

Expanded Overview

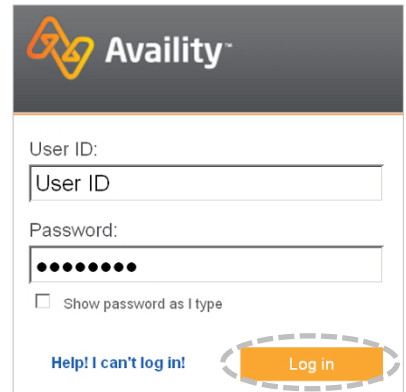
An Eligibility and Benefits Inquiry should be completed for each Blue Cross and Blue Shield of Oklahoma (BCBSOK) patient prior to every scheduled appointment. Eligibility and benefit quotes include important information regarding the patient's benefits, such as membership verification, coverage status and applicable copayment, coinsurance and deductible amounts. Additionally, the benefit quote may include information on applicable benefit preauthorization/pre-notification requirements.

Checking eligibility and/or benefit information is not a guarantee of payment. Benefits will be determined once a claim is received and will be based upon, among other things, the member's eligibility, any claims received during the interim period and the terms of the member's certificate of coverage applicable on the date services were rendered.

1) Getting Started

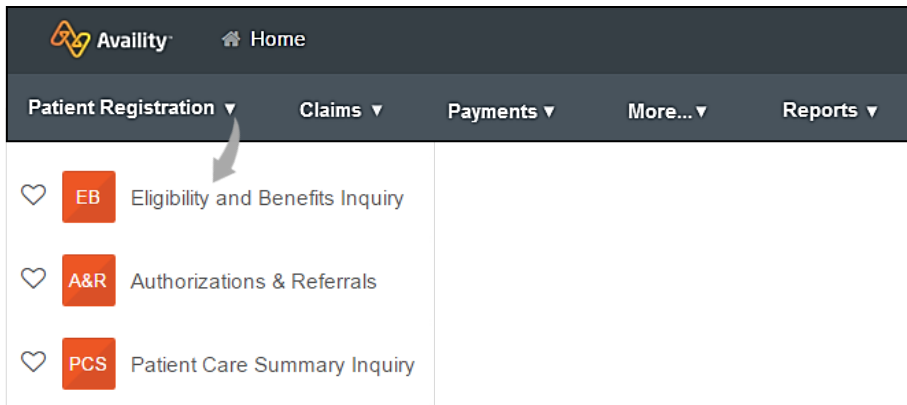
- ▶ Go to availity.com
- ▶ Select **Availity Portal Login**
- ▶ Enter User ID and Password
- ▶ Select **Log in** button

Note: Only registered users can access Eligibility and Benefits Inquiry.



2) Eligibility and Benefits Inquiry

- ▶ Select **Patient Registration** from the main menu
- ▶ Select **Eligibility and Benefits Inquiry**



Note: Contact your Availity Administrator if Eligibility and Benefits Inquiry is not listed in the navigation menu.

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3) Payer Selection

- ▶ Select **BCBSOK** from the Payer drop-down for local policies
- ▶ **Blue Cross Medicare Advantage**
- ▶ Select **Other Blue Plans** for out-of-state policies

A screenshot of a form field labeled "Payer" with a blue question mark icon. Below the label is a dropdown menu with "BCBSOK" selected and a downward arrow on the right.

Note: Contact the patient’s home plan via 800-876 BLUE (2583) for additional information pertaining to eligibility and benefit verifications for out-of-state members.

4) Provider Information

- ▶ Select applicable provider name from **Select a Provider** drop-down to auto populate the **NPI** field*
- ▶ Select a **Provider Type** from the drop-down:
 - Professional
 - Institutional

Notes: Professional providers should utilize the treating physicians rendering NPI (Type 1).
 Institutional providers should use the billing NPI (Type 2).
 If providers have multiple organizations, the City, State and Zip Code fields should be utilized.

* If the applicable provider name does not appear in the Express Entry provider drop-down, enter the NPI in the NPI field.

A screenshot of a form titled "Provider Information". It contains several fields: "Select a Provider" with a search bar and dropdown arrow; "Provider Type" with a dropdown menu; "NPI" with a text input field; "City" with a text input field; "State" and "Zip Code" with dropdown menus and text input fields respectively.

5) Service Information

- ▶ Select **Place of Service** from the drop-down
- ▶ Choose the applicable **Benefit/Service Type**

Note: The **As of Date** can be changed to submit inquiries for a past or future date of service.
Past date inquiries can be received up to 12 months prior to the current date.
Future date inquiries can be requested within the current month.

