

### Blue Advantage (HMO) | Blue Advantage (PPO)

A Medicare Advantage Plan



### Blue Advantage Provider Portal User Guide

20-028\_Y0132\_C 18100 013900 0220R Blue Cross and Blue Shield of Louisiana HMO offers Blue Advantage (HMO). Blue Cross and Blue Shield of Louisiana, incorporated as Louisiana Health Service & Indemnity Co., offers Blue Advantage (PPO). Both are independent licensees of the Blue Cross and Blue Shield Association.

Blue Advantage from Blue Cross and Blue Shield of Louisiana HMO is an HMO plan with a Medicare contract. Blue Advantage from Blue Cross and Blue Shield of Louisiana is a PPO plan with a Medicare contract. Enrollment in either Blue Advantage plan depends on contract renewal.

### **Blue Advantage Provider Portal User Guide**

The Blue Advantage Provider Portal is your one-stop electronic resource for Blue Advantage information and is available through iLinkBlue (<u>www.BCBSLA.com/ilinkblue</u>), then click "Blue Advantage" under the "Other Sites" section.

This guide is designed to provide detailed instructions on how to access and register for the portal and use its features. This guide is available on the Blue Advantage Provider Portal under the "Forms & Resources" section.

For technical questions relating to registration or login access, please call 1-866-397-2812.

#### **Please Note:**

This guide contains general instructions. It is provided for informational purposes only. Every effort has been made to print accurate, current information. Errors or omissions, if any, are inadvertent.

All patient data included in this document is fictious. Information in this document is subject to change without notice.

# Table of Contents

| How to Access the Portal | 3  |
|--------------------------|----|
| Portal Registration      | 5  |
| License Agreement        | 6  |
| Verify Information       | 7  |
| Create Username          | 9  |
| Member Eligibility       | 11 |
| Claims                   | 14 |
| Authorization Inquiry    | 16 |
|                          |    |

### How to Access the Portal

Providers in our Blue Advantage networks must access the Blue Advantage Provider Portal through iLinkBlue (www.BCBSLA.com/ilinkblue), then click "Blue Advantage" under the "Other Sites" section.



The Blue Advantage Provider Portal allows network providers access to information that assists in improving patient care and office efficiency. Providers in our Blue Advantage network must access and manage eligibility, benefits, claims and more electronically, on the Blue Advantage Provider Portal.

| 🔹 💱 Louisia  | na  |  |                                | MESSAGES         | <b>Q</b><br>PROFILE | <b>U</b><br>LOGOUT |
|--|---|--|--------------------------------|------------------|---------------------|--------------------|
| HOME ELIGIBILITY CLAIMS  | S AUTHORIZATION INQUIRY   | FIND                                       | A PROVIDER                     | FORM             | IS & RESOUR         | CES                |
| Welcome<br>As a provider and medical professional, the Blue Adv<br>portal offers easy access to information related to m   | <b>vantage (HMO)   Blue Advantage (PPO)</b> provider<br>ember eligibility, claim status, authorizations and   |  | ADSP                           |                  |                     |                    |
| more. Simply select an option from the navigation bar to search and/or view information. You can also find additional resources located in the Forms & Resources section.  |   |  | Find a Provide                 | 21               |                     |                    |
|  |   |  | Frequently as                  | ked questions    |                     |                    |
| What's New   |   |  |                                |                  |                     |                    |
| Find the latest updates on information you need to know including informative videos, portal<br>enhancements and more!   |   | $\sim$                                     | Ask a question                 | n                |                     |                    |
| NEW! CMS Part B Drug Prior Authorization Timeframes in 2020  |   | Contac                                     | t us:                          |                  |                     |                    |
| CMS is decreasing the amount of time Medicare plans have to complete Part B drug coverage requests in 2020. Part B drugs are covered under the Medical benefit.  |   | Registrati<br>Technical                    | on, Login, Applica<br>Support: | tion Access, Ge  | neral Quest         | ions and           |
| CMS PART B DRUG PRIOR AUTHORIZATION TIMEFRAMES IN 2020:  |   | 866-397-2812   customersupport@lumeris.com |                                |                  |                     |                    |
| EXPEDITED TIMEFRAME: 24 HOURS  |   | Customer                                   | Support Hours: 7:              | :00 am - 6:00 pm | Monday - Fi         | riday CST          |
| STANDARD TIMEFRAME: 72 HOURS   |   |  |                                |                  |                     |                    |
| Take steps to avoid denials due to lack of informat<br>possible (72 hours). Submit all relevant clinical inforr<br>Drug Prior Authorization forms available in the Forr<br>requests for information from the plan. | ion. Request the standard timeframe whenever<br>mation with the request. Use the drug-specific <b>Part B</b><br>ms & Resources section. Respond promptly to |  |                                |                  |                     |                    |

By accessing the Blue Advantage Provider Portal, providers will have access to:

- Member Eligibility
- Claims
- Authorizations
- Administrative manual, guides and additional provider resources

# Portal Registration

To gain portal access, providers must create an account by completing the steps below.

