## iLinkBlue Webinar

For the listening benefit of webinar attendees, we have muted all lines and will be starting our presentation shortly.

- This helps prevent background noise (e.g., unmuted phones or phones put on hold) during the webinar.
- This also means we are unable to hear you during the webinar.
- Please submit your questions directly through the webinar platform only.



### **How to submit questions:**

- Open the Q&A feature at the bottom of your screen, type your question related to today's training webinar and hit "enter."
- Once your question is answered, it will appear in the "Answered" tab.
- All questions will be answered by the end of the webinar.

### Let's use

# ilinkBlue

2024

**Presented by Lisa Roth Provider Relations Representative** 



## www.lablue.com/ilinkblue

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Lucet is an independent company that serves as the behavioral health manager for Blue Cross and Blue Shield of Louisiana and HMO Louisiana, Inc.



### **WELCOME!**

- Today's presentation will review the many features of iLinkBlue including:
  - Coverage & Eligibility
  - Benefits
  - Claims Status
  - Medical Code Editing
  - Payment Registers/EFT Notifications
  - Authorizations
- We will explain the BlueCard® Program (Out of Area) and show how to submit and research those claims.
- We will show you how to easily navigate iLinkBlue.



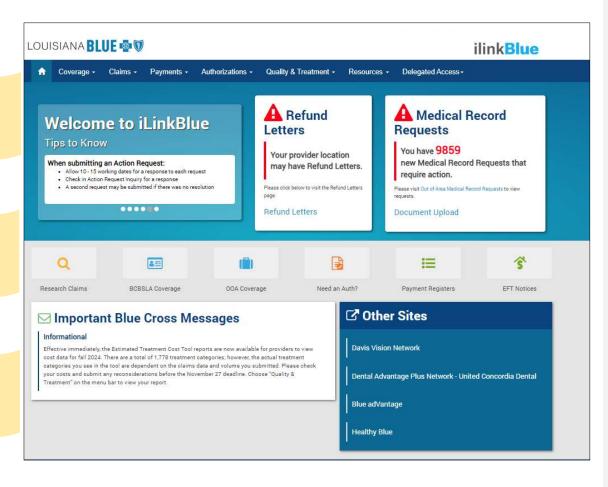
## What is iLinkBlue?

iLinkBlue is Louisiana Blue's secure online provider portal.

no cost to providers

user-friendly navigation

secure auth applications



- Allowable Charges
- Authorizations
- Eligibility
- Benefits
- Coordination of Benefits (COB)
- Claims Research
- Electronic Funds Transfer
- Estimated Treatment Cost
- Grace Period Notices
- Manuals
- Medical Code Editing
- Medical Policies
- Payment Information
- Electronic Funds Transfer (EFT) Notifications
- BlueCard® Medical Record Requests
- Professional Claims Submission
- Refund Request Letters
- Inpatient Unbundling Reports

# Accessing iLinkBlue

Louisiana Blue requires that provider organizations have at least one administrative representative to manage our secure online services.



#### <u>Administrative representative duties include</u>:

- ✓ Identify users at your organization who will need access to our secure online services.
- ✓ Assign individual user access to the appropriate applications.
- ✓ Manage users and terminate user access when it is no longer needed.

Detailed instructions and the Administrative Representative Registration Packet can be found on our Provider page at <a href="https://www.lablue.com/providers">www.lablue.com/providers</a> > Electronic Services > Admin Reps.

# Accessing iLinkBlue

Need access to iLinkBlue?

### Does your organization have an administrative representative?

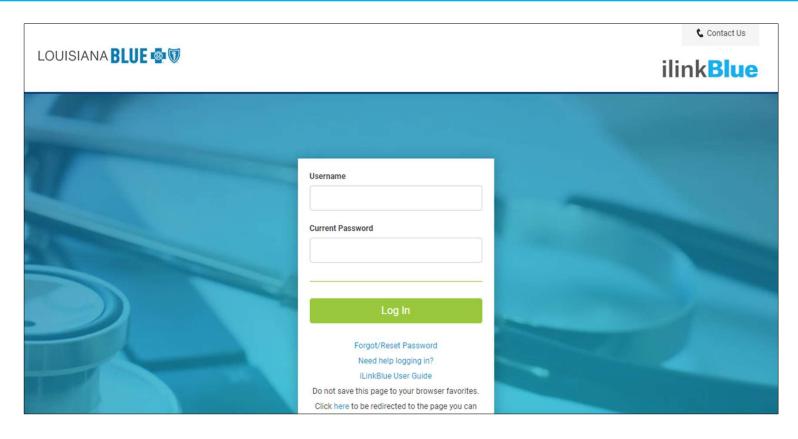




- Reach out to your organization's administrative representative to request access.
- The administrative representative will use the Delegated Access application in iLinkBlue to set up your appropriate level of security access to iLinkBlue.
- Deeper levels of security include secure authorization applications. This access is granted through your organization's administrative representative.

- Self-designate at least one administrative representative at your organization.
- Complete the Administrative
   Representative Registration Packet. It
   is available online at
   www.lablue.com/providers
   >Electronic Services >Admin Reps.
- Contact our Provider Identity Management (PIM) Team at PIMteam@lablue.com or 1-800-716-2299, option 5 with questions.

# Accessing iLinkBlue



#### Logging in for the first time:

- Password must be reset.
- Click on the "Forgot/Reset Password" button.
- Follow the prompts, enter your username and click the "Request Password" button.
- The system will send you an email to reset your password. Click on the link in the email. Follow the prompts.

### Passwords

Passwords must be eight positions and contain a number, an uppercase letter, a lowercase letter and one special character (~! @#\$%^&). Do not use your browser's password manager function to save or store your password. This can prevent you from changing your password when it expires.



iLinkBlue accounts that are not accessed for 180 days are locked due to inactivity. Reach out to your administrative representative to have your account reset.



If you are the administrative representative and need your password reset, reach out to the Provider Identity Management (PIM) Team.

Phone: 1-800-716-2299, option 5

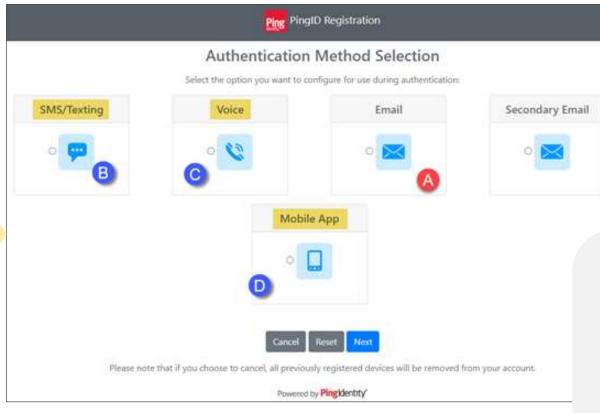
Monday – Friday 7:30 a.m. to 4 p.m.

Email: PIMteam@lablue.com

## Multi-factor Authentication

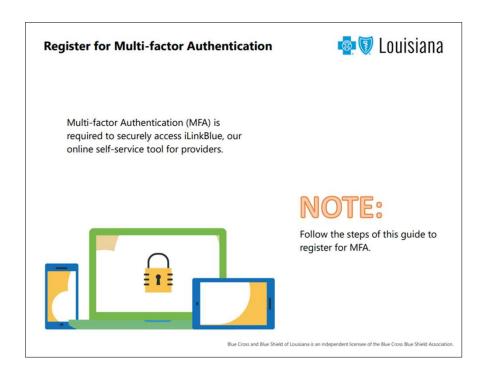
Multi-factor authentication (MFA) is required to securely access iLinkBlue. MFA is a security feature that delivers a unique identifier passcode via email, text and other formats. To set up MFA, you must register an authentication method with PingID.

We recommend registering two or more options for account recovery.



When you log into iLinkBlue, PingID will send a passcode to your registered method and prompt you to enter it on your computer.

## Multi-factor Authentication



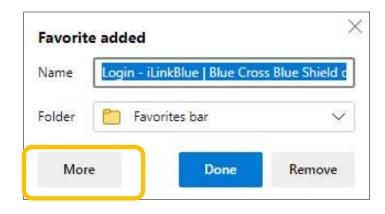
For step-by-step instructions on how to register for MFA, view our *MFA Registration Guide*. It is available at **www.lablue.com/providers** >Resources >Speed Guides.

### Save to Your Favorites

- 1. Open Microsoft Edge and access iLinkBlue at www.lablue.com/ilinkblue.
- 2. The "Login" screen will display. Click on the "Star Plus Sign" icon on the right of the address bar.



3. The "Favorite Added" option will display. Click on the "More" button.



4. The "Edit favorite" box will display. In the "URL" field, type "https://ilinkblue.lablue.com" and then click the "Save" button.



# Navigating iLinkBlue

#### **Top Navigation**

The top navigation streamlines iLinkBlue functions under six menus. When you click a menu option, a sub-menu appears that includes relevant features.

#### Refund Letters

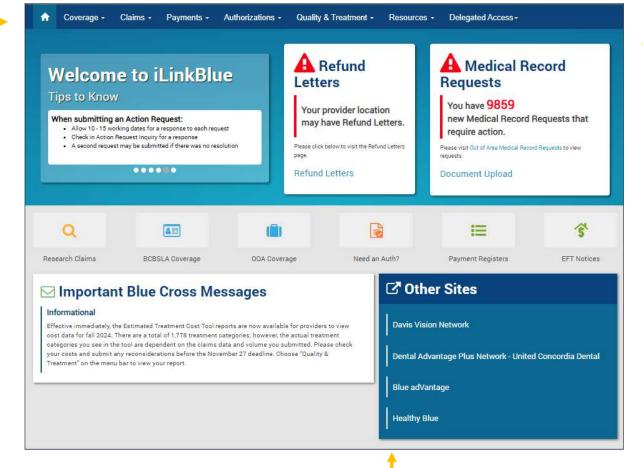
Providers now have a shortcut to check/search for Refund Request Letters.

#### **Quick Links**

This area contains shortcuts to the six most-used iLinkBlue functions.

#### **Message Board**

Contains up-to-the minute posts for upcoming events, new features, system outages, holiday notices and other important bulletins.

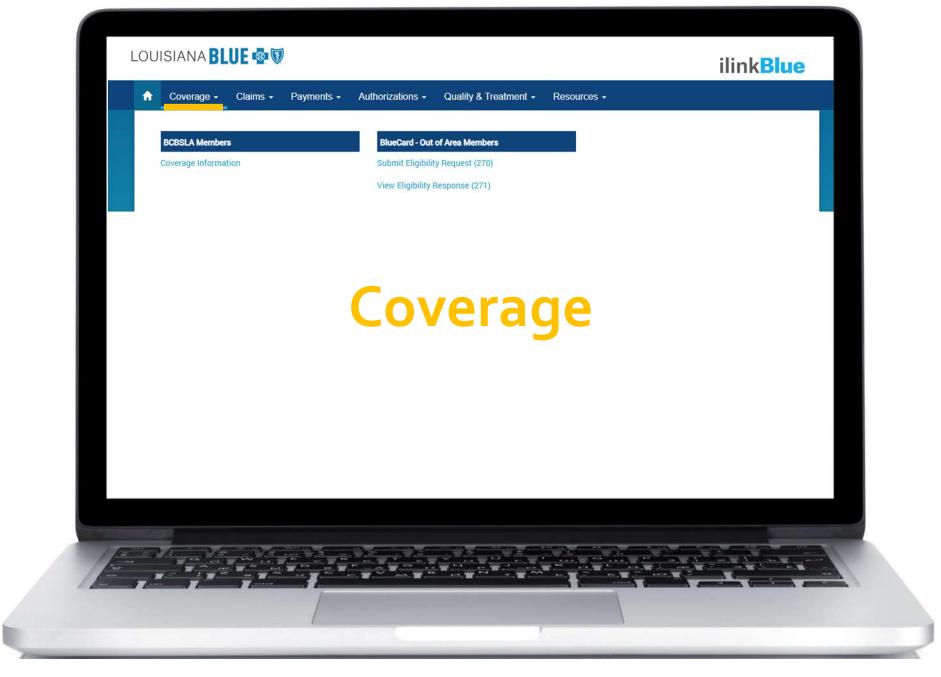


#### Other Sites

Includes quick access to other sites providers might need to access.

#### Medical Record Requests

Providers receive an alert when they have Out of Area Medical **Record Requests for** BlueCard members, To view these requests, click the "Out of Area Medical Record Requests" link on the alert. This does not include medical record requests for Louisiana Blue members. To upload medical records and other documents, click the "Document Upload" link.



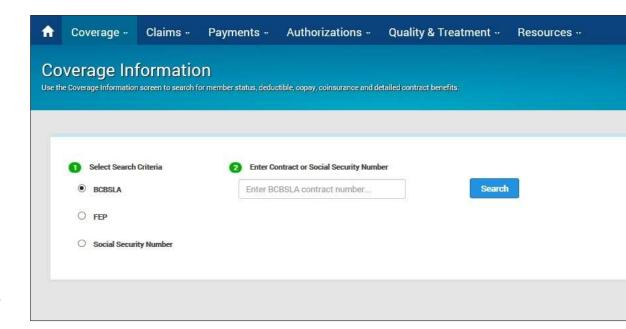
# Coverage Information



Enter the member ID number to view coverage information for:

- Louisiana Blue members (including HMO Louisiana, Inc. members)
- Federal Employee
   Program (FEP) members.

   This section is not used for out-of-area members.



