# QUICK REFERENCE GUIDE

## General Information

| Provider and Member Services | Phone: 1-877-687-1180 or TTY/TDD 1-877-941-9231 |
| After Hours                  | Phone: 1-877-687-1180 or TTY/TDD 1-877-941-9231 |

**Website**

| Medical Management | Ambetter.pshpgeorgia.com |
| Website services include verifying eligibility, benefits, cost shares, submit prior authorizations, submission of claims, claim status and many more functions. |

## Medical Management

### Prior Authorizations

- Providers may submit authorizations in 3 ways:
  1. Secure Web Portal at Ambetter.pshpgeorgia.com
  2. Fax: 1-855-685-6508
  3. Call: 1-877-687-1180

### Medical Admissions

| Fax Notification of Admissions: 1-855-339-5150 |
| Fax Clinical Information: 1-866-517-7226 |

## Claims Submission and Claims Payment

- Providers may submit claims in 3 ways:
  1. Secure Web Portal found at Ambetter.pshpgeorgia.com
  2. EDI- Payor ID 68069
  3. Paper

| Initial, Resubmission, Corrected or Reconsiderations: Ambetter from Peach State |
| PO Box 5010 |
| Farmington, MO 63640-5010 |

| Timely Filing: 180 days from the date of service or primary payment (when Ambetter is secondary) |

### Claim Disputes - (Form located on website)

- Ambetter from Peach State
- PO Box 5000
- Farmington, MO 63640-5000

| Corrected Claims, Requests for Reconsideration or Claim Disputes: 180 days from the date of explanation of payment or denial is issued |

## EFT/ERA - PaySpan Health

To register call: 1-877-331-7154 or visit [www.payspanhealth.com](http://www.payspanhealth.com) – This service is free!

## Specialty Companies/Vendors

### Behavioral Health – Cenpatico
- [www.cenpatico.com](http://www.cenpatico.com)
- Phone: 1-877-687-1180 – Payor ID 68069

### Dental Services – DentaQuest
- [www.dentaquest.com](http://www.dentaquest.com)
- Phone: 1-877-687-1180 – Payor ID CX014

### High Tech Radiology Imaging Services – NIA
- [www.radmd.com](http://www.radmd.com)
- Phone: 1-877-687-1180

### Pharmacy Services – US Script
- [www.usscript.com](http://www.usscript.com)
- Phone: 1-877-687-1180 – BIN # 008019

### Vision Services – OptiCare
- [www.opticare.com](http://www.opticare.com)
- Phone: 1-877-687-1180 – Payor ID 56190

### Home Health, DME, and Home Infusion – Univita
- [https://providers.univita.com](https://providers.univita.com)
- Phone: 1-877-687-1180
These procedures and services require PRIOR AUTHORIZATION

This list is not all-inclusive. Visit our website at Ambetter.pshpgeorgia.com and use the Pre-Screen Tool or call our Authorization department with questions. Failure to obtain the required prior approval or pre-certification may result in a denied claim(s). All services are subject to benefit coverage, limitations and exclusions as described in the Ambetter member’s Evidence of Coverage. For a complete list of Prior Authorization requirements, please check our website at Ambetter.pshpgeorgia.com.

All Out of Network (Non-Par) services require prior authorization excluding emergency room services.

### Procedures/Services

- Potentially Cosmetic
- Experimental or Investigational
- High Tech Imaging (i.e., CT, MRI, PET)
- Infertility
- Obstetrical Ultrasound – two allowed in 9 month period, any additional will require prior authorization except those rendered by Maternal Fetal Medicine providers. For urgent/emergent ultrasounds, treat using best clinical judgment and it will be reviewed retrospectively
- Pain Management (unless performed on the same date as a surgery)

### Inpatient Authorization

All elective/scheduled admission notifications requested at least 5 business days prior to the scheduled date of admit including but not limited to:

- Medical Admissions
- Surgical Admissions
- All services performed in out-of-network facilities
- Hospice Care
- Rehabilitation facilities
- Behavioral Health/Substance use disorder
- Transplants, including evaluation

**Observation:**

- Observation Stays 23 hours or less require Notification
- Observation Stays exceeding 23 hours require Inpatient Authorization/Concurrent Review
- Notification is required within 1 business day if admitted

**Urgent/Emergent Admissions**

- Within 1 business day following the date of admission
- Newborn Deliveries must include birth outcomes

**Behavioral Health Admissions**

All behavioral health admissions require authorization within 24 hours of admission via a phone call to the utilization management department.