Create an Account

- 1. Log on to iLinkBlue (www.BCBSLA.com/ilinkblue).
- 2. Click "Blue Advantage" under the "Other Sites" section.
- 3. Click the "Create an account" and complete the following sections:
  - License Agreement
  - Verify Information
  - Create Username

Note: One Tax ID number (TIN) and NPI for an affiliated credentialed network provider is required to complete registration.

| 🚳 🗑 Louisiana   |                           |
|---|---------------------------|
| Welcome to the enhanced Blue Advantage Provider Portal. If you are already a registered user and having<br>difficulties logging into the portal, do not re-register, call Customer Support at 1-866-397-2812 who is<br>ready to assist. | Sign in to your account   |
| Hello Blue Advantage Providers!   | Username                  |
| As a provider and medical professional, the Blue Advantage (HMO) and Blue Advantage (PPO) provider<br>portal offers easy access to information related to member eligibility, claims status, authorizations and more.                   | Password                  |
| Join Our Blue Advantage Provider Network  |                           |
| For questions and inquiries regarding how to join the Blue Advantage provider network, contact us via<br>email.   | Sign in Create an account |
| natuark davalanmant@hchsla.com  |                           |

### License Agreement

4. Read and accept the terms of the License Agreement by checking the "Accept" box at the bottom of the agreement. Then click "Next."



#### License Agreement

License Grant. This is a legal Agreement between you and the producers of this website. The terms of this Agreement govern your use of and access to this website. By using this website, you are agreeing to be bound by this Agreement. In consideration of your agreement to these terms and for other valuable consideration, you are granted a nonexclusive, non-transferable, limited, terminable license to access and use the website under the laws of the United States. The producer of this website, Healthx Inc., reserves all rights not expressly granted in this Agreement.

Restrictions. This website is protected by United States copyright law, international treaty provisions, and trade secret, trade dress and other intellectual property laws. Unauthorized copying of or access to this website is expressly forbidden. You may not copy, disclose, loan, rent, sell, lease, give away, give your password to or otherwise allow access to this website by any other person. You agree to only use this website to process your own data. You agree not to misuse, abuse, or overuse beyond reasonable amounts, this website. You agree not to attempt to view, disclose, copy, reverse engineer, disassemble, decompile or otherwise examine the source program code behind this website. You may be held legally responsible for any copyright infringement or other unlawful act that is caused or incurred by your failure to abide by the terms of this Agreement.

Term and Termination. This license is effective until terminated by either you or the producers of this website. This license will automatically terminate without notice if you fail to comply with any provisions of this Agreement. The provisions of this Agreement which by their nature extend beyond the termination of this Agreement shall survive termination of this Agreement, including but not limited to the sections relating to Restrictions, Content of the Website, Links to Third Party Websites, Disclaimer of Warranties, Limitation of Liability, and Governing Law.

Content of the Website. The insurance products, data, and other information referenced in the website are provided by parties other than the producer of the website. We make no representations regarding the products, data, or any information about the products. We are not liable for errors in data or transmission or for lost data. Any questions, complaints, or claims regarding the products or data must be directed to the appropriate provider or vendor.

| □ Accept |        |
|----------|--------|
| Next     | Cancel |

5. Enter your personal information into the first 11 fields. Those denoted with an asterisk (\*) are required. Then use the instructions at the bottom of the page to input the required provider information.

| Perify Information:   |  |
|---|--|
| /elcome to the Blue Advantage Provider Portal. This portal p<br><u>//ease Note</u> :One TIN and NPI for an affiliated credentialed ne | vrovides access to information related to member eligibility, claim status, authorizations and more.<br>etwork provider is required to complete registration.  |
| First Name*   | To complete self-registration, fill in all fields. Please note, fields with an asterisk are required.  |
| Middle Name   | First Name     Last Name   |
| Last Name*  | City / State / Zip     Business Phone     Email  |
| Business Address Line 1*  | Provider Role - select the appropriate role from the drop down menu.   |
| Business Address Line 2   |  |
| City*   |  |
| State*  |  |
| Select  |  |
| Rusinese Phono*   |  |
|   |  |
| Business Fax  |  |
| E-mail*   | <ul> <li>Follow the steps below to enter provider information in each corresponding field.</li> <li>Enter the credentialed Provider TIN and NPI (please do not enter a group NPI).</li> </ul>  |
| Provider Role*  | <ul> <li>Once entered, select Provider Search.</li> <li>Provider information will be verified and displayed.</li> <li>Select Add Provider.</li> </ul>  |
| TIN (Taxpayer Identification Number)*   | <ul> <li>Confirmation window will display, select Add Providers.</li> <li>The Added Providers section will now display to confirm information added.</li> <li>To add additional Providers, repeat steps above for each TIN and NPI.</li> </ul> |
|   | Please Note: You may add up to 10 providers during registration. Additional  |

6. Choose the provider role from the drop down menu, enter the credentialed provider's TIN and NPI and click "Provider Search."

| Provider Role*                            |              |                                |                 |        |
|---|--------------|--------------------------------|-----------------|--------|
| PCP<br>PCP Office Staff<br>Specialist     |              |                                |                 |        |
| Billing Specialist<br>HealthPlan Employee |              | Provider Role* PCP             | T               |        |
| Previous                                  | Provider Sea | TIN (Taxpayer Identification N | lumber)*        |        |
|   |              | NPI*                           |                 |        |
|   |              | Previous                       | Provider Search | Cancel |

7. Once the provider information has been verified and displayed, click "Add Provider."

| Elliott, Jr., Leone F., | Address Not Available |  |
|-------------------------|-----------------------|--|
|                         |                       |  |
| Add Provider            | Cancel Search         |  |

8. A confirmation window will appear, review the provider information and click "Add Providers."

| Please Confirm                    |                          |   |  |
|-----------------------------------|--------------------------|---|--|
| Confirm                           |                          | • |  |
| Practice Name OR Facility<br>Name | Address                  |   |  |
| BUOT, IN LEADER P.                | Address Not<br>Available |   |  |
|                                   |                          |   |  |
| 4                                 |                          | + |  |
| Add Providers Cancel              |                          |   |  |

Note: To add more providers, repeat steps six through eight. You may add up to 10 additional providers to your registration. After all provider information is added, click "Next."