Tips

- BCBSLA do not include the member's prefix
- FEP must include the letter "R"



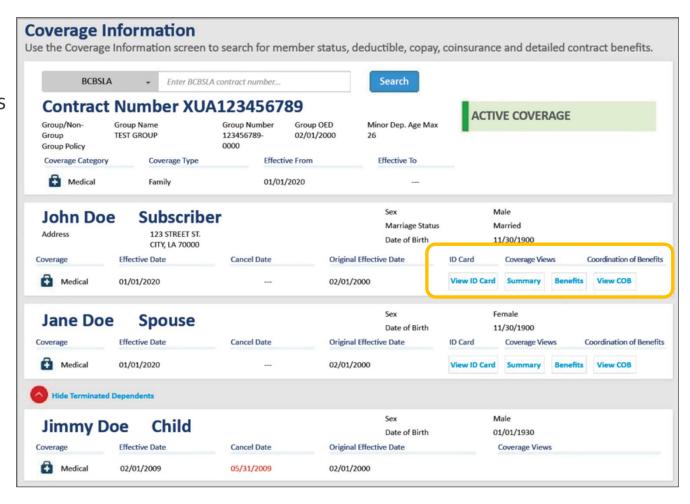
If you do not have the member ID number, search using the subscriber's Social Security number (SSN). iLinkBlue will return results with the member ID number. An error message will display if searching by a dependent's SSN. It must be the SSN of the policy holder.

# Coverage Information



This screen identifies members covered on a policy, effective date and the status of the contract (active, pended, cancelled).

- The View ID Card button allows you to download a PDF of the member ID card.
- The Summary button allows you to view a benefit summary. It includes the member's cost share (deductible, copay and coinsurance) and remaining out-of-pocket amounts.
- The Benefits button allows you to view the coverage details of the member's benefits plan.
- The View COB button allows you to view coordination of benefits information.

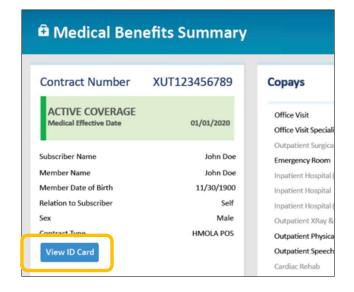


## Digital ID Cards



Providers can access member ID cards when researching a member's coverage information in iLinkBlue. To download a PDF of the card, click the View ID Card button on the coverage search results, the medical benefits summary page or the medical benefits detail page. Digital ID cards are available for medical policies only (not vision or dental).







# Digital ID Cards

BCBSLA Members

Coverage Information

Our members can also access their digital ID cards through:

#### **Smartphone or device**

Louisiana Blue has a mobile app that members can use. In the app, they will choose the "My ID Card" option (on the front page). Member's also have the option to save their ID card to their phone's wallet.

### Louisiana Blue member portal

Our members can log into their online member account at www.lablue.com, then choose the "My ID Card" menu option.



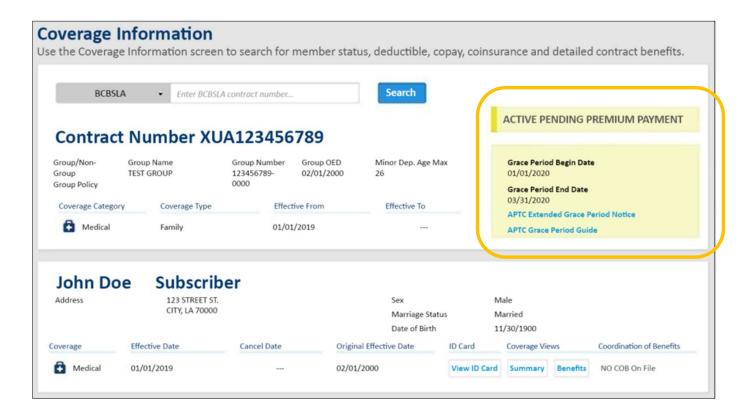
# Coverage Information



18

The Affordable Care Act (ACA) allows eligible customers to receive an advanced premium tax credit (APTC) to help with premium costs.

After three months of non-payment of premium, the member's policy will terminate, effective on the date when the policy was 30 days delinquent.



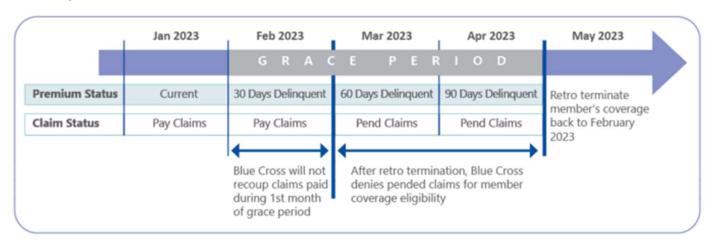
The APTC Extended Grace Period Notice is a PDF copy of the member's premium status notice that providers can print for their records.

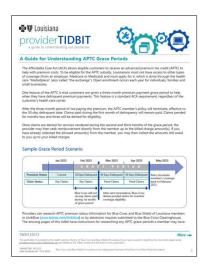
### **APTC Grace Periods**

**BCBSLA Members** 

Coverage Information

#### Sample Grace Period Scenario:





A Guide for Understanding APTC Grace Periods tidbit is available online at www.lablue.com/providers >Resources >Tidbits.

#### **ACTIVE COVERAGE**

The APTC member is NOT delinquent or within the first month of being delinquent on their premium payment.

#### **ACTIVE PENDING PREMIUM PAYMENT**

The APTC member is within the second or third month or being delinquent on their premium payments.

#### **INACTIVE COVERAGE**

The APTC member has been terminated effective the delinquent date.

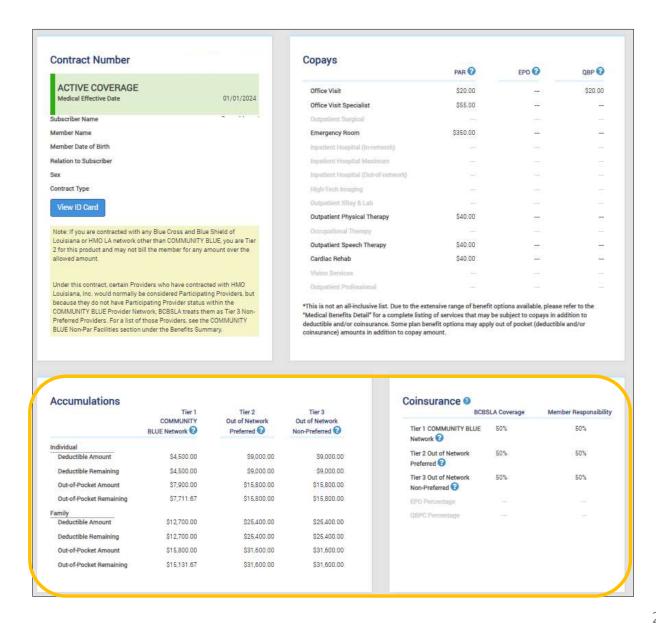
### **Tiered Benefits**

**BCBSLA Members** 

Coverage Information

Some members' benefits include tiered benefit levels.

Accumulations will show deductibles and coinsurance depending on the provider's network participation. The provider must participate in the member specific select network to be considered a Tier 1 provider.



## Tiered Benefits

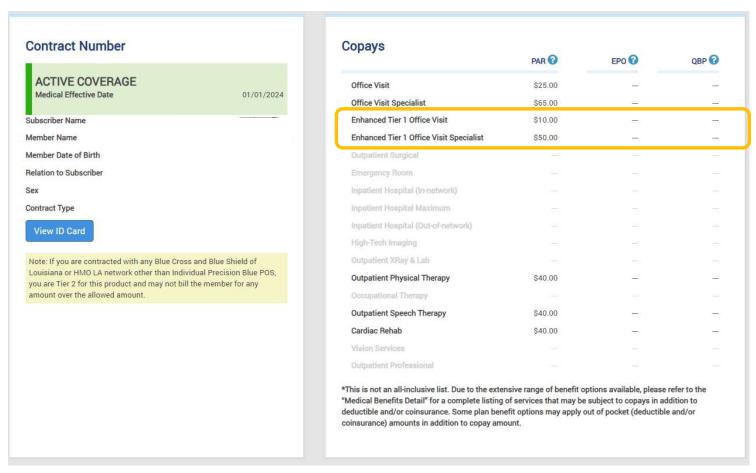
Coverage Information

Enhanced Tier 1 In-network Preferred	Tier 1 In-network Preferred	Tier 2 Out-of-network Preferred	Tier 3 Out-of-network Non-Preferred			
Select providers in the Precision Blue network.	Providers in the member's network.	Providers participating with Louisiana Blue but NOT in the member's network.	Non-participating providers (do not participate in any Louisiana Blue network).			
Member Benefit Plan:						
Precision Blue Only	<ul><li>Blue Connect</li><li>Community Blue</li><li>Precision Blue</li><li>Signature Blue</li></ul>	<ul><li>Blue Connect</li><li>Community Blue</li><li>Precision Blue</li><li>Signature Blue</li></ul>	<ul><li>Blue Connect</li><li>Community Blue</li><li>Precision Blue</li><li>Signature Blue</li></ul>			
Example Scenarios:						
<ul> <li>Precision Blue member sees an Enhanced Tier 1         Precision Blue network provider.</li> <li>The accumulations and copayments identified as Enhanced Tier 1 are applied.</li> <li>Provider may not bill the member for any amount over the allowed amount.</li> </ul>	<ul> <li>Community Blue member sees a Community Blue network provider.</li> <li>The accumulations, copayments and coinsurance identified as Tier 1 apply.</li> <li>Provider may not bill the member for any amount over the allowed amount.</li> </ul>	<ul> <li>A Community Blue member sees a Signature Blue network provider.</li> <li>The accumulations, copayments and coinsurance identified as Tier 2 apply.</li> <li>Provider may not bill the member for any amount over the allowed amount.</li> </ul>	<ul> <li>A Community Blue member sees a non-participating provider.</li> <li>The accumulations, copayments and coinsurance identified as Tier 3 apply.</li> <li>Provider can bill the member for any amount over the allowed amount.</li> </ul>			

### **Tiered Benefits**

BCBSLA Memb	ers	
Coverage Inforn	nation	

Precision Blue will display Enhanced Tier 1 copayment information for members. Precision Blue will apply in-network benefits to Enhanced Tier 1 and Tier 1 providers.

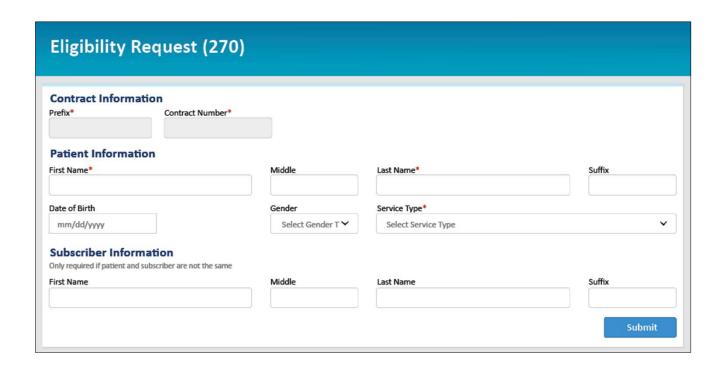


Note: The other select networks do not have an Enhanced Tier 1 and will only apply in-network benefits to a Tier 1 provider.



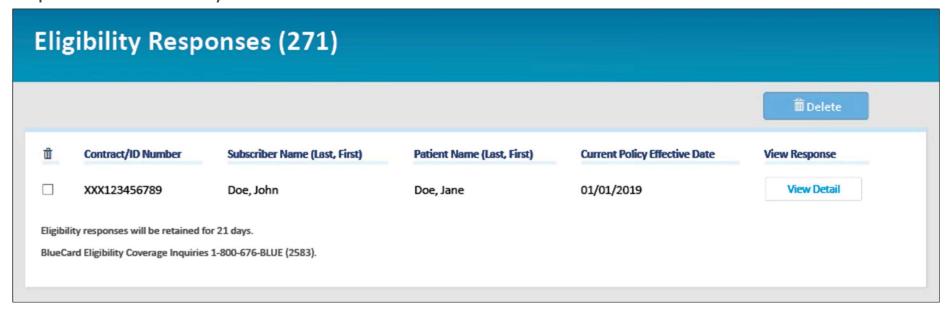
Use this section to research coverage information for a **BlueCard®** (out-of-area) member. This is someone insured through a Blue Plan other than Louisiana Blue.

**Submit Eligibility Request (270)** – submit an electronic eligibility inquiry to the BlueCard member's Blue Plan. Enter the member's prefix (first three characters of the member ID number) and contract number.



Submit Eligibility Request (270)  View Fligibility Response (271)	ueCard - Out of Area Members
View Fligibility Response (271)	omit Eligibility Request (270)
Tierr Englishmy Trasperter (ETT)	w Eligibility Response (271)

View Eligibility Response (271) – access the electronic response from the member's Blue Plan. Though not immediate, Blue Plans usually transmit out of area responses back within less than a minute if the Plan provides one. iLinkBlue retains eligibility responses for 21 days.

