7,205.11 Remaining
Mental He	alth - Inpatient Facility - MH					
 Mental Her Mental Her Active Coverage 	alth - Outpatient Facility - MH alth - Outpatient Professional - MH	-				
				Benefit		
Information / De	tails	Co-Insurance	Co-Payment	0	Limitations O	Authorization 😏
Coverage Level	t Individual	-	\$0	Refer to: Health Benefit Plan Coverage	-	-
In Network Coverage Level	: Individual	20%	-	Refer to: Health Benefit Plan Coverage	-	-
Mental He	alth - Psychology/neuropsychology	Testing - MH				
 Montol Ho. 	alth Provider - Outpatient - Telehea	ilth - CF				
 Merical Hea 						



Availity: Claims and Payments



Availity: How to submit a claim

We encourage providers to submit claims within 60 calendar days of the date of service. **Note:** Claims must be submitted within 365 calendar days from the date of service.

Providers can submit claims to Premera through Availity essentials for free by selecting **Claims & Payments > Claims & Encounters** and selecting the appropriate Premera plan as the payer.





Availity: Checking claim status

Online: Availity provider portal.

- Click Claims & Payments > Claim Status.
- Select applicable Premera affiliate plan payer.
- Search by date of service, member ID, or claim number.





Availity: Checking claim status

Claim Status		Give Feedba	ick					
Organization		Payer 🛛						
PREMERAAK WA		PREMERA BLUE CROSS (WA)	~					
Service Date Claim Number Member Search HIPAA Standard		LIFEWISE ASSURANCE COMPANY LIFEWISE HEALTH PLAN OF WASHINGTON						
Fields marked with an asterisk * are required.		OTHER BLUE PLANS PREMERA BLUEEXCHANGE SHARED ADMIN						
* Provider Tax ID ? Provide	ər NPI 🝘	PREMERA BLUE CROSS (WA)						
		PREMERA BLUE CROSS HMO						
* Service Dates 😧		PREMERA DENTAL						
From Date - To Dat	te	PREMERA FEDERAL EMPLOYEE PROGRAM (FEP)						
		Submit Clear Form						

Important: Select Premera Blue Cross as a payer to see BlueCard member claims. Select "Other Blue Plans Premera BlueExchange Shared Admin" as a payer to see Shared Admin member claims and include subscriber information.



Availity: How to view check/EFT and explanation of payment (EOP) information

Click **Claims & Payments > Remittance Viewer** and enter your search criteria. Need help getting access? See tips at the top of the page.

Important: If searching by check/EFT number, use a payment reference number when registered for electronic funds transfer. Otherwise, search using the check number.

Note: Individual and Shared Administration plan check and EOP information is not supported through Availity. Shared Administration checks and EOPs are hard copy only.





Availity: Electronic Funds Transfer



Availity: Electronic funds transfer

Premera processes Electronic Funds Transfer (EFT) transactions through Availity.

- To enroll, select the Claims & Payment>Transaction Enrollment tool in Availity.
- Sign in to Availity and watch this how-to demo or view an EFT enrollment help topic.

Transaction Er	nrollment E					
Enroll • PREMERA AK WA (Customer ID: 48543) X	Electronic Funds Transfer 🛛 🗙	Enroliment Complete 🗙	Submission Date: 06/27/2022 - 0	& Enrollment Admin T	Гools ▼	
Enrollments			< Prev 1	Next > Show 10 v Showing 1 c	of 1 pages	
Status ENROLLMENT COMPLETE	Reg. ID	Customer	Transaction EFT New	Payer PREMERA AND AFFILIATES EFTPA	≡	Important: Use "Premera and Affiliates" as the health plan payer
Provider Name	Date Submitted	NPI	TIN/EIN	Process Tracker		for each provider TIN.



Availity: Resources

In the Availity menu bar select Payer Spaces and click on the applicable Premera plan logo.





Individual Plan Provider Portal Resources



Individual: Identifying Individual plans



Important: View sample ID cards, learn about plans, new networks, and copays with our ID card guide.



Individual: Individual web resources

There is an <u>individual plan section</u> of the public provider site and a <u>secure website</u> managed by Evolent Health:





Individual: Eligibility and benefits

- There's a tool on the provider secure website you can use to look up eligibility and benefits for Individual members.
- Do not enter the member's alpha prefix when searching for eligibility and benefits.
- You can also call the customer service number on the back of the member ID card to check eligibility and benefits.
- Read our detailed <u>guide</u> on how to use this tool.



Prior authorization for Individual 2020 plan members will be available January 1, 2020. We're not able to process prior authorizations requests prior the member isn't eligible.



Individual: Checking eligibility



Please enter at least Member ID -OR- Member Last Name and DOB.

*Required Fields

Search							Add Member
Eligible as of date	DOB <u>=</u>	SSN	Member ID ≛	Medicaid ID	First name	Last name 🚆	
1 02/26/2024							Delete
2 02/26/2024							Delete
3 02/26/2024							Delete
4 02/26/2024							Delete
5 02/26/2024							Delete

Include non-eligible members Yes 🗸





Individual: Checking eligibility

Once you have done a search you will find a list of the members you searched for. Click on the members name to access additional information.