A screenshot of a form titled "Service Information". It contains three main fields: "As of Date" with a text input field showing "11/27/2018"; "Place of Service" with a dropdown menu; and "Benefit / Service Type" with a dropdown menu. A blue circle with the letter 'A' is overlaid on the "Benefit / Service Type" dropdown.

A A list of your most frequently used **Benefit/Service Types** will appear at the top of the drop down.

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6) Check Pre-Authorization

The procedure code inquiry option is for preauthorization determination only and is not a code-specific quote of benefits.

- ▶ Enter a valid **CPT/HCPCS Code** to determine if preauthorization is required
- ▶ To add up to eight code – select **Add another procedure code** (optional)

CPT/HCPCS Code inquiry for preauthorization is not yet supported for the following BCBCSOK lines of business:

- Federal Employee Program® (FEP)®
- Blue Cross Medicare Advantage (HMO)SM and Blue Cross Medicare Advantage (PPO)SM

Important Tips

- ▶ If a benefit/service Type is not selected, the place of service and at least one CPT/HCPCS code must be submitted.
- ▶ If a CPT/HCPCS code is not entered, the place of service and benefit/service type are required.

7) Patient Information

- ▶ Complete the following:
 - **Patient ID** (including three-character prefix)
 - **Date of Birth**
 - For multiple patients – check **Add Multiple Patients** (optional)

- ▶ Select **Submit**

B Select the **Patient Search Option** drop-down to incorporate additional search criteria (i.e., patient name, group number, etc.).

8) Patient History List

- ▶ Once an eligibility and benefits request is completed, a new **Patient Card** will appear in the **Patient History List**, including all member's entered in the request:
 - Inactive Membership
 - Active Membership
 - Transaction Error

Notes: To see all patients within your organization, uncheck "My Patients Only". Users can Edit or Delete the patient's eligibility and benefits search from the Patient History List. The Patient History List holds up to 200 patients for 24 hours.

C Locate the **Patient Card** by searching for Name, Date or Payer.

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9) Eligibility Summary Results

▶ Eligibility for the requested patient will display in the **Patient Information** tab and include the following results:

- Patient Information
- Plan Date (*current effective date*)
- Subscriber Address
- Policy Type
- Payer
- Group Number
- Plan Sponsor Name (*employer*)
- Paid to Date (on and off Health Insurance Marketplace)
- Other or Additional Payer
- Provider Details

DOE, JANE Child of Subscriber [Edit](#) [Print](#)
 Member ID ABC123456789 Plan / Coverage Date Jan 01, 2018 - Dec 31, 9999
 DOB Jan. 1, 1970
 Gender Male

BlueCross BlueShield of Oklahoma Patient Care Summary

Patient Information
Coverage and Benefits
Pre-Authorization Info ▲

Patient Information

123 Anywhere St.
Chicago, IL 00000

Relationship to Subscriber Child
Group Number 123456
Plan Sponsor Name Wellness Living Inc.

Subscriber Information

Subscriber Doe, John
Member ID ABC123456789
Premium Paid to Date May 01, 20XX

Plan / Product Information

Active Coverage	Service Types
Insurance Type Preferred Provider Organization (PPO) Plan / Product PREFERRED PROVIDER OPTION MEDICAL	Health Benefit Plan Coverage

Payer Details

Payer

Other or Additional Payers

No Additional Payer Information

10) Grace Periods

- ▶ Some individuals who purchase insurance through the health insurance marketplace may receive an advance premium tax credit (APTC). These members qualify for a three-month grace period to pay their premium – provided they have already paid at least one month’s premium in full.
- ▶ All allowable services provided during the first month of the grace period will be the responsibility of BCBSOK, subject to member cost sharing. BCBSOK will pend all claims incurred during the second and third months of the grace period. If the member pays all outstanding premium payment(s) in full, the claims will process according to the member’s benefits.
- ▶ The Plan/Product Information of the **Patient Information** tab will provide a grace period indicator for applicable members, including grace period start and end dates, as shown in the example.

Active Coverage

PERIOD START DATE May 01, 20XX

PERIOD END DATE Jul 31, 20XX

- POLICY IS IN FEDERALLY REQUIRED THREE MONTH APTC GRACE PERIOD FOR PREMIUM NON PAYMENT. IF MEMBER DOES NOT BECOME CURRENT ON ALL OUTSTANDING PREMIUMS DUE, ANY SERVICES INCURRED AFTER THE FIRST DAY OF THE MONTH FOLLOWING THE PERIOD START DATE WILL BE DENIED.

Note: Not all members who purchase coverage on the health insurance marketplace will receive the APTC.