### Create Username

9. Create a username and password for your account. Select three security questions and provide a response, then click "Next."

| 💩 🗑 Lo                 | uisiana |        |   |
|------------------------|---------|--------|---|
| Username               |         |        | Create Username   |
| l                      |         |        | Please note, personal email addresses will be subject to further review if it does not  |
| E-mail Address         |         |        | coincide with the requestor's company domain (i.e. Yahoo, Gmail, etc.).   |
| Confirm E-mail Address |         |        | Create Password     Between 8-15 characters long     At least one uppercase letter  |
| Password               |         |        | <ul> <li>At least one lowercase letter</li> <li>At least one number (0-9)</li> <li>At least one symbol</li> <li>Cannot contain spaces, single quotes, or double quotes</li> </ul> |
| ,<br>Confirm Password  |         |        | Cannot be the same as the username  |
| Security Question 1    |         |        |   |
| Select Question        | •       |        |   |
| Security Question 2    |         |        |   |
| Select Question        | •       |        |   |
| Security Question 3    |         |        |   |
| Select Question        | ¥       |        |   |
| Provinue               | Next    | Cancel |   |

Note: Personal email addresses will be subject to further review if it does not coincide with the requestor's company domain (i.e., Yahoo, Gmail, etc.)

10. Once your information has been entered a review screen will appear. Review your information and click "Finish" to complete your registration.

| 💩 🕼 Louisiana   |        |        |
|---|--------|--------|
| Username:<br>First Name:<br>Last Name:<br>E-Mail Address:<br>Address: |        |        |
| Phone:<br>TIN:<br>NPI(s):<br>Previous                                 | Finish | Cancel |

11. The following message will appear once your registration has been completed.

| Equisiana<br>MESSAGES PROFILE LOGOUT   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| номе   |  |  |  |  |  |  |
| To Our Valued Customer:  |  |  |  |  |  |  |
| Thank you for your request for access to the BlueLA Healthcare Provider Portal   |  |  |  |  |  |  |
| Our Goal is to have your request approved and completed in the next two business days, and we will notify you when this has been completed. If you have any questions in the interim, please feel free to call us at 1-866-397-2812. |  |  |  |  |  |  |
| Lumeris Customer Support   |  |  |  |  |  |  |
| 1-866-397-2812<br>CustomerSupport@lumeris.com  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

12. You will be notified via email when your portal access has been granted.

| Regarding your registration request for the Blue Ad-   | vantage portal  |   |  |  |  |
|--|---|---|--|--|--|
| DoNotReply@YourMedicareAdvantagePlan.com   |   | ← Reply ← Reply All → Forward ····<br>Wed 1/8/2020 10:26 AM |  |  |  |
| Retention Policy 3 Year Retention Personal (3 years)   | Expires 1/7/2023                                      |   |  |  |  |
| THIS EMAIL IS FROM AN EXTERNAL SENDER.<br>DO NOT click links, open attachments, or share personal data if you do not ki  | now this sender.                                      |   |  |  |  |
| To Our Valued Customer   |   |   |  |  |  |
| Per your request, your access to Blue Advantage Provider Portal has been gra<br>https://secure.healthx.com/BlueLA.Provider   | anted. You may login by clicking the link below or co | opying and pasting the link into your web browser.          |  |  |  |
| Access to the Lumeris ADSP (Accountable Delivery System Platform) may be<br>at the right of the home screen.   | granted through an online application by logging in   | to the provider portal and clicking the ADSP quick link     |  |  |  |
| If you experience any problems with your access, please call 866-397-2812.   |   |   |  |  |  |
| In closing, we would like to learn about your customer support experience. Please click the link below and complete a brief survey about this case (you may have to copy and paste the link into a new browser if clicking does not open the survey page). Your feedback will ensure our support efforts forthcoming better reflect your customer needs. |   |   |  |  |  |
| https://www.surveymonkey.com/s/lumeriscustomersupportfollowup  |   |   |  |  |  |
| Lumeris Customer Support<br>1-866-397-2812<br><u>CustomerSupport@lumeris.com</u>   |   |   |  |  |  |
|  |   |   |  |  |  |

## Member Eligibility

To look up a member's eligibility on the Blue Advantage Provider Portal, complete the following steps:

- 1. Log into the Blue Advantage Provider Portal.
- 2. Click "Eligibility" to start your search.