Home	Search Member Eligibility	Claims 👻	Prior Authorizations Tools & Resources		Log-in Affiliations	Provider Training -
<u>Home</u> > <u>Sear</u>	<u>ch Member Eligibility</u>					

Member Eligibility List

Activ	/e													🗠 Export 🖨 Pri	nter Friend	<u>ly Format</u>
Order Entered	Eligible as of date	Member ID	Medicaid ID	DOB	Member	SSN	Effective dates	Plan & PA List 🥐	Deductibles & maximums	Group #	Coverage type	Network name	Provider	Location name	Effective date	Paid thru date
1	02/26/2024						01/01/2024- 12/31/2024	Premera Blue Cross Preferred Silver EPO CSR3	<u>Usage</u>	1100015	Medical	INDIVIDUAL SIGNATURE			01/01/2024	01/31/2024
1	02/26/2024						01/01/2024- 12/31/2024	Premera Blue Cross Preferred Silver EPO CSR3	<u>Usage</u>	1100015	Medical	INDIVIDUAL SIGNATURE			01/01/2024	01/31/2024
								1								
Not	Eligible														📄 <u>Dow</u>	<u>nload File</u>
Order Ente	ered		Eligible as of	f date		Member ID		Medicaid ID	DOB	Membe	er	SSN	Group #	Eligibility effective date	Eligibility expiration date	Benefit information
							No Results	Found								





Individual: Viewing member benefits

Once you click on the member's name you will be able to view the member information, including their demographic information, their primary care physician and their benefit information.





Individual: How to submit a claim

Claims can be submitted by mail to the address below or electronically through Office Ally.

Small offices or individual providers who don't want to accrue fees from a clearinghouse are encouraged to use Office Ally free of charge when submitting to Premera EDI. Please email us at <u>edi@premera.com</u> for Office Ally pre-enrollment information or visit <u>www.OfficeAlly.com</u>.

Note: For professional and institutional claims, the claim payer ID is 00430.

Claims Address: Premera Blue Cross PO Box 21702 Eagan, MN 55121



Resources and Links



Resources and links

Additional training materials, resources, and provider news announcements are available on Premera's provider website.

Premera Behavioral Health Provider Resources – Detailed information regarding general Behavioral Health services. Mobile Crisis Response Webpage – Detailed information about general behavioral health emergency services. <u>Blue Cross Resources</u> – Tools and information for navigating out-of-area BlueCard members. <u>Provider Forms</u> – Browse a wide variety of our most frequently used forms. Learning Center – An excellent hub for additional learning materials and previous workshops. Electronic Data Transactions – Detailed information on EDI transactions, if interested. <u>Provider News</u> – View recent announcements and sign up to receive our Provider News directly via email.



Resources and links (continued)

- Medical Policies Premera offers 300+ regularly updated medical policies. These can be accessed if interested but are not specifically related to mobile crisis services.
 - Payment Policies Premera follows industry standard recommendations; exceptions are documented in these policies.
 - WA Individual Plan Tools and Resources
 - AK Individual Plan Tools and Resources
 - LifeWise Provider Home Page
 - Premera Find a Doctor Tool
 - Premera HMO Find a Doctor Tool
 - Lifewise Find a Doctor Tool



Contact information

Use the Availity and Individual provider portal tools to try to find what you need. If you cannot find what you need, reference the back of the member's insurance card for Customer Service contact information.

General Questions: provider.relationswest@premera.com

Note: Extensive contact information for all Premera teams may be found below: <u>Medical - Contacting Us WA (premera.com)</u>



Provider directory

Update your provider directory information to comply with the federal No Surprises Act requirements and to help our members find you.

- Premera uses **BetterDoctor** to verify provider directory information by fax, mail, email, and/or telephone.
- You must respond to quarterly outreach by confirming your information or providing changes.
- If you don't respond within 180 days, we're required to remove you from our provider directory.
- If you're removed from our directory, contact **BetterDoctor** to restore your listing. You can email <u>support@betterdoctor.com</u> or call <u>844-668-2543</u>.
- To update office information not captured by **BetterDoctor**, use the provider update form.
- To add your photo and additional bio details—languages spoken, if you're accepting new patients, and your specialties and interests—use the online <u>photo/bio form</u>.



Questions and answers

- Mackenzie Stewart,
 Provider Network Management
- Heather McDaniel,
 Provider Network Management
- Jeannette Guardado, Provider Network Management
- Katie Edwards, Provider Network Management

- Anita Hegwald, Provider Experience
- Maggi Killen, Individual Markets Program
- Bill Harper, Provider Communications





Questions?

Email: providerexperience@premera.com

If you need to reach your Provider Network Associate, email: <u>Provider.RelationsWest@premera.com</u>

