



## **Getting Started With ProviderConnect**

This document is confidential and proprietary to Beacon Health Options IT Operations.

## Revision History

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# 1 Introduction

The purpose of this document is to introduce providers to the ProviderConnect application and help them get started. This document is not intended as a substitute for the *ProviderConnect User Guide*. For complete information about ProviderConnect, providers should still consult the user guide. Updates made to the user guide are not necessarily reflected in this document.

**Note:** Click on the following link to access the *ProviderConnect User Guide*.  
([http://www.valueoptions.com/providers/ProviderConnect/ProviderConnect\\_External\\_Users\\_Guide3.pdf](http://www.valueoptions.com/providers/ProviderConnect/ProviderConnect_External_Users_Guide3.pdf))

**Note:** Important things to remember are indicated by a  symbol in the margin.

## Overview

ProviderConnect is an easy-to-use online application that providers can use to complete everyday service requests. Providers have the ability to access information 24 hours a day/7 days a week using this application. Just some of the things providers can do are:

- Obtain information about member eligibility and benefit status
- Search authorizations
- Enter authorization requests and attach supporting documents
- Enter requests for services
- Search and submit claims
- Send messages to and receive messages from Beacon Health Options
- Send messages to and receive messages from members
- Locate claims mailing addresses for particular members

# 2 Accessing ProviderConnect

This chapter covers the following topics:

- How to log on to ProviderConnect
- New user registration
- Navigation tips
  - Message Center
  - News & Alerts
- Access information without logging on

## Log On to ProviderConnect

To log on to ProviderConnect:

1. Access the following URL: [www.beaconhealthoptions.com](http://www.beaconhealthoptions.com)
2. Click on **ValueOptions Website**.
3. Click on the **Providers** link.
4. Click **Log In**.
5. Enter your User ID and Password.
6. Click **Log In**.
7. Carefully read the ProviderConnect Use Agreement and then click **I Agree**.

*Note: ProviderConnect permits submitters belonging to providers with the same NPI# to use a single login for accessing multiple accounts.*

## New User Registration

If you are a new user, you must first register in order to access ProviderConnect.

1. Click **Register**.
2. Complete the fields on the Provider Online Services Registration screen.


*Note: A red asterisk (\*) indicates a required field.*

- Enter the provider's first name.
- Enter the provider's last name. **(required)**
- Enter the person's name to contact at the office.
- Enter the provider number. **(required)** (Contact National Networks at 800.397.1630 to obtain a Provider ID number if needed. The Provider ID number is assigned by Beacon Health Options.)
- Enter the provider's Federal ID or Social Security Number.
- Enter and verify the provider's primary e-mail address. **(required)**
- Enter the provider's secondary e-mail address.

- Enter the provider’s complete phone number, omitting dashes. **(required)**
- Enter the provider’s complete fax number, omitting dashes.
- Enter and confirm a password. **(required)** Passwords must contain at least:
  - One number (0-9) and,
  - One upper case letter (A-Z) and,
  - One lower case letter (a-z) and,
  - One of the following special characters:

!
#
\$
~
"
%
&
,
(
)
*
+
/
-
.
:
;
<
=
>
?
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- Passwords must be between 8 and 20 characters, cannot contain spaces, and are case-sensitive.
  - Create a security question and answer. **(required)**
3. Click **Submit**.

 You are required to change your password every 90 days.

## Navigation Tips

There are two ways of navigating ProviderConnect.

- Main Menu
- Navigation Bar

Click on the link for the option you wish to access. Of particular note are the **Your Message Center** and **News & Alerts** links.

- Your Message Center – Used for sending secure messages to and receiving secure messages from Beacon Health Options. Providers can also send messages to and receive messages from members.
- News & Alerts – Displays information disseminated by Beacon Health Options.