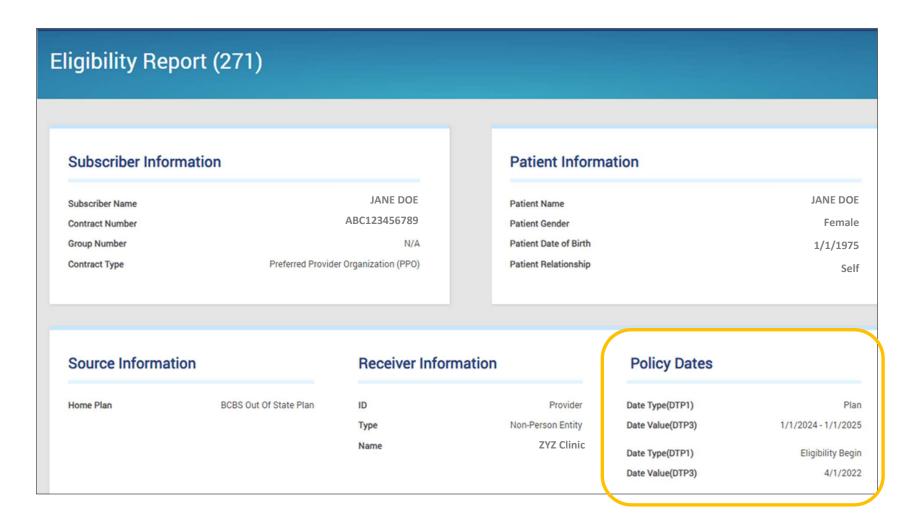


BlueCard - Out of Area Members

Submit Eligibility Request (270)

View Eligibility Response (271)

The Policy Dates can be found on the 271 Eligibility Report.

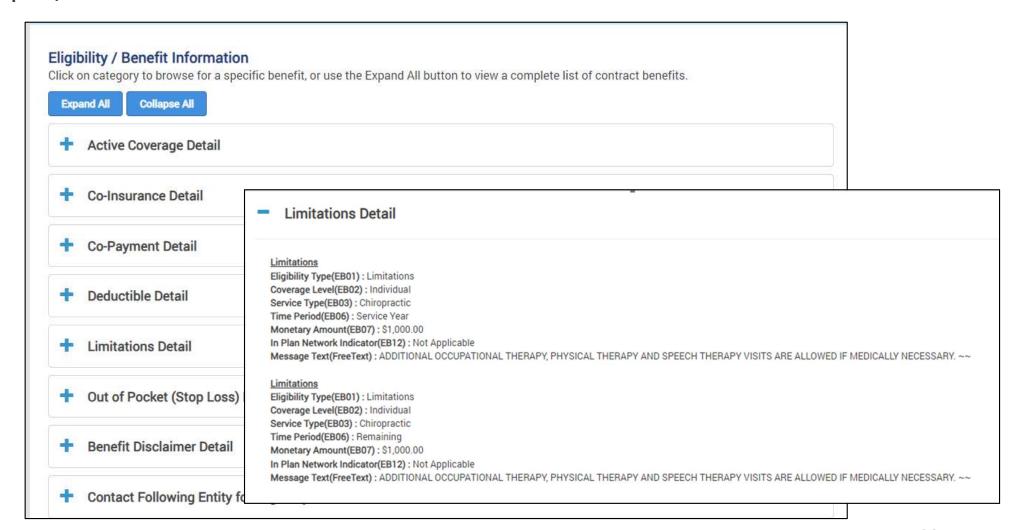


BlueCard - Out of Area Members

Submit Eligibility Request (270)

View Eligibility Response (271)

The Eligibility Benefit Information displayed varies by contract. The information details is dependent on the home plan and how much information is shared with Louisiana Blue. **If provided by the home plan,** the Limitations Details will show detailed information.



BlueCard - Out of Area Members

Submit Eligibility Request (270)

View Eligibility Response (271)

Providers can also use IVR to obtain BlueCard eligibility and benefits.

#### Interactive Voice Recognition (IVR)

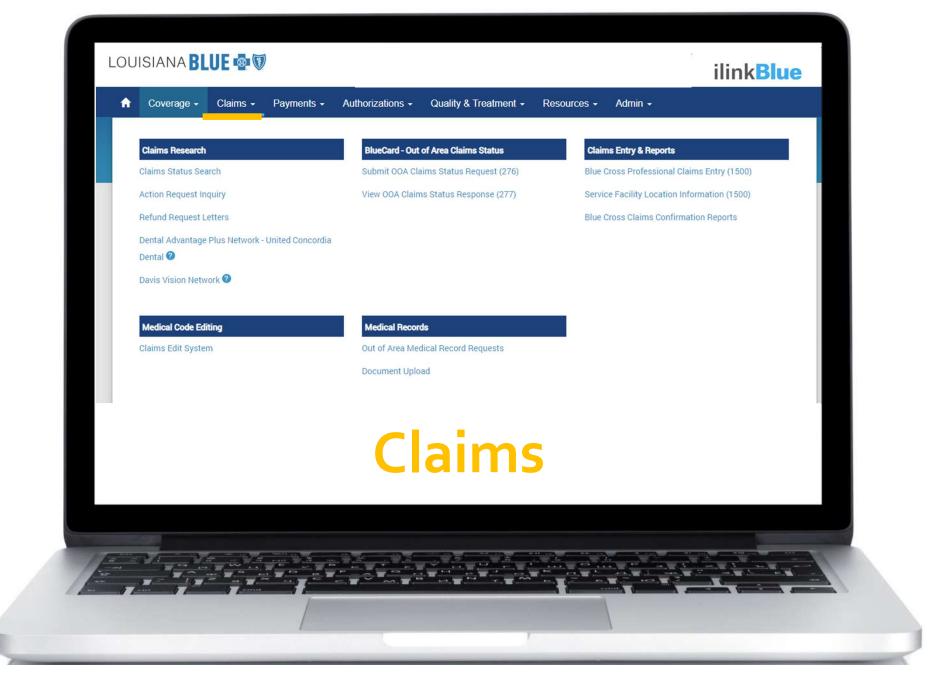
Providers can also access this information through our Interactive Voice Recognition (IVR) by calling 1-800-676-2583.

- Say if you are calling for Eligibility and Benefits, Precertification or both.
- When asked if you are a healthcare provider, say Yes.
- Give the alpha prefix for the member's out-of-area policy to be connected to the appropriate Blue Plan.
- Press "1" to select Provider.
- Say or enter the numeric portion of the Provider NPI then press the pound (#) key.
- Press "1" to select Medical.
- Enter the numeric portion of the member ID as it appears on the member ID card.
- Enter the member's date of birth in the MMDDYYYY format to verify eligibility and benefits.

The Automated Benefit & Claim Status (IVR Navigation Guide) can be found on our Provider page at

www.lablue.com/providers > Resources > Tidbits.



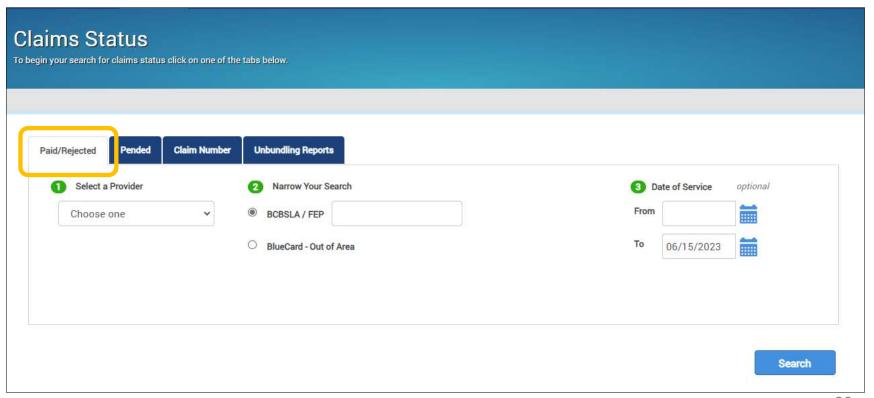




Claims Status Search – research paid/rejected or pended claims. You can also search by claim number.

Research BCBSLA, FEP and BlueCard - Out of Area claims.

#### Paid/Rejected Search



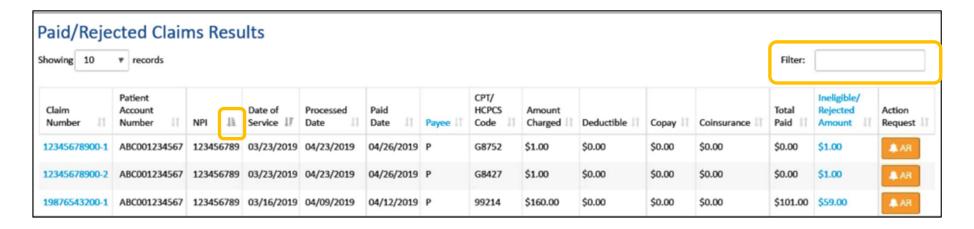
## Claims Status Search



The **Paid/Rejected Claims** results screen provides information on paid or rejected claims. This includes amounts applied toward the deductible, copay, coinsurance or ineligible/rejected amounts.

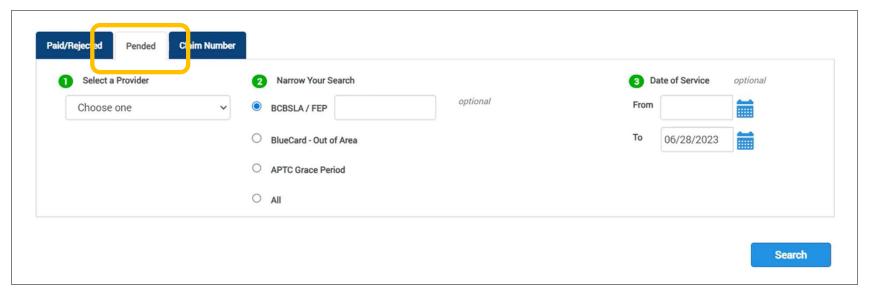
#### For more information, click on:

- Claim Number to open a Claims Detail summary page for that processed claim line.
- Ineligible/Rejected Amount to view a code and description of the reason the amount was not paid.





The Pended Search results screen provides information on claims that have pended.



- 1. Select the appropriate provider
- 2. Determine what type of claim are searching (BCBSLA, FEP, etc.)
- 3. Enter date range (optional)

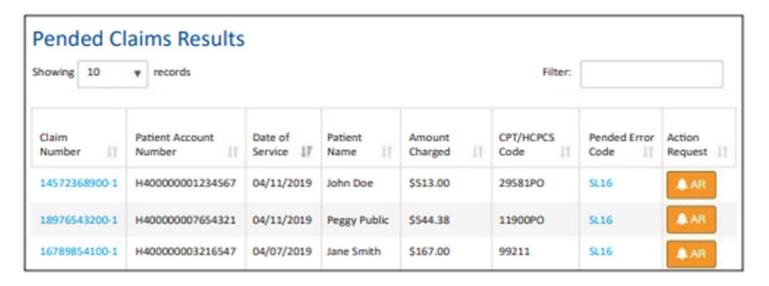
To view all pended claims, leave the "From" date of service field blank. The "To" date of service field will default to the current date.

### Claims Status Search



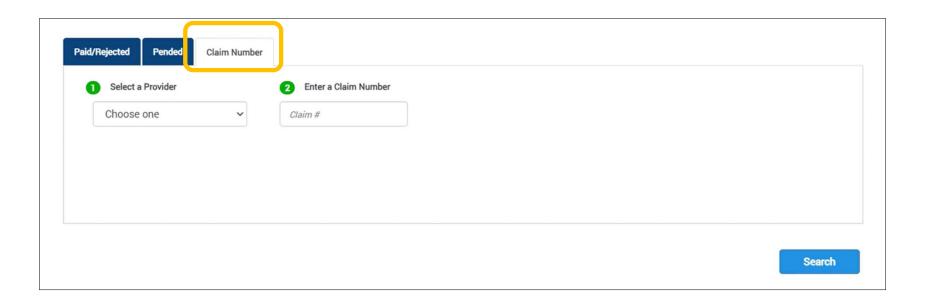
The **Pended Claims Results** screen provides information on pended claims on file. Click on a claim number to open the **Claims Detail** summary page for that claim. For more information, click on:

- Claim Number to open a Claims Detail summary page for that pended claim line.
- Pended Error Code to open a brief description of the reason the claim is pending.





The Claim Number Search allows you to search by specific claim number.

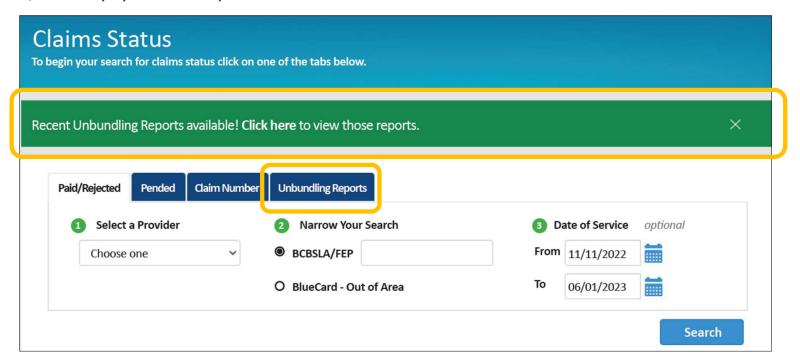




#### **Inpatient Unbundling Reports**

Inpatient acute care claims are reviewed for billing accuracy based on the inpatient unbundling policy. Facilities can review automatically generated reports on how inpatient claims were unbundled and reprocessed.

This feature is available for participating acute facilities only. If you have no reports, it simply means you have no unbundled claims.



The unbundling policy can be found in Section 5.14 of the Member Provider Policy & Procedure Manual.



#### **Unbundling Report Example**

The unbundling report spreadsheet (sample below) identifies the billed claim charges a Blue Cross audit determined should bundle with room and board charges.