| mhor:                                |  |  |  |  |
|--------------------------------------|--|--|--|--|
| mper:                                |  |  |  |  |
| t Name <i>AND</i> Date               | of Birth (MM/DD/YYY)                                     | () <b>OR</b>   |  |  |
| mber ID                              |  |  |  |  |
| mber id<br>- li -it litter en errett | tele anna bana anteres                                   | the Merchen ID and serves actor often and  | the second set Connects  |  |
| eligibility on mult                  | iple members, enter                                      | the Member ID and press enter after each   | h, then select Search.   |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      | Member ID(s):  | Date of Birth (MM/DD/YYYY):  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  | Group:   |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
| _                                    |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
|                                      |  |  |  |  |
| -                                    |  |  |  |  |
| -                                    |  |  |  |  |
|                                      |  |  |  |  |
|                                      | t Name <b>AWD</b> Date<br>nber ID<br>eligibility on mult | t Name <i>AWD</i> Date of Birth (MM/DD/YYY)<br>nber ID<br>eligibility on multiple members, enter<br><u>Member ID(s):</u> | t Name <b>AWD</b> Date of Birth (MM/DD/YYYY) <b>OR</b> nber ID eligibility on multiple members, enter the Member ID and press enter after each Member ID(s): Date of Birth (MM/DD/YYYY): Group: Group: | t Name <b>AWD</b> Date of Birth (MM/DD/YYYY) <b>OR</b><br>hber ID<br>eligibility on multiple members, enter the Member ID and press enter after each, then select Search.<br>Member ID(s): Date of Birth (MM/DD/YYYY):<br>Group: |

3. When the Eligibility search screen appears, enter the required information needed to locate the member's record and click "Search."

| <ul> <li>Enter the Last Name AA</li> <li>Enter the Member ID</li> <li>To search for eligibility</li> </ul> | <i>ID</i> Date of Birth (MM/DD/YYYY) <i>C</i><br>on multiple members, enter the | <b>DR</b><br>Member ID and press enter after each, then select Search |
|--|---|---|
| First Name:  | Member ID(s):   | Date of Birth (MM/DD/YYYY):<br>Group:                                 |
| Search   |   |   |

Note: To search for the eligibility of multiple members, press enter after inputing each ID. When all IDs have been entered, click "Search."

4. All eligibility records for the member(s) will be displayed (active and terminated).

| <u>Name</u> O    | Date of Birth | <u>Gender</u> | MemberID     | Group    | Benefit Plan       | <u>Status</u> | Address            | Home Phone   | <b>Location</b> |
|------------------|---------------|---------------|--------------|----------|--------------------|---------------|--------------------|--------------|-----------------|
| Bradley, Carolyn | 5/6/1947      | F             | XUM000205513 | BLA00001 | Blue Advantage 001 | Active        | 32361 Highway 1036 | 225-567-1852 | 3               |
| Sradley, Carolyn | 5/6/1947      | F             | 000205513    | BLA00001 |                    | Terminated    | 32361 Highway 1036 | 225-567-1852 | 3               |
|                  |               |               |              | 441      | 📲 Page 1 of 1 🕪 🕬  |               |                    |              |                 |
| 2 records found. |               |               |              |          |                    |               |                    | Dow          | nload Results   |

- Click on the member's name in the active record to display the "Benefit Documents." The following information is available on this page:
  - Summary of Benefits\*
  - Download ID Card\*
  - Subscriber, Coverages and PCP Information

\*Click the link provided to download a PDF version of the member's summary of benefits and ID card.

| Nue Advantage Baton Rouge (001)   |   |  |                                  |                  |             |
|---|---|--|----------------------------------|------------------|-------------|
| he benefit information displayed is for   | <b></b>   |  |                                  |                  |             |
|   | the 2020 plan year. To view 2019 summary                                    | of benefit documents, go to Forms & F                                    | Resources then select 201        | 9 Guides & Resou | irces.      |
| ick on 'document name' link to view t   | he current plan year Summary of Benefits ir                                 | n PDF format.  |                                  |                  |             |
| ownload ID Card   |   |  |                                  |                  |             |
| ick on 'Download ID Card'. The ID Car   | d will download in the task bar of a new wir                                | ndow. If you click on the document, it                                   | will open in a PDF format        |                  |             |
| Show/Hide Search  |   |  |                                  |                  |             |
| irst Name: Memb   | er ID(s): Date of Birth (MM/D   | DD/YYYY):  |                                  |                  |             |
|   | 5/6/1947  |  |                                  |                  |             |
| ast Name:   | Group:  |  |                                  |                  |             |
| radley  |   |  |                                  |                  |             |
| Subscriber  | Group Name:   | Blue Cross Blue Shiel  | d of I A Individual              |                  |             |
| Member:   | Group Name:<br>Group Number:  | Blue Cross Blue Shiel<br>BLA00001  | d of LA Individual               |                  |             |
| Subscriber<br>Member:<br>Member ID:<br>Date of Birth:   | Group Name:<br>Group Number:<br>Status:                                     | Blue Cross Blue Shiel<br>BLA00001<br>Active                              | d of LA Individual               |                  |             |
| Subscriber<br>Member:<br>Member ID:<br>Date of Birth:<br>Coverages  | Group Name:<br>Group Number:<br>Status:                                     | Blue Cross Blue Shiel<br>BLA00001<br>Active                              | d of LA Individual               |                  |             |
| ubscriber   | Group Name:<br>Group Number:<br>Status:                                     | Blue Cross Blue Shiel<br>BLA00001<br>Active                              | d of LA Individual               |                  |             |
| Aubscriber  Member:  Member ID:  Date of Birth:  Coverages  M-Medical Product  Current Benefit Effective Date                                     | Group Name:<br>Group Number:<br>Status:<br>01/01/2018                       | Blue Cross Blue Shiel<br>BLA00001<br>Active<br>Termination Date          | d of LA Individual<br>12/31/2019 | Tier             | E           |
| Subscriber  | Group Name:<br>Group Number:<br>Status:<br>01/01/2018<br>Blue Advantage 001 | Blue Cross Blue Shiel<br>BLA00001<br>Active<br>Termination Date<br>Class | d of LA Individual               | Tier<br>Volume   | E<br>\$0.00 |
| Aubscriber  Member:  Member ID:  Date of Birth:  Coverages  M-Medical Product  Current Benefit Effective Date Plan  CP Information                | Group Name:<br>Group Number:<br>Status:<br>01/01/2018<br>Blue Advantage 001 | Blue Cross Blue Shiel<br>BLA00001<br>Active<br>Termination Date<br>Class | d of LA Individual               | Tier<br>Volume   | E<br>\$0.00 |
| Aember:<br>Member:<br>Member ID:<br>Date of Birth:<br>Coverages<br>M-Medical Product<br>Current Benefit Effective Date<br>Plan<br>CCP Information | Group Name:<br>Group Number:<br>Status:<br>01/01/2018<br>Blue Advantage 001 | Blue Cross Blue Shiel<br>BLA00001<br>Active<br>Termination Date<br>Class | d of LA Individual<br>12/31/2019 | Tier<br>Volume   | E<br>\$0.00 |

