# **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:

#### Wellcare.PAHealthWellness.com

- Patient care forms
- Pre-Auth Needed tool
- PA Health & Wellness news
- Provider Manual
- Preferred Drug List
- Member resources

#### **Secure Provider Portal:**

#### Provider.PAHealthWellness.com

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

# **Check Member Eligibility**

- Secure Web Portal
- Provider Services: HMO/PPO: 1-855-766-1456 HMO SNP: 1-866-330-9368

TTY: 711

# **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 an upcoming office visit

# **Pre-Visit Planning Checklist**

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



# **Prior Authorization**

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

Submit prior authorization requests via:

- Secure Provider Portal
- Medical Fax: 1-844-259-4568
- Behavioral Health Fax: 1-833-320-2897
- Phone: HMO/PPO: 1-855-766-1456;

(TTY: 711)

HMO SNP: 1-866-330-9368;

(TTY: 711)

## **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: Wellcare by Allwell Attn: Claims P.O. Box 3060 Farmington, MO 63640-3822

## **Other Partners**

To contact our other health services partners:

• Dental: DentalHW.com

Vision: 1-800-334-3937

Behavioral Health:

HMO: 1-855-766-1456; (TTY: 711) HMO SNP: 1-866-330-9368;

(TTY: 711)

Questions? Call Provider Services at:

HMO/PPO: 1-855-766-1456; (TTY: 711)

HMO SNP: 1-866-330-9368; (TTY: 711)

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