To help the facility identify and calculate how an inpatient claim was reprocessed, the report includes the following data elements:

**Disallowed Charges** – Indicates the dollar amount removed from the claim. Subtract this amount from the billed charges submitted on a claim from the facility DRG to calculate the allowed amount.

**Revenue Code** – Identifies the revenue code of the disallowed charge.

**Revenue Code Description** – Provides a description of the item or service for the revenue code of the disallowed charge.

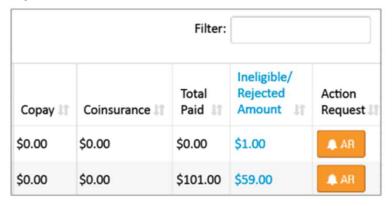
Processed Date	Provider/Facility Name	PRPR ID	NPI	Tax ID	Patient Name	Date of Service	BCBSLA Claim Number	Contract ID	Revenue Code	Revenue Code Description	Disallowed Quantity	Disallowed Unit Cost	Disallowed Charges	Denial Code	Denial Reason
11/30/2023	Demo Regional Hospital	0000	7.20E+09	1.23E+08	STANELY	10/22/2023	1.23456E+11	2.04E+10	300	Hc Venipuncture/bi Coll	-1	21	-21	bun	Supplies or Services not Separately Reimbursable
11/30/2023	Demo Regional Hospital	0000	7.20E+09	1.23E+08	STANELY	10/22/2023	1.23456E+11	2.04E+10	250	SODIUM CHLORIDE 0.9% 0.9 % SYRG	-1	36.16	-36	bun	Supplies or Services not Separately Reimbursable
11/30/2023	Demo Regional Hospital	0000	7.20E+09	1.23E+08	STANELY CUP	10/22/2023	1.23456E+11	2.04E+10	300	Hc Venipuncture/bl Coll	-1	21	-21	bun	Supplies or Services not Separately Reimbursable

## **Action Requests**



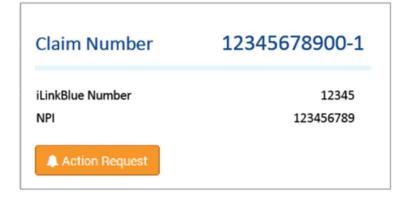
#### Have a claims issue?

Action requests allow you to electronically send questions or concerns about a claim to Louisiana Blue. On each claim, providers can submit an action request. The electronic form will prepopulate with information on the specific claim. There are multiple places within iLinkBlue that include the action request option.



on the **Paid/Rejected Claims Results** screen and

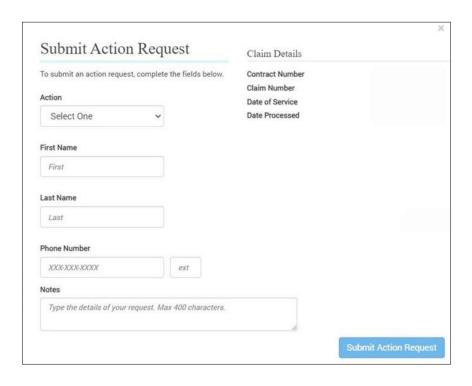
on the **Pended Claims Results** screen



on the Claims Detail screen

# **Action Requests**





# When submitting an Action Request:

- Include your contact information.
- Be specific and detailed.
- Allow 10-15 working days for a response to each request.
- Check in Action Request Inquiry for a response.
- Submit a second request if there was no resolution.

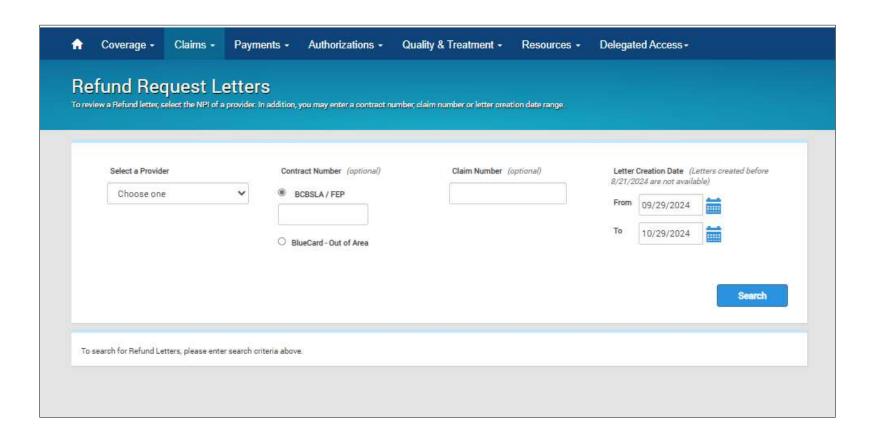


Submit only one action request per claim; not one action request per line item of the claim.

# Refund Request Letters



Providers now have access to electronic copies of Refund Request letters in iLinkBlue. The letters will be accessible for 24 months from their issue date. These can also be found on the homepage.

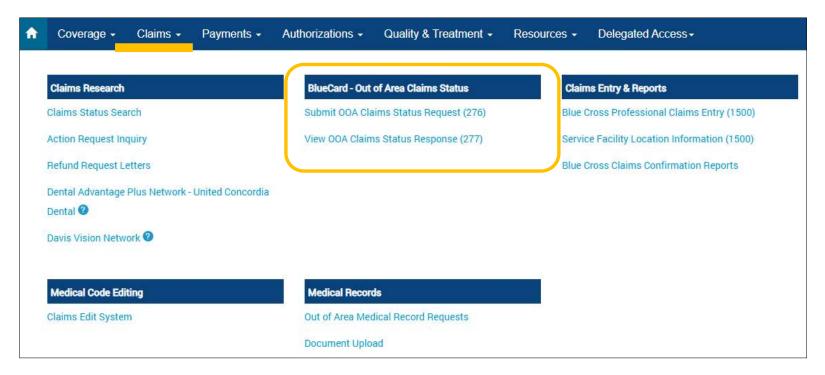


## BlueCard - Out of Area Claims Status

We recommend using the Claims Status Search for claims research where Action Requests are available, if needed.

If your claim cannot be found using the Claims Status Search, the below features are available to search out of area claims status:

- Submit OOA Claims Status Request (276) submit an electronic claim status inquiry to the out-of-area member's Blue Plan.
- View OOA Claims Status Response (277) access the electronic response from the member's Blue Plan. Though not immediate, Blue Plans usually transmit out of area responses back within less than a minute.

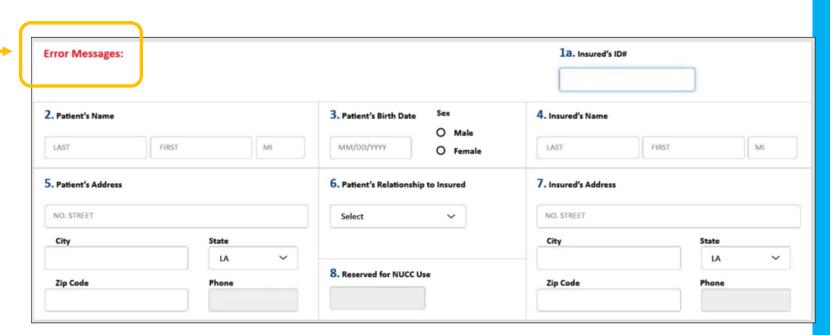


# Submitting Claims in iLinkBlue



Blue Cross Professional Claims Entry (1500) – follows the format of the HCFA 1500 form R (02-12).

If the claim entry contains errors, the edits will be listed under the "Error Messages" section at the top of the screen.



When the claim is submitted and accepted, the provider will receive a confirmation message.

Claim for 12345678901; DOE, JANE has been submitted

# Submitting Claims in iLinkBlue

Claims Entry & Reports

Blue Cross Professional Claims Entry (1500)

Service Facility Location Information (1500)

Blue Cross Claims Confirmation Reports

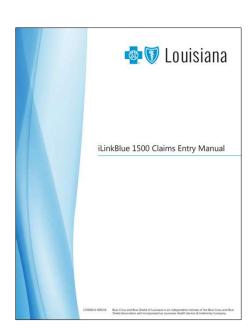


If you click the **Submit Claim** button and are sent to the iLinkBlue login screen, you were logged out because of inactivity.



During claim entry, if you stop to research information like a diagnosis or procedure code, be aware that security features of iLinkBlue will log you out after 15 minutes of inactivity.

For complete instructions on using the 1500 Form claim entry application, view our *iLinkBlue 1500 Claims Entry Manual* available under the Resources menu in iLinkBlue.

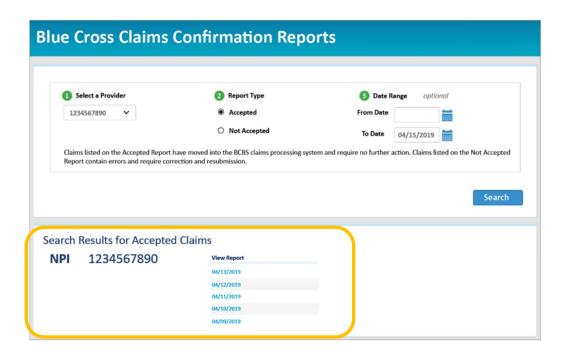


### Blue Cross Claims Confirmation Reports



These reports allow providers to research Claims Confirmation for electronically submitted claims.

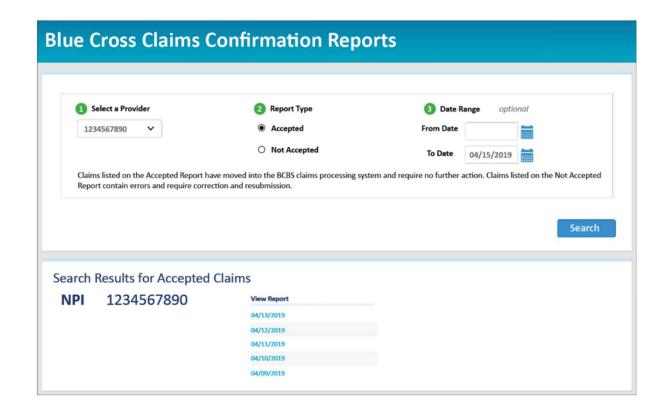
- Daily reports confirm if your claims submitted directly through iLinkBlue, billing agency or clearinghouse were accepted.
- Reports are available up to 120 days.
- The returned reports will display by date.



### Blue Cross Claims Confirmation Reports



- If you do not enter dates in the application's optional date range field, the returned results will list the last five reports by the date processed by Louisiana Blue. Click on a date under View Report to open that report.
- If you use a billing agency or clearinghouse, you can still use this application to confirm the claims processing systems at Louisiana Blue accepted your claims.



Reports are available within 24 hours of submitting claims prior to 3 p.m. CT and are available for up to 120 days.

### Blue Cross Claims Confirmation Reports

Claims Entry & Reports

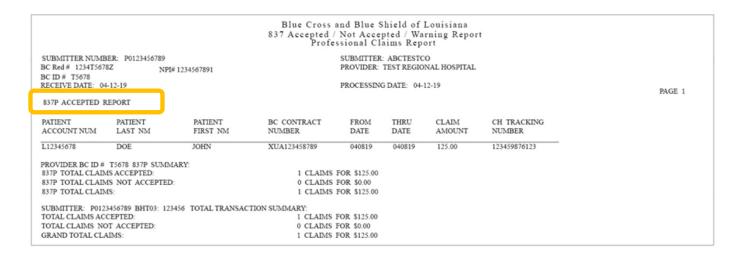
Blue Cross Professional Claims Entry (1500)

Service Facility Location Information (1500)

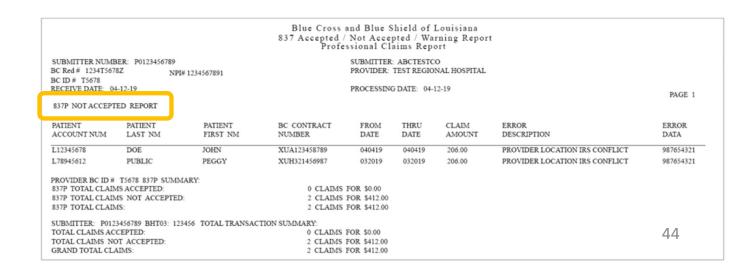
Blue Cross Claims Confirmation Reports

Confirmation Reports indicate detailed claim information on transactions that were accepted or not accepted for processing. Providers are responsible for reviewing these reports and correcting claims on the Not Accepted report.

Accepted Report Example



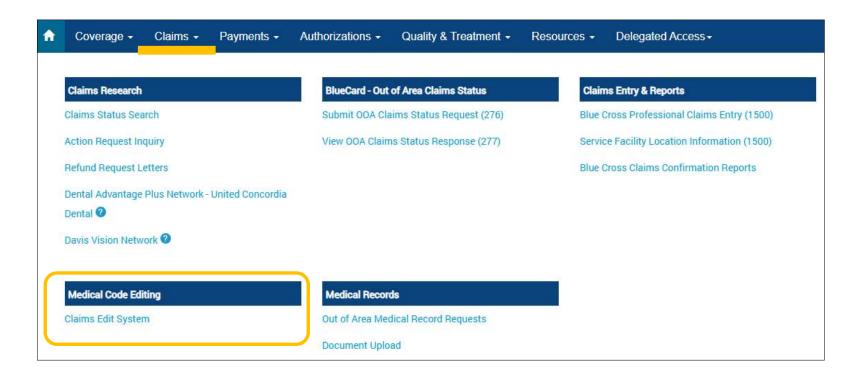
Non-Accepted Report Example



Use this section to evaluate code combinations to help reduce time-consuming disputes.