### Claims

To conduct a claims inquiry on the Blue Advantage Provider Portal, complete the following steps:

- 1. Log into the Blue Advantage Provider Portal.
- 2. Click "Claims" to start your search.
- 3. Enter the required information needed to locate the desired claim and click "Search."

| A https://provider.blueadvantagebcbdla.com/v3app/u/1973514065708131D1918072200340C1C130C111665300360911063999124F180A1     A   | A https://provider.bluesedvantage_beddata.com//2app/A/6739440E070B131D1918072A00240C1C130C1116EE3A0039091108999024F81801      A   | 🖶 🕫 💻 Blue   | LA.Provider ×   | + ~   |  |                                |               |                     | - 0             | > |
|--|---|--|---|---|--|--------------------------------|---------------|---------------------|-----------------|---|
| HOME       ELIGIBILITY       CLAIMS       AUTHORIZATION INQUIRY       FIND A PROVIDER       FORMS & RESOURCES         To search for a member claim: <ul> <li>Enter a Claim ID OR</li> <li>Enter the Member ID</li> <li>To search for multiple Claim IDs, enter the Claim ID and press enter after each, then select search.</li> </ul> Search tips: <ul> <li>To narrow the search, enter the Member ID and Begin/End date for the claims period.</li> <li>You cannot search for claims exceeding 24 months old.</li> <li>If the End Date field is <i>not</i> populated, the default is today's date.</li> </ul> <ul> <li>Member ID:</li> <li>Begin Date:</li> <li>2/7/2019</li> <li>Date of Birth:</li> <li>End Date:</li> <li>2/7/2020</li> </ul> <ul> <li>You cannot</li> <li>You cannot</li> <li>You cannot search for claims exceeding 24 months old.</li> </ul> <ul> <li>If the End Date field is <i>not</i> populated, the default is today's date.</li> </ul> <ul> <li>Begin Date:</li> <li>2/7/2019</li> <li>Date of Birth:</li> <li>End Date:</li> <li>2/7/2020</li> </ul> <ul> <li>You cannot</li> </ul> | HOME       ELGIBILITY       CLAIMS       AUTHORIZATION INQUIRY       FIND A PROVIDER       FORMS & RESOURCES         To search for a member claim:       - Enter a Claim ID OR       - Enter the Member ID       - Enter the Search, enter the Claim ID and press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.       - Enter the Member ID and Press enter after each, then select search.         Search tips:         • To narrow the search, enter the Member ID and Press enter after each, then select search.       - Enter the Member JD and Press enter after each, then select search.       - Enter the Member JD and Press enter after each, then select search.       - Enter the Member JD and Press enter after each, then select search.       - Enter the Member JD and Press enter after each, then select search.       - Enter the Member JD and Press enter after each, then select search.       - Enter the Member JD and Press enter after each, then be and Press enter after each, then be and Press enter after each athen be and Press enter each ather the default |  |   | isiana                                      | bebsia.com/v3app/a/7673614060708131D1918072A0034                                       | OCTC130C11166E3A00360911063909 | I24F180A1 □ ★ | <b>O</b><br>PROFILE | 化<br>也<br>LOGOU | T |
| Io search for a member claim:         • Enter a Claim ID OR         • Enter the Member ID         • To search for multiple Claim IDs, enter the Claim ID and press enter after each, then select search.         Search tips:         • To narrow the search, enter the Member ID and/Begin/End date for the claims period.         • You cannot search for claims exceeding 24 months old.         • If the End Date field is not populated, the default is today's date.         Claim ID:       Member ID:       Begin Date:         2/7/2019       Date of Birth:       End Date:         2/7/2020       2/7/2020       Date of Birth:   | To search for a member claim: <ul> <li>Enter a Claim ID <i>OR</i></li> <li>Enter the Member ID</li> <li>To search for multiple Claim IDs, enter the Claim ID and press enter after each, then select search.</li> </ul> Search tips: <ul> <li>To narrow the search, enter the Member ID and Begin/End date for the claims period.</li> <li>You cannot search for claims exceeding 24 months old.</li> <li>If the End Date field is <i>not</i> populated, the default is today's date.</li> </ul> Claim ID:       Member ID:       Begin Date:         2/7/2019       2/7/2019         Date of Birth:       End Date:         2/7/2020   | HOME   | ELIGIBILITY   | CLAIMS                                      | AUTHORIZATION INQUIRY  | FIND A PROVIDER                | FORMS         | S & RESOUR          | RCES            |   |
| You cannot search for claims exceeding 24 months old.     If the End Date field is <i>not</i> populated, the default is today's date.  Claim ID:  Member ID: Begin Date: 2/7/2019 Date of Birth: End Date: 2/7/2020  |   | Enter a Cla<br>Enter the I<br>To search<br>Search tips:<br>To narrow | sim ID <i>OR</i><br>Member ID<br>for multiple Claim ID: | s, enter the Claim IC                       | D and press enter after each, then select sear<br>sgin/End date for the claims period. | ch.                            |               |                     |                 |   |
| Claim ID: Begin Date:<br>2/7/2019<br>Date of Birth: End Date:<br>2/7/2020  | Claim ID: Member ID: Begin Date:<br>2/7/2019<br>Date of Birth: End Date:<br>2/7/2020<br>Search  | <ul> <li>You canno</li> <li>If the End</li> </ul>                    | t search for claims ex<br>Date field is <i>not</i> popu | xceeding 24 months<br>ulated, the default i | s old.<br>is today's date.   |                                |               |                     |                 |   |
|  | Search  | Claim ID:  | Date of   | ber ID:<br>of Birth:                        | Begin Date:           2/7/2019           End Date:           2/7/2020                  |                                |               |                     |                 |   |