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11) Benefit Summary Results

▶ Benefit details for the selected Benefit/Service Type will display in the **Coverage and Benefits** tab and will include the following results:

- Coverage Level (*individual or family*)
- Amount (*patient responsibility*)
- Quantity (*limitations or maximums*)
- Place of Service
- Time Period (*visit, calendar year, lifetime, etc.*)
- Description (*applicable services*)

Note: Only applicable benefits will be displayed. The below example does not show a maximum or limitation field; therefore, no maximum or limitations apply to this example.

DOE, JANE Child of Subscriber
 Member ID ABC123456789
 DOB Jan. 1, 1970
 Gender Female
 Plan / Coverage Date Nov 01, 2009 - Dec 31, 9999

BlueCross BlueShield of Oklahoma
 Patient Cost Estimator Patient Care Summary

Patient Information **Coverage and Benefits** Pre-Authorization Info ▲

FILTER BY NETWORK All Networks In Network

Surgical - 2

Co-Insurance - Surgical
 In Network Individual 20 % Visit
 Plan / Product Surgical
 Place of Service On Campus-Outpatient Hospital
 • SURGERY-PROFESSIONAL

Deductible - Surgical
 In Network Individual \$2,500.00 Service Year
 Plan / Product Surgical - \$74.66 Year to Date
 Benefit Date Nov 01, 2018
 Place of Service On Campus-Outpatient Hospital \$2,425.34 Remaining
 • SURGERY-PROFESSIONAL

Out of Pocket (Stop Loss) - Health Benefit Plan Coverage
 In Network Individual \$3,500.00 Service Year
 Plan / Product Health Benefit Plan Coverage - \$210.00 Year to Date
 Place of Service On Campus-Outpatient Hospital \$3,290.00 Remaining
 • SURGERY-PROFESSIONAL

12) Benefit Description

▶ Below are examples of **Benefit Descriptions** that may return depending on the patient’s benefit contract. This information will be located under **Coverage & Benefits** tab. Only applicable information will return.

Benefit Description

- THIS POLICY HAS AN EMPLOYER-FUNDED HEALTH CARE ACCOUNT THAT MAY BE USED TO PAY FOR QUALIFIED MEDICAL EXPENSES, INCLUDING, BUT NOT LIMITED TO, DEDUCTIBLE.

Benefit Description - Chiropractic

- THE FOLLOWING MUSCLE MANIPULATION MAXIMUM MAY BE COMBINED WITH OTHER THERAPY SERVICES.

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13) Preauthorization Summary Results

- ▶ Preauthorization requirements results are located in the **Pre-Authorization Info** tab and are organized in two sections:
 - **Requested Procedure Code Authorization** – displays preauthorization requirements for the submitted procedure codes.
 - **Service Level Authorization** – displays additional preauthorization information for the benefit/service type selected. Preauthorization information for procedure codes related to the benefit may also be included.

The screenshot shows the 'Pre-Authorization Info' tab with two main sections:

Requested Procedure Code Authorization

Procedure Code	Auth Required?	Notes
22845 - Insert Spine Fixation Device In Network	Auth Required Inpatient Hospital	Contact Info: BCBSIL (888) 888-8888 • Procedure codes are supported for preauthorization requirement only and are not used for benefit determination

Service Level Authorization

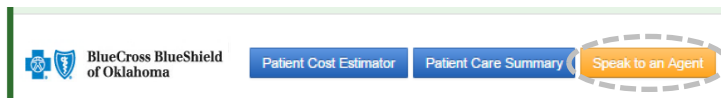
Service/Procedure Code	Auth Required?	Notes
Hospital - Inpatient In Network	Auth Required Inpatient Hospital	Contact Info: BCBSIL (888) 888-8888 • DAILY ROOM AND BOARD

If no procedure codes were entered this section will indicate "No pre-authorization information was requested."

If a benefit/service type is not selected in the request, this section will not display any preauthorization information and the Coverage and Benefits tab will not return any benefit details.

14) Speak to an Agent Feature

- ▶ In some instances, benefit information may not be readily available online. The **Speak to an Agent** feature gives priority access to the next available customer advocate during standard business hours.
 1. Select the **Speak to an Agent** button
 2. Dial the 800 number provided in the pop-up box
 3. Enter the 8-digit reference ID number via your touch tone key pad



Note: This feature will only be available for medical benefits that are managed by BCBSOK. The Speak to an Agent button will not be offered for benefit information managed by other entities (i.e., vendors, government programs and labor fund carve outs).

Have questions or need additional education? Email the Provider eBusiness Consultants at pecs@bcbsok.com
Be sure to include your name, direct contact information & Tax ID or Billing NPI.

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