**Claims Edit System (CES)** – This is an easy-to-use code-auditing reference application designed to help providers determine claim edit outcomes.

The CES application in iLinkBlue is not a pricing or a claims processing application. It is a research application designed to evaluate code combinations in the Louisiana Blue claims-editing system.





The first screen you encounter in the CES application is the Claim Entry screen. It includes a tab for both professional and outpatient facility claims. Please make sure to select the correct tab for the applicable claim entry, as the edits and modifiers are not the same.

	SIANA BLUE		a thic tool		Professional Claim Entry Facility Claim Entry
Gender Male Add Lines	cable for Professional edits or Facility S.  Date of Birth Claim Type Submit	pe   Professional	e tils tool		
Line	Beg DOS	End DOS	Procedure	Modifier	Units
1					
2					
3					

Claims Edit System

# Medical Code Editing

When entering CPT®/HCPCS codes into the CES application, remember the following:

- ✓ The CES application does not guarantee claims payment.
- ✓ The results of the software do not consider all circumstances and factors that may affect payment including, but may not be limited to:

#### For Professional Claim Entry:

- Historical claims previously billed
- Units billed
- Global day edits for procedures
- Multiple procedure reduction
- Member benefits and eligibility
- Provider contracts
- Modifiers that override edits

#### For Facility Claim Entry:

- Historical claims previously billed
- Multiple procedure reduction
- Member benefits and eligibility
- Provider contracts
- Modifiers that override edits
- Max frequency edits



This tool is applicable Please do not use this Gender Male	for Professional edits or Facility Outpatient and Ambulats tool for Inpatient edits.  Date of Birth  Claim Type   Professional   Submit	ory Surgery Center edits.			Professional Claim Entry	Facility Claim Entry
Line	Beg DOS	End DOS	Procedure	Modifier	Units	
1	06/26/2019	06/26/2019	99201		1	
2	06/26/2019	06/26/2019	81002		1	
3	06/26/2019	06/26/2019	81003		1	
Privacy Policy Terms and Conditions						

Our Claims Editing System (CES) calculates code-edit outcomes. On the Professional Claim Entry screen, you can enter codes for a professional claim. The available fields and accepted values include:

- Gender
- Date of Birth
- Claim type Select professional
- Beginning date of service (DOS)
- End date of service (DOS)

- Procedure Valid CPT code must be submitted
- Modifier Appropriate modifier for this CPT code
- Units Enter the number of units, this field defaults to a value of one

Click the "Add Lines" button if more than three codes are on your claim. After entering all applicable information, click "Submit" to generate CES system review results.

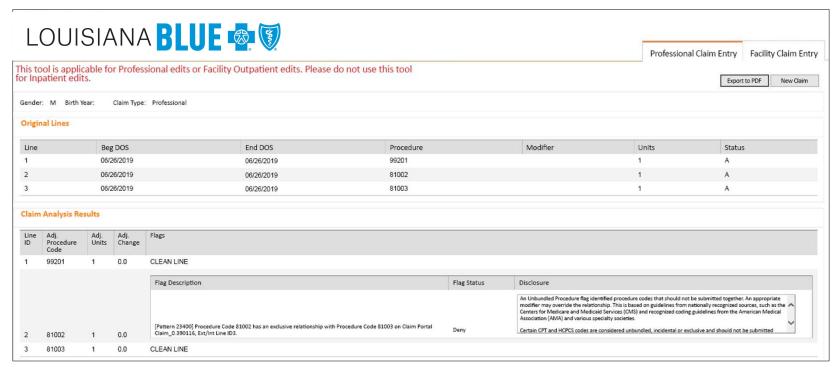
48



#### The Results

The claim line information entered by the user displays under **Original Lines**. The Louisiana Blue CES system review of the claim lines appear under the **Claims Analysis Results**.

- When the claim line is compatible, no edit results are generated. The Flag Status will indicate "CLEAN LINE."
- When the claim line is not compatible, the Flag Status displays information on the potential claim edit.

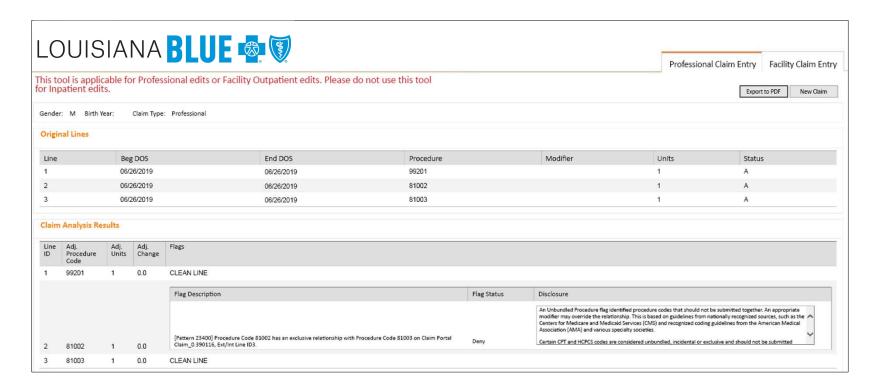




#### The Results

In the example below, the Claim Analysis Results show that the Louisiana Blue CES system lets all procedure codes be entered on the claim. For example: CPT codes 99201, 81002 and 81003.

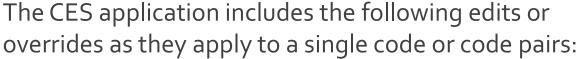
The results will show procedure code 81002 would deny because it has an exclusive relationship with code 81003.



**Medical Code Editing** 

Claims Edit System

### What edits or overrides are included in our CES logic?





- Age edits
- Duplicate edits
- Mutually exclusive edits
- Incidental edits
- Visit processing edits
- Assist at surgery edits
- Pre/post op processing edits



# CES - Facility Claims





The Facility Claim Entry screen is for entering codes for hospital outpatient and ambulatory surgery center (ASC) claims. Do not use for inpatient claim edits.

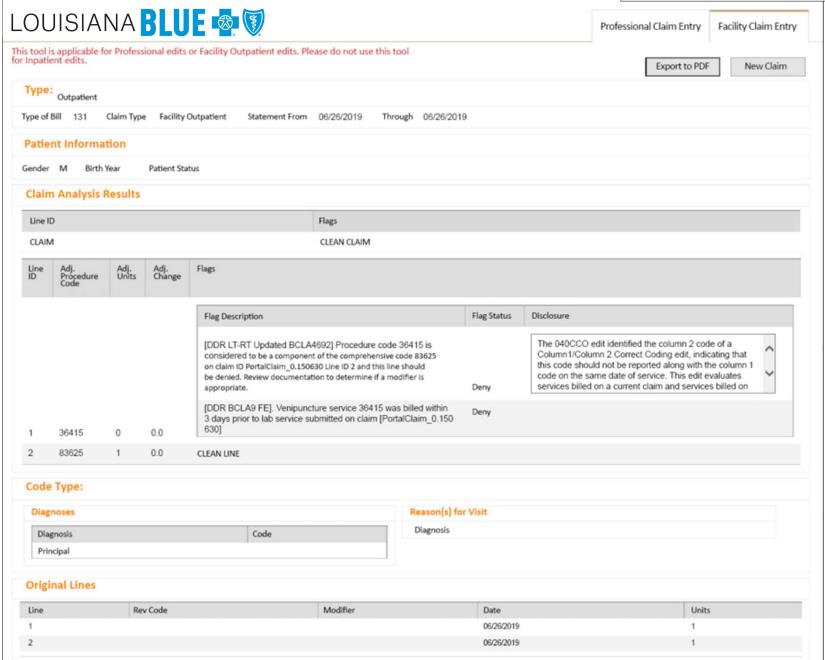
#### Required Fields:

- Type select outpatient
- Type of Bill enter an appropriate 3-digit type of bill
- Claim Type select Facility Outpatient
- Statement From/Through date range of the procedure

- Gender this field defaults to Undefined
- HCPCS/HIPPS enter the valid CPT/HCPCS code
- Modifier appropriate modifier for this CPT code
- Units enter the number of units, this field defaults to a value of one

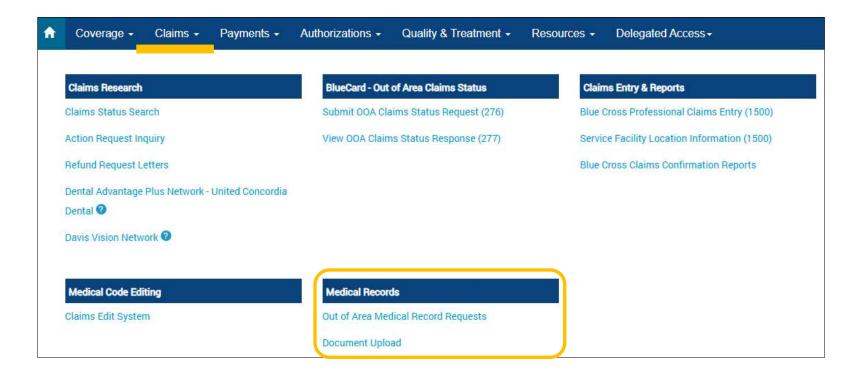
Claims Edit System

# CES - Facility Claims



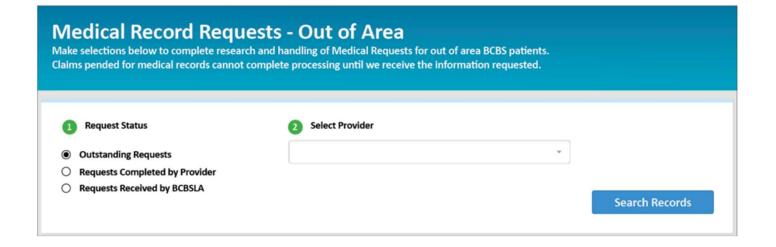
## Medical Records

Use this section to view medical record requests for your Out of Area (BlueCard®) patients. You can also securely upload documents to select Louisiana Blue departments.



### Medical Records

Use the Out of Area Medical Record Requests option to research requests for medical records for BlueCard (out-of-area) member claims. You can research completed requests and Louisiana Blue receipt confirmation.



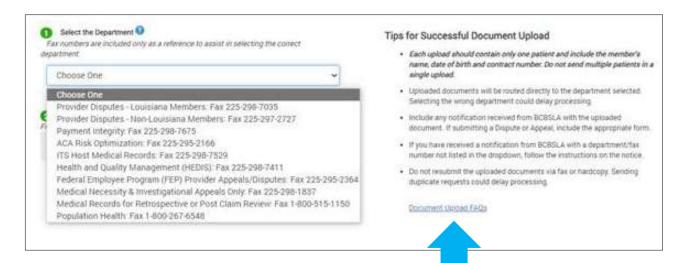
This application is not for medical record requests for Louisiana Blue (including HMO Louisiana) members.

For more information on out of area medical record requests, view our Medical Record Guidelines for BlueCard® provider tidbit.

It is available online; www.lablue.com/providers, click on "Resources" and look under "Tidbits."



# **Document Upload**



Document Upload Frequently Asked Questions can be found here.

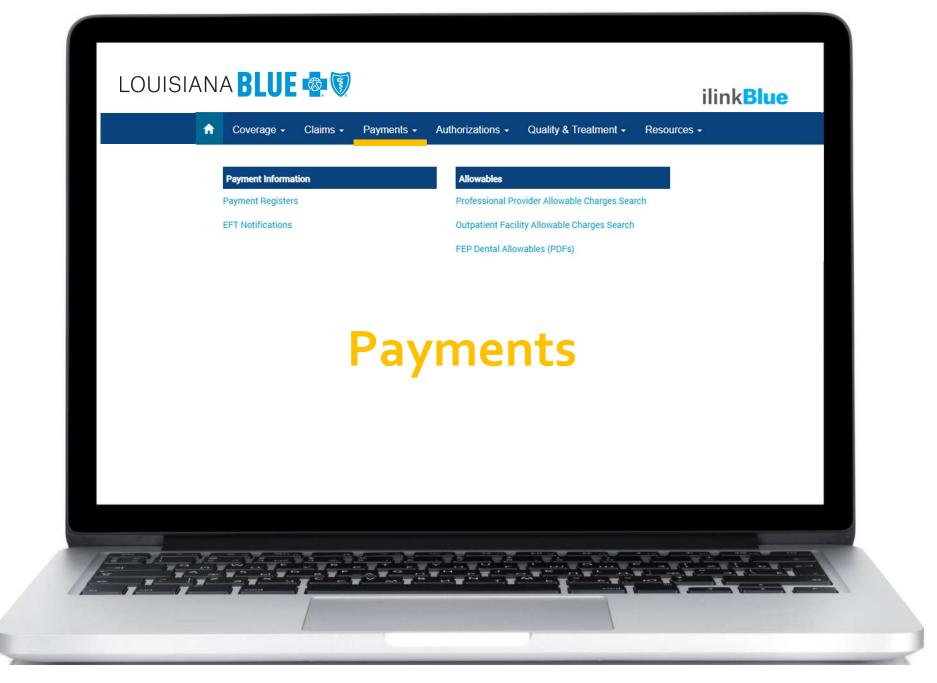
Document Upload - upload documents that would otherwise be faxed, emailed or mailed.

Once Louisiana Blue receives the uploaded document, a confirmation message will display, "The uploaded file was successfully received and sent to XXX Department at HHMMSS am/pm, MM/DD/YY. The transaction ID is XXXXX."