Note: Take advantage of the "Search Tips" sections at the top of the page when using this feature.

4. All claims meeting the criteria entered will appear on the screen.

| <ul> <li>To narrow the s</li> <li>You cannot sea</li> <li>If the End Date</li> </ul> | search, enter the Member ID <i>a</i><br>arch for claims exceeding 24 m<br>field is <i>not</i> populated, the de | <b>und</b> Begin/End date for the cla<br>ionths old.<br>fault is today's date. | ims period.   |                |              |             |                 |
|--|---|--|---------------|----------------|--------------|-------------|-----------------|
| Show/Hide Search   |   |  |               |                |              |             |                 |
| Claim ID:  | Member ID:  | Begin Date:  |               |                |              |             |                 |
|  | 100311146   | 2/7/2019   |               |                |              |             |                 |
|  | Date of Birth:  | End Date:  |               |                |              |             |                 |
|  |   | 2/7/2020   |               |                |              |             |                 |
|  |   |  |               |                |              |             |                 |
| Search   |   |  |               |                |              |             |                 |
| Claim ID •   | Date of Service   | Provider   | Mer           | nber <u>Si</u> | <u>tatus</u> | Status Date | Billed Charges  |
| 19277E04VV00   | 10/3/2019   | Kalmar, John A.  | San           | dra Bridges Fi | inal         | 10/11/2019  | \$126.00        |
| 19280E066R00   | 10/3/2019   | Chaiban, Gassan M.   | San           | dra Bridges Fi | inal         | 10/11/2019  | \$209.03        |
| <u>19297E04Q700</u>  | 10/22/2019  | Chaiban, Gassan M.   | San           | dra Bridges Fi | inal         | 11/1/2019   | \$209.03        |
| 19318E04M600   | 11/12/2019  | Ochsner, Jr., J. Lockwo  | xd Sac        | dra Bridges Fi | nal          | 11/22/2019  | \$511.03        |
| 19318E056X00   | 11/12/2019  | Kenney, Arthur J.  | Sac           | dra Bridges Fi | inal         | 11/22/2019  | \$45.00         |
| 19319E03W000   | 11/12/2019  | Mcqueen, Matthew A.  | San           | dra Bridges Fi | inal         | 11/22/2019  | \$357.02        |
| 19319E042H00   | 11/14/2019  | Almonte, Casey   | San           | dra Bridges Fi | nal          | 12/6/2019   | \$54.00         |
| 19322E05W300   | 11/14/2019  | Celestre, Paul C.  | San           | dra Bridges Fi | nal          | 11/22/2019  | \$511.03        |
| 19326E03GD00   | 11/20/2019  | Mckinney, Robert D.  | San           | dra Bridges Fi | nal          | 11/29/2019  | \$355.03        |
| 19326E03MD00   | 11/18/2019  | Bolton, Dayna L.   | San           | dra Bridges Fi | nal          | 11/29/2019  | \$256.03        |
|  |   |  | 441 41 Rago   |                |              |             |                 |
|  |   | 1  | 1 11 11 / age |                |              |             |                 |
|  |   |  | of 2 🕨 🕪      |                |              |             |                 |
| 15 claims found.   |   |  |               |                |              |             | Download Result |
|  |   |  |               |                |              |             |                 |
| To print results right   | click on the page and select p  | print from the list of options.  |               |                |              |             |                 |