## Access Information without Logging On

A number of features are available to providers on the Beacon Health Options (formerly ValueOptions) web site (<http://www.valueoptions.com/providers/Providers.htm>) without having to log on to ProviderConnect. Examples include:

- Providers' Home – Return to Providers' home page
- Provider Handbook – Beacon Health Options policies and procedures
- Forms – Administrative, clinical, and EAP forms specific to Beacon Health Options
- Education Center – Articles, workshops, training tools, external web site access
- Compliance – Federal and state-specific program requirements for maintaining HIPAA-compliant claims submission
- Network-Specific – Program-specific handbooks, forms, etc., unique to a particular network
- News – Internal and external articles and updates
- Provider Contact – Beacon Health Options customer service web sites and technical support
- Practice Profile – Provider profiles (*Note: Must enter user ID & password to view secure information.*)
- ProviderConnect Helpful Resources – Other provider resources
- Claims Submission checkbox



# 3 Searching for a Member

This chapter covers the following topics:

- How to search for a member
- What member information a provider can see

## How to Search for a Member


To perform a member search:

1. Click on the **Specific Member Search** or **Find a Specific Member** link.
2. Enter the following information:
  - Member's ID (**required**)
  - Member's date of birth (MMDDYYYY format) (**required**)
  - As of date (MMDDYYYY format)
3. Click **Search**.

## What Member Information Can the Provider See?

If the member search is successful, the system displays the following information via a series of tabs (screens).

- Demographics – Displays the member's information, including member ID, name, date of birth, eligibility, etc.
- Enrollment History – Displays the member's enrollment and eligibility information.
- COB – Displays information about the member's other insurance policies, if applicable.
- Benefits – Displays a comprehensive summary of the member's benefits.
- Additional Information – Displays the claims mailing address or addresses, member information, and eligibility data.

 Whenever a provider is using an alternate ID to look up a member, he/she should always start with **Specific Member Search** or **Find a Specific Member**. (Because alternate IDs are shared among family members, this allows the provider to enter a date of birth and locate the correct member.)

# 4 Entering an Authorization Request

This chapter covers the following topics:

- How to enter an authorization request
- How to decrease the number of approved visits

## How to Enter an Authorization Request

Providers have the ability to electronically submit requests for services (RFS) for Outpatient, Inpatient/HLOC/Specialty, and Medication Management services.

*Note: This process is based on the member's contract.*


To create a service request:

1. Click on the **Enter an Authorization Request** link.
2. Review the disclaimer information and click **Next**.
3. Search for the member.
4. Review the demographic information if necessary and click **Next**.
5. Select the service address and click **Next**.
6. Select the level of service.
7. Select the type of service, level of care, and type of care.
8. Enter an admit date if populated.
9. Attach any supporting documentation if applicable and click **Next**.
10. Complete the subsequent screens as appropriate. (The screens are dependent on the level of service selected.)

*Note: If entering an IP/HLOC request, you will need to click the **Submit** button.*

11. Either **Accept** or **Reject** the approved number of visits. (OP and Med. Mgmt.)
12. Complete the requested services information if applicable. (OP and Med. Mgmt.)
13. Review the authorization results.
14. Click the **Return to Provider Home** button to return to the home page. You can also:
  - Print/download the authorization results
  - Print the authorization request
  - Print the individual plan data

*Note: After leaving you cannot return to the page for printing or downloading the authorization request.*

 Whenever a provider is using an alternate ID to look up a member, he/she should always start with **Specific Member Search** or **Find a Specific Member**. (Because alternate IDs are shared among family members, this allows the provider to enter a date of birth and locate the correct member.)

## How to Decrease the Number of Approved Visits

If need be, VSP and in-network providers can decrease the number of visits approved for the member. (When units are offered for potential auto-approval, accepting that number of units or requesting fewer units may result in automatic authorization. Requests for a greater number of units will need to pend for further review.)

To decrease the number of approved visits:

1. Click **Reject** to reject the approved number of visits.
2. Enter the new number in the **Please enter number of visits you would like to request** field.
3. Click **Submit**.
4. Complete the fields on the Requested Services screen if necessary.
5. Verify the **Visits/Units** amount.
6. Click **Submit**.