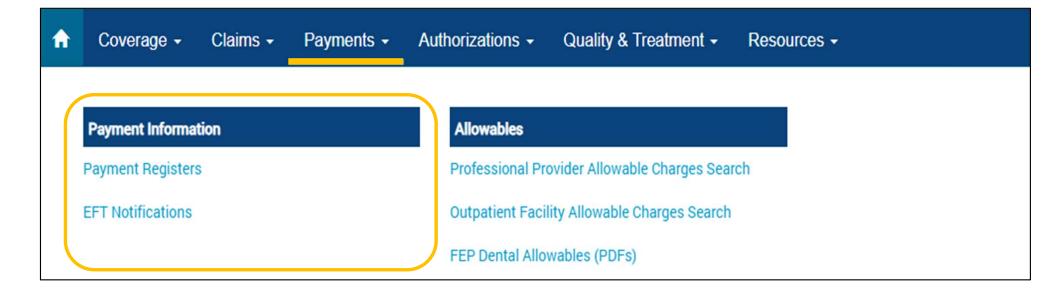
# Medical Records Out of Area Medical Record Requests Document Upload

# Louisiana Blue accepts document uploads for:

- Provider Disputes Louisiana Members
- Provider Disputes Non-Louisiana Members
- Payment Integrity
- ACA Risk Optimization
- ITS Host Medical Records
- Health and Quality Management (HEDIS)
- Federal Employee Program (FEP) Provider
   Appeals/Disputes
- Medical Necessity & Investigational Appeals
- Medical Records for Retrospective or Post Claim Review
- Population Health



# Payment Information



Use this section to access your Louisiana Blue payment information. Two years of payment registers and EFT notifications are available in iLinkBlue. EFT notifications for the week appear in the search results.

- Payment Registers view, print or save your payment registers. If you have access
  to multiple NPIs, registers will be available for each.
- **EFT Notifications** view Electronic Funds Transfer (EFT) Notifications. If you have access to multiple NPIs, EFT notifications will be available for each.

# Payment Information

Payment Information

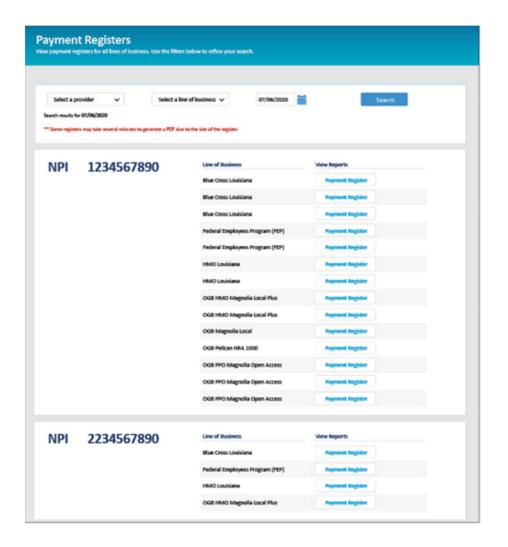
Payment Registers

EFT Notifications

### Need a past EFT Notification/Payment Register?

Weekly EFT notifications and payment registers are available to providers on Mondays, based on claims payments from the previous week.

Set the calendar feature in the search feature to the date of a Monday within the last two years. This allows you to see past EFT notifications or payment registers.



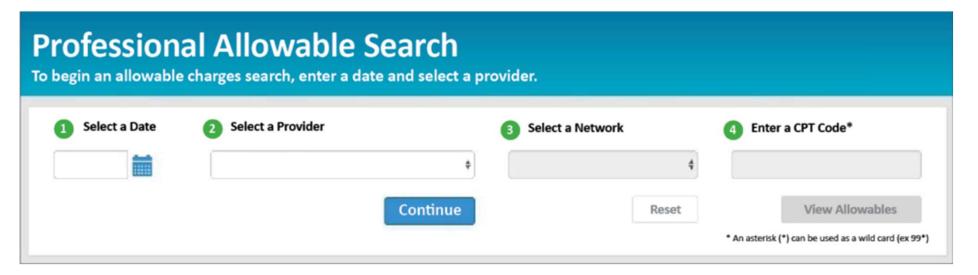


iLinkBlue includes two applications you can use to research Louisiana Blue allowables:

- Professional Provider Allowable Charges Search
- Outpatient Facility Allowable Charges Search

**FEP Dental Allowables (PDFs)** – this section includes printable PDFs for FEP Preferred Network dentists.





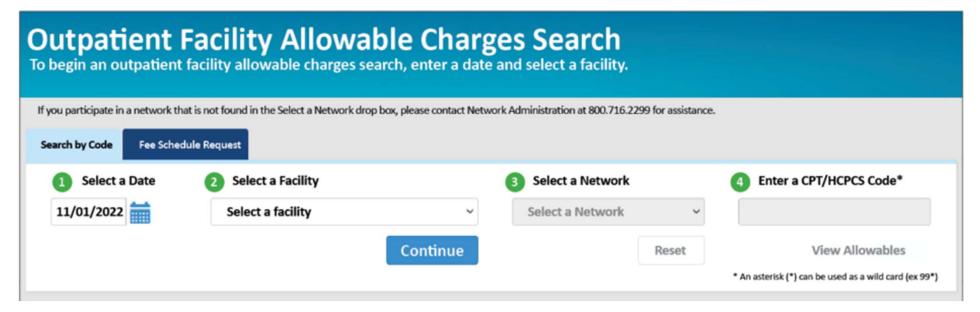
#### **Professional Allowable Search**

- When searching for an allowable charge enter the date of service, appropriate network and the code.
- The date of service is important because you can search current, past or future (when available) allowable charges.



Providers must use iLinkBlue for professional allowable charges. These services are no longer supported by our Customer Care Center.





#### **Outpatient Facility Allowable Charges Search**

This application is for acute-care hospitals and ambulatory surgical centers (ASCs) that are on a contracted fee schedule only.

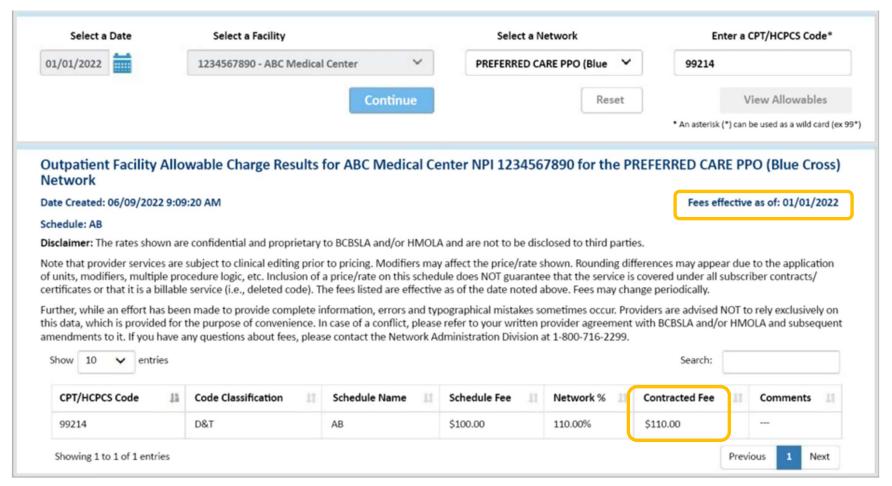
- When searching for an allowable charge enter the date of service, appropriate network and the code.
- The date of service is important because you can search current, past or future (when available) allowable charges.

# Allowables Professional Provider Allowable Charges Search Outpatient Facility Allowable Charges Search FEP Dental Allowables (PDFs)

#### **Outpatient Facility Allowable Charges**

#### **Example**

Search results will display the outpatient facility allowable charge in the **Contracted Fee** section.



Allowables

Professional Provider Allowable Charges Search

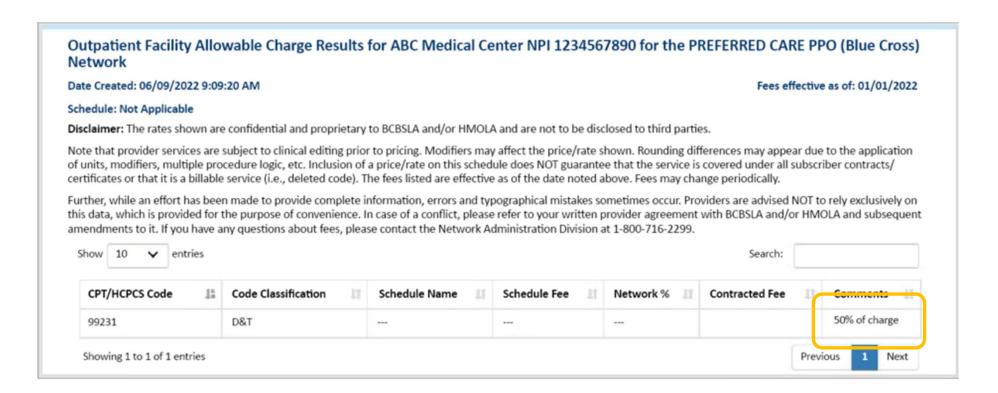
Outpatient Facility Allowable Charges Search

FEP Dental Allowables (PDFs)

#### **Outpatient Facility Allowable Charges**

#### Percent of Charge Example

Search results for an active code not on the outpatient reimbursement fee schedule will display a percent of billed charges in the **Comments** section.





#### **Outpatient Facility Allowable Charges**

#### No Allowable Charge Available Example

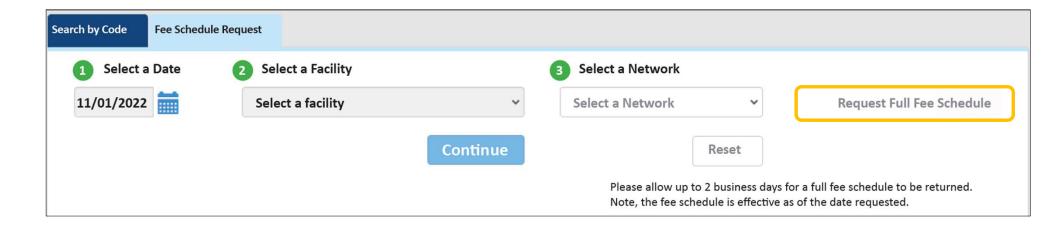
Search results will display the message "Allowable charges are not available for the code and/or date requested," when attempting to research allowable charges for a participating facility that does not have a contracted fee schedule for the dates of service requested.

etwork	able charge results for A12 Medical Center	r NPI 9876543210 for the PREFERRED CARE PPO (Blue Cross)
ate Created: 06/09/2022 9:09	O AM	Fees effective as of: 01/01/2022
hedule: Not Applicable		
sclaimer: The rates shown are	onfidential and proprietary to BCBSLA and/or HMOLA and	are not to be disclosed to third parties.
units, modifiers, multiple pro		oes NOT guarantee that the service is covered under all subscriber contracts/
units, modifiers, multiple pro ertificates or that it is a billable urther, while an effort has been is data, which is provided for t	dure logic, etc. Inclusion of a price/rate on this schedule de ervice (i.e., deleted code). The fees listed are effective as of made to provide complete information, errors and typogra	oes NOT guarantee that the service is covered under all subscriber contracts/ of the date noted above. Fees may change periodically. Ophical mistakes sometimes occur. Providers are advised NOT to rely exclusively on r to your written provider agreement with BCBSLA and/or HMOLA and subsequent
units, modifiers, multiple pro ertificates or that it is a billable urther, while an effort has been is data, which is provided for t mendments to it. If you have a Show 10 ventries	dure logic, etc. Inclusion of a price/rate on this schedule dervice (i.e., deleted code). The fees listed are effective as of made to provide complete information, errors and typograe purpose of convenience. In case of a conflict, please refer questions about fees, please contact the Network Admini	oes NOT guarantee that the service is covered under all subscriber contracts/ if the date noted above. Fees may change periodically.  sphical mistakes sometimes occur. Providers are advised NOT to rely exclusively on r to your written provider agreement with BCBSLA and/or HMOLA and subsequent istration Division at 1-800-716-2299.  Search:
units, modifiers, multiple pro ertificates or that it is a billable urther, while an effort has been is data, which is provided for t mendments to it. If you have a	dure logic, etc. Inclusion of a price/rate on this schedule dervice (i.e., deleted code). The fees listed are effective as of made to provide complete information, errors and typograe purpose of convenience. In case of a conflict, please refer questions about fees, please contact the Network Admini	oes NOT guarantee that the service is covered under all subscriber contracts/ if the date noted above. Fees may change periodically.  sphical mistakes sometimes occur. Providers are advised NOT to rely exclusively on r to your written provider agreement with BCBSLA and/or HMOLA and subsequent istration Division at 1-800-716-2299.

# Fee Schedule Request



To request a full outpatient fee schedule for a facility, enter a date up to two years prior to the current date. Select the facility provider by name and NPI. Click the "Continue" button. Select the appropriate Louisiana Blue network. Then click on "Request Full Fee Schedule" to submit your request. Allow up to two business days for a full fee schedule response to be returned.