5. Click on the "Claim ID" to display additional information for a specific claim.

| Patient:                   |                |       |     | Sandra       | Bridges  |          | Date of Bi  | irth:    |        | 05/07/1959 |         | Charges  |         | Not Covered   | Plan         | Paid      |
|----------------------------|----------------|-------|-----|--------------|----------|----------|-------------|----------|--------|------------|---------|----------|---------|---------------|--------------|-----------|
| Member ID:                 |                |       |     | 0003111      | 146      |          | Received    | Date:    |        | 10/04/2019 |         | \$126.00 |         | - \$75.54     | = \$49.      | 45        |
| Status Date:               |                |       |     | 10/11/2      | 019      |          | Total Cha   | rges:    |        | \$126.00   |         | Status:  | 1       | Final         |              |           |
| Patient Resp               | onsibility:    |       |     | \$0.00       |          |          |             |          |        |            |         |          |         |               |              |           |
| Payment Do<br>Check Issued | etails<br>Date |       |     | Issued To    |          | Tot      | tal Check / | Amount   |        | CI         | heck No |          | Ref ID  |               | 5            | tatus     |
| 10/11/2019                 |                |       |     | Ochsner Clin | ic       | \$61     | ,563.18     |          |        | 18         | 3100655 |          | 201910  | 1110400173    | F            | inal      |
| Claim Detai                | ls             |       |     |              |          |          |             |          |        |            |         |          |         |               |              |           |
| Service Date               | POS/TOB        | Units | Сар | Proc Code    | Rev Code | Billed   | Allowed     | Disallow | Deduct | Co-Insure  | Co-Pay  | Seq Red  | luction | Reason Remark | Patient Resp | Plan Paid |
| 10/03/2019                 | 22             | 1     | N   | 7213126      |          | \$126.00 | \$50.46     | \$75.54  | \$0.00 | \$0.00     | \$0.00  | \$1.01   |         | CO45          | \$0.00       | \$49.45   |
|                            |                | tions |     |              |          |          |             |          |        |            |         |          |         |               |              |           |

# Authorization Inquiry

This tool allows users to inquire about authorizations created within the past 24 months.

The Authorization Inquiry tool allows authorizations to be viewed but not edited. A primary care provider can view authorizations for all of their members. Specialist can view authorizations directed to them in order to perform authorized services.

To inquire about one or more authorizations, complete the following steps:

- 1. Log into the Blue Advantage Provider Portal.
- 2. Click "Authorization Inquiry" to start your search.

|   | CLAIMS  | AUTHORIZATION INQUIRY                | FIND A PROVIDER | FORMS & RESOURCES |
|---|---|--------------------------------------|-----------------|-------------------|
| To search for an authorization:   |   | •                                    |                 |                   |
| <ul> <li>Select the Authorization Type (All, C</li> <li>Select the Authorization Status (Any</li> <li>Select one of the following:</li> </ul> | )utpatient or Inpatient)<br>7, Pending, Partially App | AND proved, Denied or Cancelled) AND |                 |                   |
| <ul> <li>All to enter a date range</li> <li>Authorization ID to enter an au</li> <li>Member ID to enter a member</li> </ul>                   | uthorization number(s)<br>ID number                   |                                      |                 |                   |
| Search tips:  |   |                                      |                 |                   |
| Home / Authorizations   |   |                                      |                 |                   |
| Authorization types   |   |                                      |                 |                   |
| All authorization types     O Outpatie  | ent O Inpatient                                       |                                      |                 |                   |
| e mutuation autoritypes o outputte  |   |                                      |                 |                   |
| Authorization status  |   |                                      |                 |                   |
| Authorization status     Any authorization status     Cancelled   | ng O Partially Approve                                | ed O Approved O Denied               |                 |                   |

- 3. Choose the authorization criteria to search by:
  - Authorization types (All, Outpatient or Inpatient) AND
  - Authorization status (Any, Pending, Partially Approved, Denied or Cancelled)

| Home / Author  | izations  |
|--|---|
| Search Authorizations By:                                  |   |
| Authorization types  | <b></b>   |
| <ul> <li>All authorization type</li> </ul>                 | es O Outpatient O Inpatient                             |
| Authorization status                                       | -   |
| <ul> <li>Any authorization s</li> <li>Cancelled</li> </ul> | atus O Pending O Partially Approved O Approved O Denied |
| O Authorization ID   | ) Member Search for a Member V                          |
| Enter Member ID(s) *                                       |   |
|  |   |
|  |   |

4. Then choose to enter the Authorization ID, Member ID\* or date range to complete the inquiry and click "Search."

\*The member ID prefix **must** be included when entering the Member ID to complete an authorization inquiry.

Note: if the Authorization ID, Member ID or date range is unavailable, you can lookup a member's record by their Social Security Number (SSN) to get the Member ID.

| Authorization ID  Member Search for a Member  Find a member by Social Security Number* Enter SSN Find Member |
|--|
| Find a member by     Social Security Number*       SSN         Find Member                                   |
| SSN   Enter SSN  Find Member   |
| Find Member  |
|  |