**Partial Inpatient, PRTF, and/or Intensive Outpatient Programs**

### Ancillary Services

- Air Ambulance Transport (non-emergent fixed wing airplane)
- DME
- Home health care services including, home infusion, skilled nursing, and therapy
  - Home Health Services
  - Hospice
  - Furnished Medical Supplies & DME
- Orthotics/Prosthetics
- Hearing Aid devices including cochlear implants
- Genetic Testing
- Quantitative Urine Drug Screen (except Urgent Care, ER and Inpatient place of service)
You may submit Prior Authorizations in 3 ways:
1. Via our secure web portal at Ambetter.pshpgeorgia.com
2. Phone: 1-877-687-1180
3. Fax: 1-855-685-6508 (Medical)

Inpatient Medical Admissions: Fax to:
Notification of Medical Admissions – 1-855-339-5150
Clinical Information – 1-866-517-7226

Mental Health/Substance Use Disorder Admissions/Concurrent Review –
Phone: 1-877-687-1180
Fax: 1-855-279-6174
Call to provide clinical information and obtain authorization for all behavioral health admissions.

High Tech Imaging – MRI/CT/PET
Phone: 1-877-687-1180
www.radmd.com

Home Health, DME, Home Infusion – Univita:
Phone: 1-877-687-1180
Fax: 1-888-914-2202

Behavioral Health – Prior Authorization is required for inpatient, Partial Hospitalization, Intensive Outpatient Treatment, Psychological Testing, and ECT, where these are state approved levels of care. Prior authorization is not required for behavioral health outpatient services.

Laboratory Services – Our preferred outpatient lab vendors are LabCorp and Quest. An in-network lab must be utilized for all lab services.

Notification of Pregnancy (NOP) – Providers must submit an NOP Form at the time of the first prenatal visit. Forms can be competed online on our website at Ambetter.pshpgeorgia.com.

Out-of-Network Providers – Ambetter members should be directed to in-network providers unless otherwise authorized by Ambetter from Peach State Health Plan.

Pain Management – Prior Authorization (PA) is required for injections related to pain management treatment. Documentation required for initial PA includes history of condition, symptoms, treatments attempted prior to injection, imaging reports. PA requests for additional injections require notes documenting progress since previous injections.

Vision – Must use OptiCare network providers which can be found on our website using Find A Provider.

Reminder: All services are required to be provided by in network providers.
Annual Assessments and Correct Coding

Conduct: Comprehensive patient assessments each year

Include:
- Assessment of all chronic conditions annually (Diabetes, CHF, COPD)
- Co-existing acute conditions
- Active status conditions (amputations, dialysis, HIV)
- Pertinent past conditions (Old MI and other underlying medical problems)
- Medications that may indicate other conditions

Document: The reason for the visit, the care rendered and the conclusion and diagnoses

Submit: All diagnoses on your Ambetter from Peach State Health Plan claims

Healthcare Effectiveness Data and Information Set (HEDIS)

HEDIS is a set of standardized performance measures developed by the National Committee for Quality Assurance (NCQA) which allows comparison across health plans. HEDIS gives purchasers and consumers the ability to distinguish between health plans based on comparative quality instead of simply cost differences. If you have questions regarding HEDIS, please call Ambetter from Peach State Health Plan at 1-877-687-1180.

Purchasers of health care may use the aggregated HEDIS rates to evaluate the effectiveness of a health insurance company’s ability to demonstrate the clinical management of its members. Physician specific scores are being used as evidence of preventive care from primary care office practices.