***Note:** The ValueSelect (VSP) designation recognizes network outpatient providers for engaging in activities that promote clinical effectiveness, member access to services, member satisfaction, and administrative efficiency. Beacon Health Options creates partnering relationships with ValueSelect providers in order to offer the highest standard of clinical and administrative services to our members.*

# 5 Saving a Request as a Draft

This chapter covers the following topics:

- How to save a request as a draft
- How to authorize others to work clinical drafts


## How to Save a Request as a Draft


Providers have the ability to save authorization requests as works in progress prior to submission. To save an authorization as a draft:

1. Click on the **Enter an Authorization Request** link.
  - Review the disclaimer information and click **Next**.
  - Search for the member.
  - Review the demographic information if necessary and click **Next**.
  - Select the service address and click **Next**.
  - Select the level of service.
2. Select the type of service, level of care, and type of care.
3. Enter an admit date if applicable.
4. Attach any supporting documentation.
5. Click **Next**.
6. Click the **Save Request as Draft** button if you wish to save the request at this point. Click **OK** on the pop-up window advising how long the draft is available.

**Note:** You can also save on any of the subsequent screens.

7. Click the **View Clinical Drafts** link on the ProviderConnect home page to view the saved draft.

 Whenever a provider is using an alternate ID to look up a member, he/she should always start with **Specific Member Search** or **Find a Specific Member**. (Because alternate IDs are shared among family members, this allows the provider to enter a date of birth and locate the correct member.)

 The draft is maintained on the home page for 30 days. After 30 days, the request is removed and a new request is required. If attachments were added, they need to be reattached when the draft is opened. (Attachments do not remain after saving a request as a draft.)

## How to Authorize Others for Clinical Drafts

Creators of clinical drafts have the ability to permit other users to update and/or submit saved clinical drafts. While creating a draft request:

1. Click on the **Authorized User** link.
2. Select the appropriate user ID(s) or click **Check All**.
3. Click **Submit**.
  - If you authorize only one person, his/her user ID displays.
  - If you authorize more than one person, the word “Multiple” displays.
4. Click the **Save Request as Draft** button when you are ready to save the draft.

# 6 Submitting a Claim

This chapter covers the following topics:


- How to submit a claim

*Note:* Click on the following link to locate the *Authorization and Claim Submission Guides*. <http://www.valueoptions.com/providers/ProCompliance.htm>

## How to Submit a Claim

Providers have the ability to electronically submit claims for a member. To submit a claim:

1. Search for the member.
2. Click the **Enter Claim** button.
3. Select the service address and click **Next**.
4. Enter the first (earliest) date of service for the claim and click **Next**.
5. Complete the fields as applicable on the next two screens.
6. Click **Submit**.

 Whenever a provider is using an alternate ID to look up a member, he/she should always start with **Specific Member Search** or **Find a Specific Member**. (Because alternate IDs are shared among family members, this allows the provider to enter a date of birth and locate the correct member.)

# 7 Viewing Member Authorizations and Claims

Providers have the ability to view member authorizations and claims information via a series of command buttons on the Member Demographics screen. These buttons are:

- View Member Auths
- View Member Claims
- View Empire Claims (*Note: Applicable only for the Empire Client.*)
- View GHI-BMP Claims

## View Member Auths

When you select this option, the system displays some pre-populated information.

- Click **Search** to display any authorizations on file for the member.
- Click on a particular authorization to view related letters and detail information.

## View Member Claims

When you select this option, the system displays some pre-populated information.

- Click **Search** to display any claims on file for the member.
- Enter limiting criteria if desired.
- Click **Search**.
- Click on a particular claim to view detail information.
- Click on the **Service Line Detail** tab to view the status and claim processing information about each service.

# 8 Updating Demographic Information

This functionality allows a provider to see all his/her active service locations along with the associated telephone numbers, fax numbers, and billing locations. Providers make and submit changes as needed from within ProviderConnect.