# Fee Schedule Request Example

Allowables

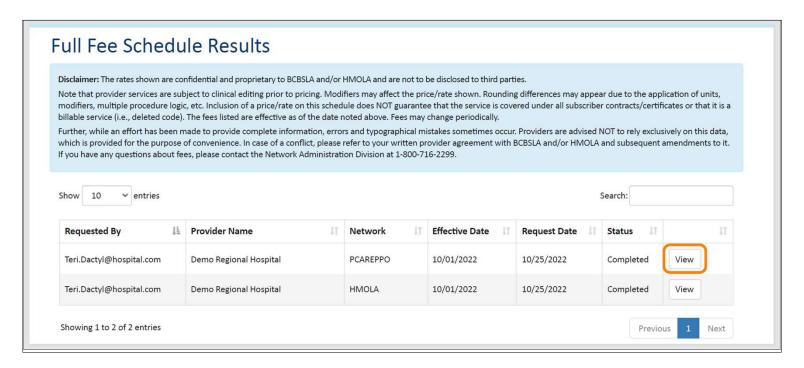
Professional Provider Allowable Charges Search

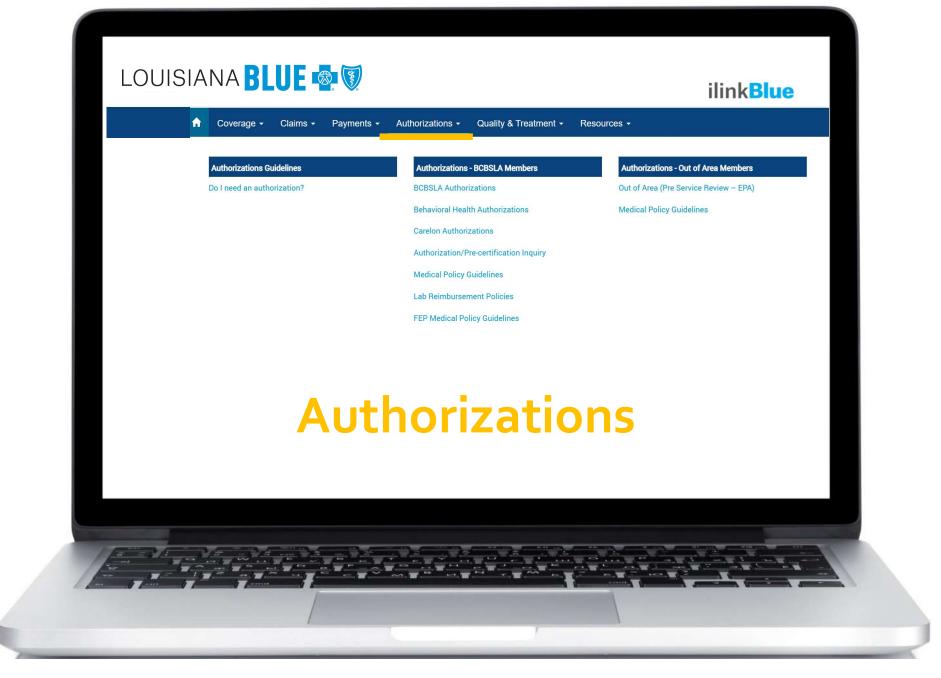
Outpatient Facility Allowable Charges Search

FEP Dental Allowables (PDFs)

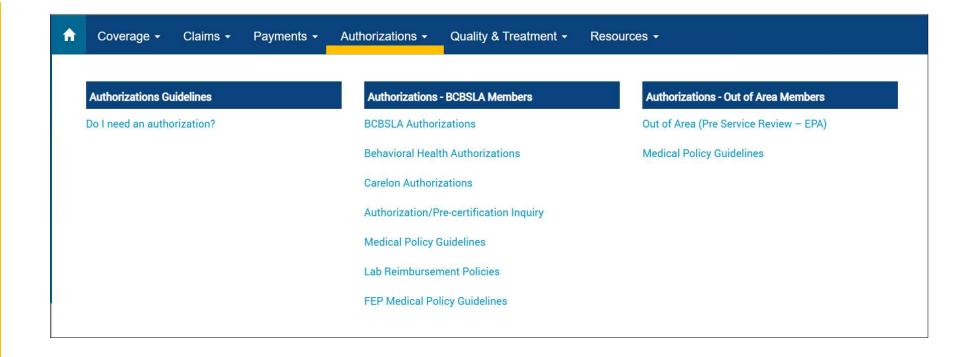
Returned fee schedule results will include the following information:

- Requested By Indicates the email address of the individual who submitted the fee schedule request.
- Provider Name Is the facility the fee schedule was generated for.
- Network Identifies the Louisiana Blue network of the fee schedule.
- Effective Date Indicates the date the fees are effective.
- Request Date Is the date the fee schedule request was submitted.
- Status Will display "Completed" when the full fee schedule request is returned and ready for viewing.





# **Authorizations**



The Authorizations section of iLinkBlue includes resources and applications for both BCBSLA Members and Out of Area Members.

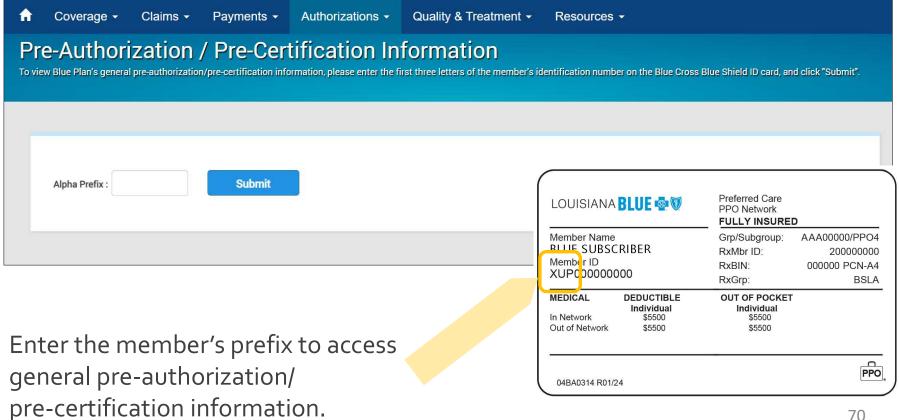
Many of the applications in this section require a higher level of security access.

### **Authorizations**

#### Louisiana Blue Members

**Authorizations Guidelines - Do I need an** authorization? – This application lets you research and view authorization requirements based on the member ID prefix.





## **Authorizations**

#### **BCBSLA Members**

BCBSLA Authorizations\* – submit and research authorizations for Louisiana Blue members. Upload clinical information.

Behavioral Health Authorizations\* – behavioral health providers can request authorizations for behavioral health services and submit clinical information electronically. This web-based application is facilitated by Lucet.

#### **Authorizations - BCBSLA Members**

**BCBSLA Authorizations** 

Behavioral Health Authorizations

Carelon Authorizations

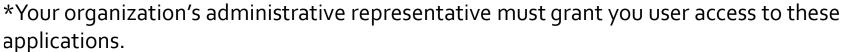
Authorization/Pre-certification Inquiry

Medical Policy Guidelines

Lab Reimbursement Policies

**FEP Medical Policy Guidelines** 

Carelon Authorizations – submit and research authorizations for outpatient high-tech radiology, diagnostic, cardiology services, sleep study, genetic testing, radiation oncology and musculoskeletal (MSK) joint surgery, spine surgery, spine pain management authorizations. This web-based application is facilitated by Carelon.



# BCBSLA Authorizations Application

Louisiana Blue replaced the BCBSLA Authorizations application in iLinkBlue. The new application is powered by **Epic Systems Corporation** (Epic) and designed to be more user friendly and efficient for providers and their staff. If you do not have access, contact your organizations administrative representative.

Resources about this new application are available online:

- View Frequently Asked Questions at www.lablue.com/providers > Electronic Services >Authorizations, under the quick links section.
- Access the BCBLA Authorizations Application User Guide in iLinkBlue (www.lablue/ilinkblue) under Resources.
- Video demonstrations for Inpatient/Outpatient authorizations are also available in iLinkBlue, under Resources.





Provider Training for the new application is available by contacting the Provider Relations Department at **provider.relations@lablue.com**.

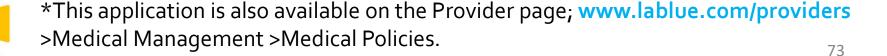
#### **BCBSLA Members**

Authorization/Pre-certification Inquiry – view a provider's inpatient or outpatient authorizations on file with Louisiana Blue.

Medical Policy Guidelines\* – access the Louisiana Blue medical policy index to research Louisiana Blue's medical policies. Search for policies alphabetically by title or use the search bar to look by keywords or codes.



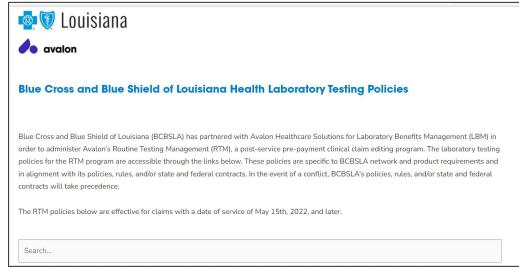




#### **BCBSLA Members**

Lab Reimbursement Policies\* – access the policies used as part of Louisiana Blue's Lab Benefit Management Program. These policies are managed by Avalon.





FEP Medical Policy Guidelines – access medical policies that govern claims for Federal Employee Program members.

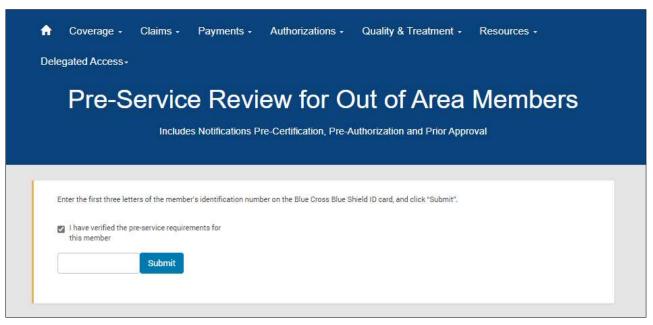
\*This application is also available on the Provider page; www.lablue.com/providers >Medical Management >Lab Management.

#### **Out of Area Members**

### Out of Area (Pre-Service Review – EPA)

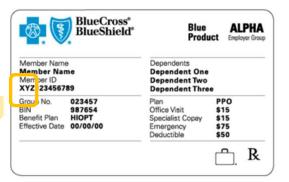
This application routes you to the BlueCard member's Blue Plan.

Enter the member ID prefix into the application to access pre-service capabilities, processes and requirements for your BlueCard patient.



Enter the member's prefix to access general pre-authorization/ pre-certification information.





#### **Out of Area Members**

Authorizations - Out of Area Members

Out of Area (Pre Service Review – EPA)

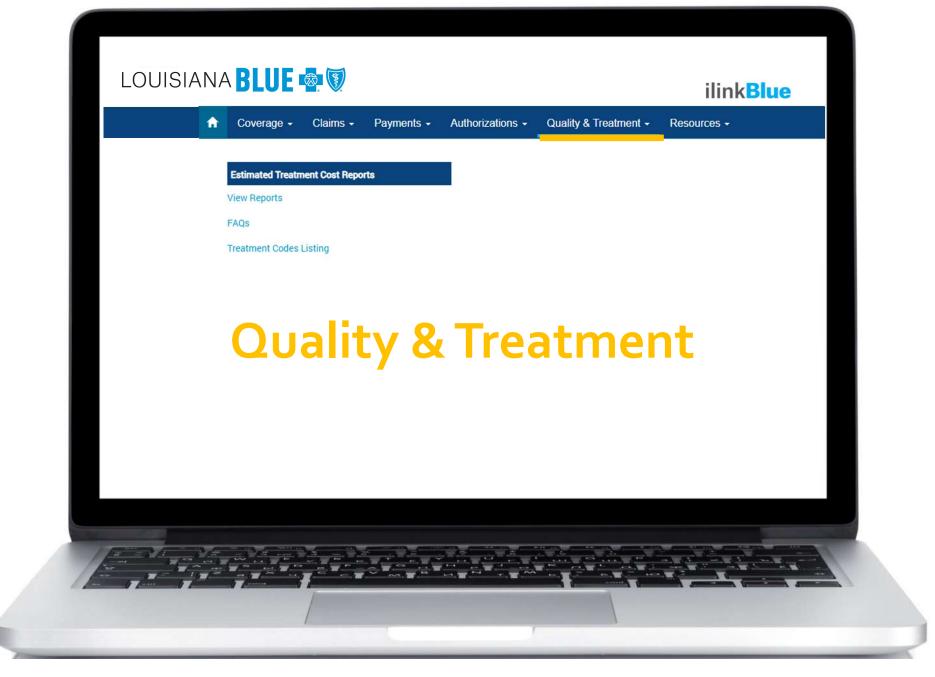
Medical Policy Guidelines

### **Medical Policy Guidelines**

Just as Louisiana Blue publishes medical policies for services provided to our members, it is the same for other Blue Plans. Use this application to access medical policies for BlueCard (out-of-area) members.

Enter the member ID prefix to be routed to the member's Blue Plan to research applicable medical policy information.

