# Simplify Office Administrative Tasks



Keep our Quick Reference Guide nearby to make pre-visit planning and post-visit tasks quick and easy.

#### Website: Ambetter. Home State Health.com

- · Patient care forms
- Pre-Auth Needed tool
- Ambetter from Home
  State Health news
- Provider Manual
- Preferred Drug List
- Member resources

#### Secure Provider Portal: Provider. Home State Health.com

- · Verify member eligibility
- Access patient health records
- View patient gaps

- Manage prior authorizations
- Submit and manage claims
- And more!

## **Member Eligibility**

Check member eligibility via:

- Secure Web Portal
- 24/7 Toll-Free Interactive Voice Response (IVR) Line: 1-855-650-3789
- Provider Services:
  1-855-650-3789

## **Patient Care Gaps**

Find recommended services that a member has not completed.

- Visit the Secure Provider Portal.
- **2.** Review patient information for any gaps in care.
- Plan to address care gaps during future appointment.

### **Prior Authorization**

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

Secure Provider Portal

#### **Claims**

Timely Filing guidelines: 180 days from date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to:
  P.O. Box 5010 | Farmington,
  MO 63640-5010

Pre-Visit Planning Checklist

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

Ambetter.HomeStateHealth.com

Provider and Member Services: 1-855-650-3789