5. All authorizations, meeting the criteria entered, will appear on the screen.

| Date of S    | Service 🔹       | mm/dd/yyyy  |            | mm/dd               | d/yyyyy        |                         |            |                 |                       |                |  |            |
|--------------|-----------------|-------------|------------|---------------------|----------------|-------------------------|------------|-----------------|-----------------------|----------------|--|------------|
|              |                 |             |            |                     |                |                         |            |                 |                       |                |  |            |
| Search       |                 |             |            |                     |                |                         |            |                 |                       |                |  |            |
| AUTH         | DATIENT EIDET   | DATIENTIACT | STADT      |                     | SEDMCINC       | DECEDDING               |            |                 |                       |                |  |            |
| NUMBER       | NAME            | NAME        | DATE       | END DATE            | PROVIDER       | PROVIDER                |            |                 |                       |                |  |            |
| J1926006     | 1 Llewelleyn    | Sibley      | 12/10/2019 | 12/10/2019          |                | Veerina, Kalya          |            |                 |                       |                |  |            |
|              |                 |             |            |                     |                | K.                      |            |                 |                       |                |  |            |
| 11924550     |                 | Sibley      | 11/20/2019 | 11/21/2019          |                | Ayalloone, Sibi         | _          |                 |                       |                |  |            |
| 11100-131    | Lieweiteyn      | Sibley      | 11/15/2019 | 11/15/2019          |                | Default                 |            |                 |                       |                |  |            |
| M558313      | 55 Elewelleyn   | Sibley      | 11/12/2019 | 12/11/2019          |                | Provider, UM            |            |                 |                       |                |  |            |
|              | _               |             |            |                     |                | Default                 | _          |                 |                       |                |  |            |
|              | e elewelleyne   | conoley     | 10/17/2019 | 10/17/2019          |                | Theodore H.             |            |                 |                       |                |  |            |
| J1921768     | 2. Llewelleyn   | Sibley      | 10/16/2019 | 10/17/2019          |                |                         |            |                 |                       |                |  |            |
| M545888      | 19 Elewelleyn   | Sibley      | 10/16/2019 | 11/14/2019          |                | Provider, UM            |            |                 |                       |                |  |            |
| 1191930      |                 | Sibley      | 9/16/2019  | 9/17/2019           |                | Veenna, Kalva           | _          |                 |                       |                |  |            |
|              |                 |             | -,,        | -,,                 |                | κ.                      |            |                 |                       |                |  |            |
| M525827      | 13 Elewelleyn : | Sibley      | 9/3/2019   | 10/2/2019           |                | Provider, UM<br>Default |            |                 |                       |                |  |            |
| M510822      |                 | Sibley      | 7/29/2019  | 8/27/2019           |                | Provider, UM            | -          |                 |                       |                |  |            |
|              |                 |             | .,,        | -,,                 |                | Default                 |            |                 |                       |                |  |            |
|              |                 |             |            |                     |                |                         |            |                 |                       |                |  |            |
|              |                 |             |            | Home /              | Authorization  | ns / View Forr          | n          |                 |                       |                |  |            |
|              |                 |             |            |                     |                |                         |            |                 |                       |                |  | 👼 Print    |
|              |                 |             |            | Authorizatio        | on #           |                         |            |                 |                       |                |  |            |
|              |                 |             |            | Authorization       | # 31926006     | Status:                 | Ap         | proved          | Туре:                 | Medical        | Requested Dates of Service:            | 12/11/2019 |
|              |                 |             |            | Member Name         | tlewelley      | Member                  | ID:        | M000137413      | Date of Birth:        | 12/28/19       |  |            |
|              |                 |             |            | Diagnosis Code      | e: 170213      | Descript                | tion: At   | nerosclerosis o | f native arteries of  | extremities wi | th intermittent claudication, bilatera | al legs    |
|              |                 |             |            | Patient Insurai     | nce: Blue Adv  | antage 004              |            |                 |                       |                |  |            |
|              |                 |             |            | Service Det         | ails           |                         |            |                 |                       |                |  |            |
|              |                 |             |            | Service 1           |                |                         |            |                 |                       |                |  |            |
| lick on the  | "AUTH           |             |            | Service Type:       |                | Outpatient              | Observatio | n Services      | Status:               |                | Approved                               |            |
| UMBER" to    | ) view          |             |            | Approved Date       | es of Service: | 12/10/2019              | - 12/10/20 | 19              | Place of Serv         | vice:          | Outpatient Hospital                    |            |
|              |                 |             |            | Unit(s) Author      | ized:          | Unlimited               | mbare are  | essociated wit  | Unit(s) Availa        | able:          | Unlimited                              |            |
| aditional d  | etalls for      | a           |            | Providers           |                | No claimina             | inders are | associated wit  | 11 1113 8011011281101 |                |  |            |
| pecific auth | orizatior       | า.          |            |                     |                |                         |            |                 |                       |                |  |            |
|              |                 |             |            | Requesting Provider | ovider         |                         |            |                 |                       |                |  |            |
|              |                 |             |            | Phone:              |                |                         |            | 137-049-79      | 44                    |                |  |            |
|              |                 |             |            | Referring Prov      | rider NPI:     |                         |            | 161997455       | 7                     |                |  |            |
|              |                 |             |            | ID:                 |                |                         |            | BLA000013       | 869                   |                |  |            |
|              |                 |             |            | Address:            |                |                         |            | 1233 Wayn       | e Gilmore Circle Su   | ite 450        |  |            |
|              |                 |             |            |                     |                |                         |            | Opelousas       | LA 70570              |                |  |            |

Blue Cross and Blue Shield of Louisiana/HMO Louisiana, Inc.

P.O. Box 7003 Troy, MI 48007

1-866-508-7145 TTY users call 711

8 a.m. to 8 p.m., seven days a week\*

Visit our website at: www.BCBSLA.com/ilinkblue, then click "Blue Advantage" under "Other Sites"

> \*You may receive a messaging service on weekends and holidays from April 1 through September 30. Please leave a message, and your call will be returned the next business day. 19