Out of Area Medical Policy Coverage Guidelines  To view the out-of-area Blue Plan's medical policy information, please enter the first three letters of the member's identification number on the Blue Cross Blue Shield ID card, and click "submit".				
Prefix	Submit			

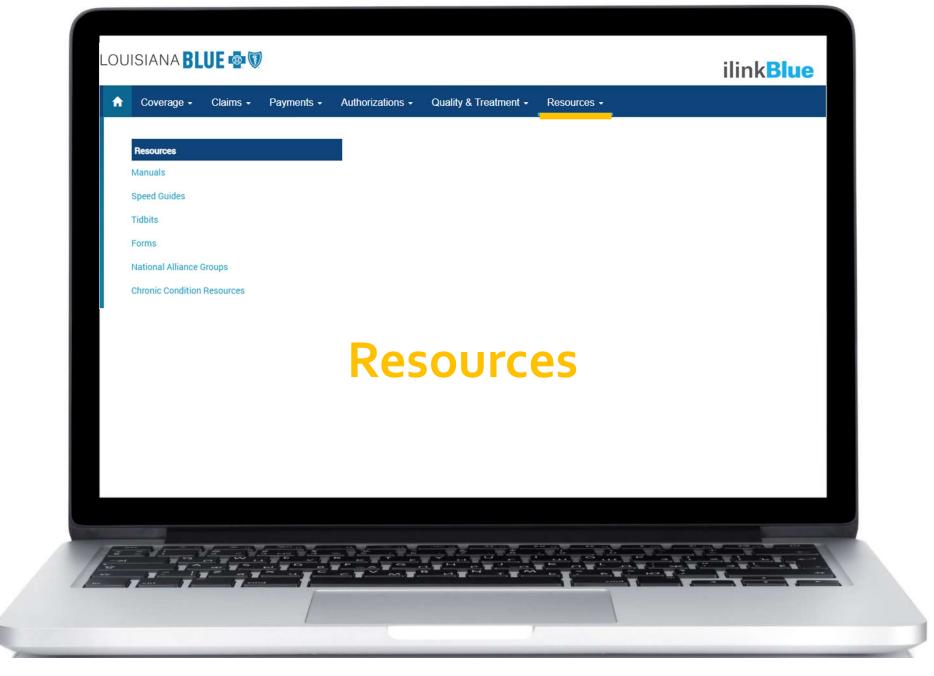


### **Estimated Treatment Costs**

Louisiana Blue has an Estimated Treatment Cost Tool that allows our Preferred Care PPO members to view information about the value you bring to the healthcare community. What members see are PPO costs displayed on the national Blue Cross Blue Shield Association (BCBSA) Hospital & Doctor Finder<sup>SM</sup> website.

Twice a year, we notify providers to review their refreshed cost data. Providers are asked to log into iLinkBlue during the 30-day review period. At the end of the period, the data is published to BCBSA.

View Cost Reports agin viewing cost reports by selecting a name from the listing.				
Blue Cross and Blue Shield of Louisiana Estir	nated Treatment Cost (	Report		
Provider Name: TEST PROVIDER Provider Number: 12345 Provider NPI Number: 1234567890 Provider Address: 123 STREET ST. BATON ROUGE, LA 708080000	Reporting Period: 01/01/9999 TO 12/31/9999 Data Type: Professional Office Visit			
Estimates include but are not limited to allowed claims for Facility, Ar		Cost Data Methodology		
To submit a reconsideration on a specific cost, select a Treatment	Description below:			
			Search:	
Treatment Category Ji	BCBSLA Procedure Volume	Low Allowable Estimate	High Allowable Estimate	Typical Allowable III
Established patient, low complexity, 15 minutes	63	569	\$69	\$69
Established patient, moderate complexity, 25 minutes	10	5303	\$103	\$103
Existing Patient Preventative Checkup for an Adult (Age 18-	s	5306	\$112	\$110



### Resources

#### **Manuals**

Most provider manuals are available on the Provider page (<u>www.lablue.com/providers</u>).

There are also a few manuals that are found on iLinkBlue only; such as the Member Provider Policy & Procedures Manual, iLinkBlue 1500 Claims Entry manual and our BCBSLA Authorizations Application User Guide.

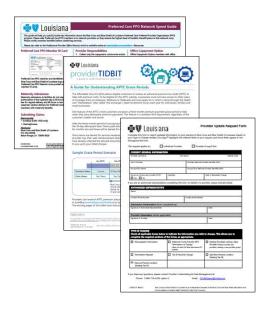


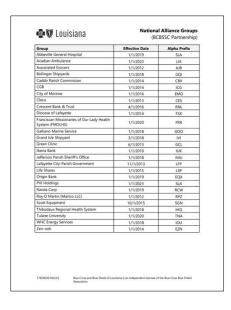
## Speed Guides, Tidbits and Forms

These are quick reference guides and forms designed to help providers with their Louisiana Blue needs. They are available on the Provider page with quick links in iLinkBlue.

### **National Alliance Groups**

This is a complete listing of our National Alliance self-funded groups. The listing includes member ID prefixes for these groups.





# iLinkBlue Support

#### iLinkBlue & EDI Support

The EDI Production Support team can assist you with iLinkBlue technical support. They also support system-to-system electronic transactions to Louisiana Blue. This team can assist you with the electronic clearinghouse submission of eligibility information, payment information and claims.

Phone: 1-800-716-2299, option 3 Email: EDIservices@lablue.com

Business Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m. CT

(except holidays)

### **Provider Identity Management (PIM) Team**

The PIM Team can assist with the administrative representative setup process and managing system access to our secure electronic services.

Phone: 1-800-716-2299, option 5 Email: PIMteam@lablue.com

Business Hours: Monday – Friday, 7:30 a.m. to 4 p.m. CT

(except holidays)

# iLinkBlue Training

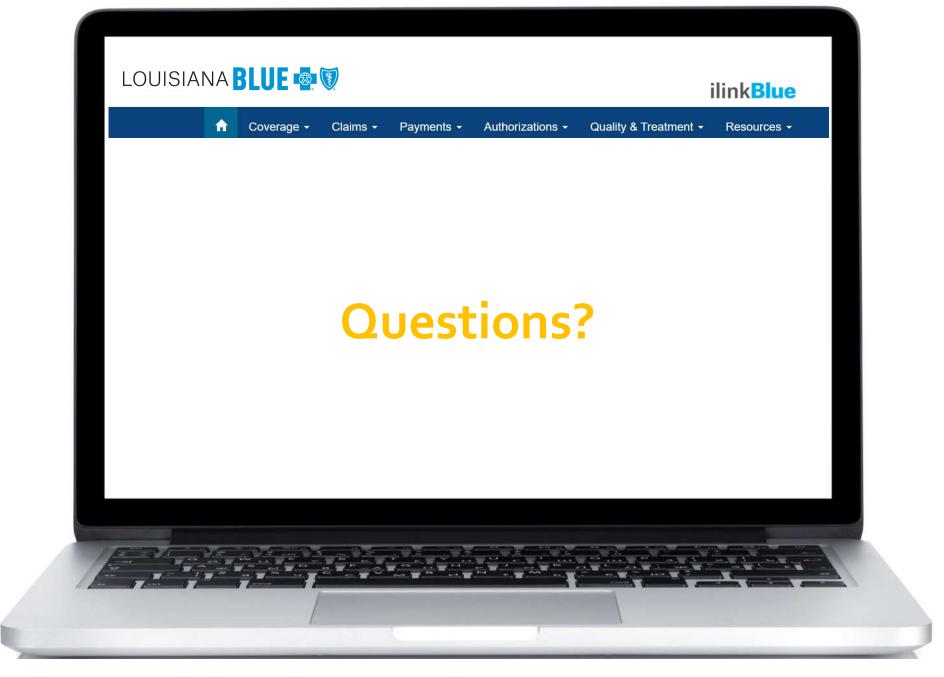
Our **Provider Relations Representatives** are available to provide iLinkBlue training to providers and their staff.

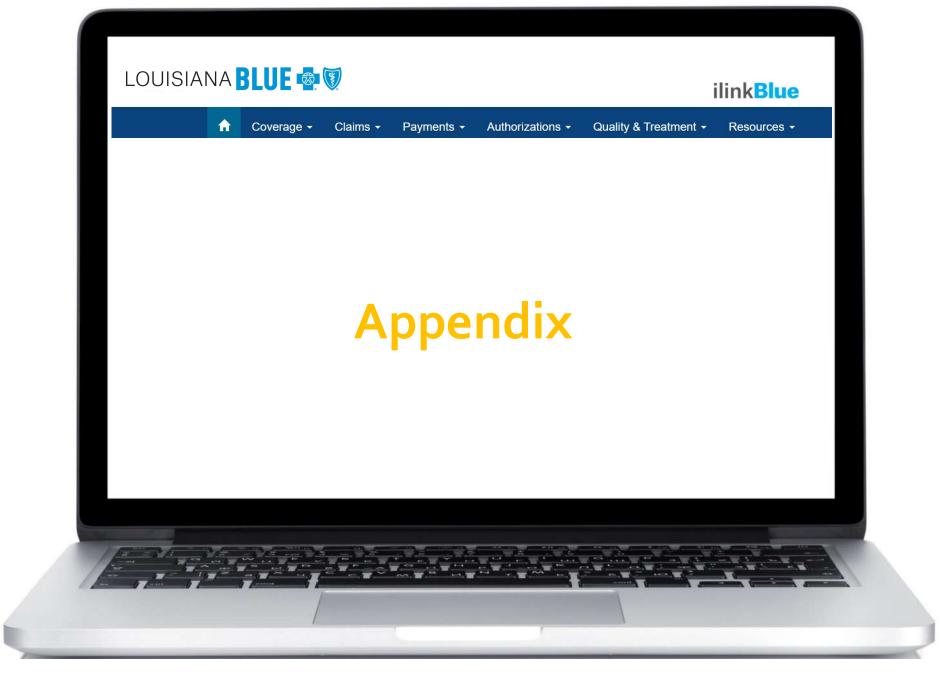
To request iLinkBlue training, please send an email to <a href="mailto:provider.relations@lablue.com">provider.relations@lablue.com</a>. Put "iLinkBlue Training" in the subject line.

### Please include your:

- Name
- Organization name
- Contact information
- Brief description of the training you are requesting



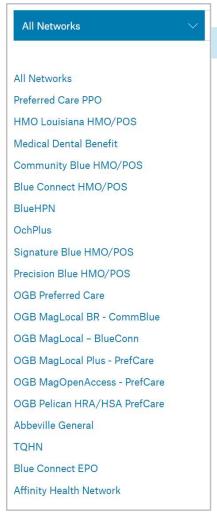




# **Knowing Your Networks**

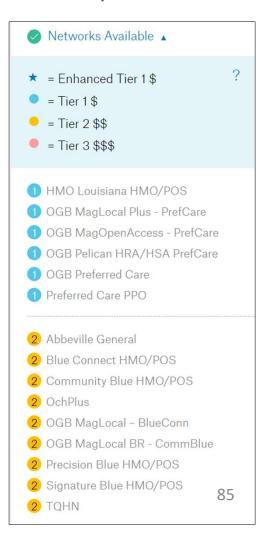
Louisiana Blue offers many networks. All providers do not participate in all networks. In order to maximize benefits for your patients, you need to know which networks you participate in. This information can be found online at www.lablue.com > Find a Doctor or Drug > Local Provider Directory.





Some of our networks have tiered benefits.

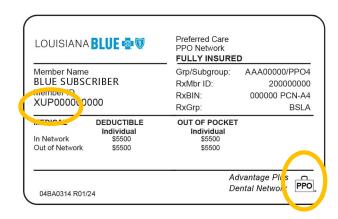
Indicators are included in our online directories.



# What is the BlueCard Program?

- A national program that enables members of one Blue Cross and Blue Shield (BCBS) plan to obtain in-network healthcare services while traveling or living in another BCBS Plan service area.
- It links participating healthcare providers
  with other Blue Plans across the country, and
  in more than 200 countries and territories
  worldwide, through a single electronic
  network for professional, outpatient and
  inpatient claims processing and
  reimbursement.
- Members have access to participating doctors and hospitals worldwide.





## CAA Surprise Billing Notice and Consent

The Consolidated Appropriations Act (CAA) 2021 includes the No Surprises Act, which governs how non-participating providers are allowed to bill patients. This Act prohibits non-participating providers from balance billing for non-emergency medical services performed at network facilities, with certain exceptions.

Under the law, the following providers are **not** permitted to ask patients to give up their balance-billing protections:

- anesthesiologists
- emergency room doctors
- neonatologists
- pathologists
- radiologists
- and other ancillary providers as defined by the CAA 2021

## CAA Surprise Billing Notice and Consent

### **Submitting Patient Notice & Consent**

Providers can submit claims electronically or hardcopy. Providers must also submit a copy of the consent waiver to Louisiana Blue as documentation that the patient is waiving their protective rights for balance billing. To ensure that Louisiana Blue properly receives the consent documentation, please follow the claims filing guidelines below:

### For Electronic Claims:

- Submit the claim electronically.
- Submit a copy of the signed consent waiver by mail, fax or email at the same time.
- Complete and include the Louisiana Blue CAA Consent Submission Form as a cover sheet. It is available at www.lablue.com/providers > Resources > Forms.
   Submission instructions are included on the form.

### For Paper Claims:

 Submit the signed consent waiver as an attachment to your hardcopy claim form.

### More Resources

Guide for Understanding APTC Grace Periods tidbit details how to research member APTC premium status information in iLinkBlue. The tidbit includes step-by-step instructions for researching an APTC Member's coverage status and claims. Find this tidbit online at www.lablue.com/providers > Resources.

Medical Record Guidelines for BlueCard tidbit explains how to access a provider's medical record requests for out-of-area members in iLinkBlue. The tidbit includes the steps for accessing and managing the medical record requests in iLinkBlue. Find this tidbit online at www.lablue.com/providers > Resources.

Submitting Corrected Claims tidbit includes the instructions for refiling a corrected CMS-1500 claim in iLinkBlue. Find this tidbit online at www.lablue.com/providers >Resources.

Provider Self-service Quick Reference Guide explains how to use iLinkBlue for member eligibility, claim status inquiries, professional allowable charge searches and medical policy searches. The guide also identifies the information our Customer Care Center will ask for if you have questions after using iLinkBlue. Find this guide online at www.lablue.com/providers >Resources.

BCBSLA Authorizations Application User Guide gives providers and facilities the instructions needed for submitting authorizations and clinical information through the BCBSLA Authorizations application. Find this guide under the Resources menu option in iLinkBlue.