To update demographic information, click on the **Update Demographic Information** link. (This link is controlled outside the application. Providers will have access to this link only at certain times.)

The Provider Demographics Summary screen displays.

## Provider Demographics

The top portion of the Provider Demographics Summary screen displays the provider's mailing address along with other provider-related information.

1. Click the “edit” icon to update provider demographic information.

The Enter & Verify Mailing Address screen displays.

2. Edit the following information as necessary.
  - Address Line 1/Line 2
  - City/State/Zip Code
  - Country
  - Phone #
  - Phone extension
  - Fax #
  - Fax extension
  - Website address
  - ProviderConnect E-mail (Verify e-mail)
  - Correspondence E-mail (Verify e-mail)

Upon clicking **Continue**, the user is presented with three options.

- **Cancel** – Cancels the changes and returns the user to the Provider Demographics Summary screen.
- **Back** – Returns the user to the previous screen.
- **Submit** – Sends the changes to Network Operations. Once a decision is made by Network Operations to approve or reject a particular change, the system sends a message to the provider's message center indicating the status of the update.



## Service Location Information

The bottom portion of the Provider Demographics Summary screen displays the provider’s service locations.

- Clicking the SHOW icon reveals the billing location for a specific service location.
- Clicking the HIDE icon re-hides the billing information.
- Clicking the Show Hours icon expands the office hours display, allowing the provider to add and update service location office hours.
- Clicking the Hide Hours icon collapses the office hours display.

Providers have the ability to edit service locations. To edit a service location:

1. Click the “edit” icon for the appropriate record.
2. Edit the following information as necessary.
  - Location name

**Note:** Editable *only* if the location does not have a tax ID.

- Phone #
  - Phone extension
  - Fax #
  - Fax extension
3. Click **Save**.

## Billing Location Information

Providers also have the ability to edit the billing information for a particular service location. To edit a billing location:

1. Click the SHOW icon for the appropriate record.
2. Click the “edit” icon.
3. Edit the following information as necessary.
  - Phone #
  - Phone extension
  - Fax #
  - Fax extension
4. Click **Save**.

# 9 Additional Features

ProviderConnect offers some additional features of which providers can take advantage. These include:

- Viewing Recent Provider Summary Vouchers – Allows providers to view recent vouchers by entering either the paid date range or a specific check number.
- Viewing On Track Outcomes – Allows providers to connect to the On Track Outcomes Tools on the Collaborative Outcomes Resource Network (ACORN).
- My Online Profile – Allows providers to access and modify their own information.
- My Practice Information – Allows providers to access practice information.
- Provider Data Sheet – Beacon Health Options’ online provider re-credentialing application.
- Facility Data Sheet – Beacon Health Options’ online facilities and organizational provider re-credentialing application.
- Performance Report – Allows provider information to be entered and saved.
- Compliance – Contains regulatory and HIPAA information, resources, and technical assistance contact information.
- Provider Handbook – Contains Beacon Health Options’ policies and procedures regarding individual providers, affiliates, group practices, programs, and facilities.
- Forms – Contains a variety of forms that providers can view and/or print.
- Network Specific Information – Contains information that is specific to certain networks.
- Education Center – Allows providers to access articles, training/workshops, and provider tools.
- ValueSelect Designation – Contains a description of the ValueSelect Network Program.
- Contact Us – Contains a summary of contact information, including authorizations, claims, EDI, mailing addresses, and engagement center contacts.

**Note:** Items such as the Provider Handbook, Forms, Contacts, etc., are also available on the Providers page of the Beacon Health Options (formerly ValueOptions) web site. Although not ProviderConnect features, links to these items are available from within ProviderConnect.

**Note:** Because the above list is subject to changes not necessarily reflected here, providers should consult the “ProviderConnect User Guide” for the most up-to-date list. [http://www.valueoptions.com/providers/ProviderConnect/ProviderConnect\\_External\\_Users\\_Guide3.pdf](http://www.valueoptions.com/providers/ProviderConnect/ProviderConnect_External_Users_Guide3.pdf)