Serving Hoosier Healthwise, Healthy Indiana Plan and Hoosier Care Connect

Anthem.

Provider Enrollment Application

A new, quick, and intuitive way to enroll and become a participating provider with Anthem Blue Cross and Blue Shield (Anthem)

Agenda

- Acronyms
- What the *Provider Enrollment Application* is
- How to access the application
- Enrollment dashboard
- Enrollment process
- Contact information

Acronyms

- CAQH Council for Affordable Quality Healthcare
- DPE Digital provider enrollment
- PE Provider Experience
- PMP Primary medical provider

Submit an enrollment application online

Digital provider enrollment is a way to enroll to become a participating provider with Anthem to serve Medicaid and Medicare Advantage members. The tool is hosted in Availity and uses CAQH ProView[®] to extract data from the provider's CAQH profile.

Who can use this tool?

Professional providers whose organizations do not have a credentialling delegation agreement with Anthem.

Submit an enrollment application online

How can this new tool be used?

- Add new providers to an already existing group.
- Apply and request a contract.
- Enroll a group of new providers.
- Use a dashboard for real time status on the submitted applications.
- Create streamlined complete data submission.

Note: For any changes to your practice profile and demographics, continue to use the online *Provider Maintenance Form*.

Currently, **ancillary** and **facility** providers are the only excluded provider types. These providers should continue to use the current enrollment process.

General rules for submitting an application

If the provider has a CAQH profile (PMPs and specialists):

- Ensure the CAQH ProView profile is in *Initial Profile Complete* or *Re-Attestation* status.
- Ensure the CAQH ProView profile is attested, and Anthem is authorized to access it.

The CAQH ProView profile data must be correct and complete with all specialty information saved into the profile. **A primary specialty is mandatory**. The primary specialty is the specialty, which will be listed in the directory.

New profiles will remain in *Profile Data Submitted* status until CAQH has approved the profile.

General rules for submitting an application (cont.)

For help, visit: <u>CAQH ProView for Providers and Practice Managers</u>.

The organization must be registered with Availity* and have an Availity login ID under the organization. The Availity user ID should be assigned the role of *Provider Enrollment*.

Before you get started

- 1. Register your organization on https://www.availity.com:
 - Create your personal user account under your organization within Availity:
 - Under More, select Add User or Maintain User.
 - Assign the user the role of **Provider Enrollment**.
- 2. Update your CAQH profile and complete the following:
 - Review and attest your CAQH profile.
 - Ensure Anthem is authorized to view your CAQH data.
 - Select a primary specialty.
- 3. Start your *Provider Enrollment* application process:
 - Under Payer Spaces, select the Anthem logo, then select Applications and Provider Enrollment.

Roles	for
	Choose the best option: This user needs a new set of roles. This user needs the same set of roles as an existing user.
	Role(s)
User Roles	
Ś	Base Role
	Authorization and Referral Inquiry
	Authorization and Referral Request
	Claim Status
	Claims
	Clinician
	EDI Management
	Eligibility and Benefits
	Express Entry
	Medical Staff
	New Eligibility and Benefits
	Office Staff
	Physician
	Provider Data Management
	Provider Enrollment
	Provider Enrollment and Contracting

Where is the application located?

Follow the steps below to access the enrollment application:

Navigate to https://providers.anthem.com/in. Select Join our network.



Where is the application located?

Select Join the Anthem Network.



• If the answer to the Availity question is *no*, create an Availity account.



• If the answer to the Availity question is yes, log into your Availity account.

Please enter your credentials User ID: Password:
C Show password Forgot your password? Forgot your user ID? Log in Never mind. Go back to log in.
YUT I I I I I I I I I I I I I I I I I I I

• Select Payer Spaces.



• Select the Anthem logo.

Patiel, Registration v Claims & Payments v Payer Spaces v More v	Keyword Search Q
Premium revenue cycle Integrated and standalc Pre-service • Post-service • F Notification Center	Sentials PRO
You have no notifications.	< ••• >
My Top Applications	Question of the Week
ЕВ	What makes a payer easy to work with? Take a two-question survey

Select Applications, then Provider Enrollment.



Select Applications, then Provider Enrollment.



Real time status updates of your applications.

Begin the enrollment process

Select your information below to confirm your ability to continue:	Select the organization name.
Which organization is this for? Select Organization	Select the tax ID.
What is the tax ID for this? Choose Tax ID	
What type of provider are you? Provider Type	the provider to the correct enrollment
Provider Type Ancillary Provider or Allied Health Provider Behavioral Health Primary Care Provider (PCP) Specialty Care Provider Non-Credentialed Provider	Notification Return to dashboard
Ancillary providers will be directed to the provider website for instructions.	e Use Existing Application

What would you like to do?



Step 1: Getting started – group information

Getting Started	Step One: Group Information
n this step, you will enter required information new group that your providers want to join.	the Please enter your group information to help identify the creation of the new provider group. Group/Legal Entity Name
Group Information	Doing Business As (DBA) Name 😡
× Provider Information	Group NPI (Type 2) Group Tax ID
X Address Information	Group Website
× Network Selections	More to Provider Information
X Review All Information	

Provide group information when you are adding a provider to an existing group or enrolling a new provider group.

Step 1: Getting started – provider information

My Dashboard 129 Total Applications	Additional Information 3 Application Completion	
Getting Started Join an existing group	i You must select one or more providers before assigning them to your existing group.	
In this step, you will begin to add the providers. We'll be collecting information already captured in their	Step Two: Provider Information	
CAQH profile. An up-to-date and attested CAQH profile is necessary in the enrollment process.	How many providers will you be adding to your existing group?	Select the number of providers to enroll.
Group Information	Provider 1 - Eric Jones	
Provider Information	CAQH NumberIndividual NPI (Type 1)Clear Provider160005071234567890	
Select Providers Review CAQH Information	Anticipated Hire Date	Select Find Provider — This
X Address Information	Provider Reflect X	
Enter the CAQH and NPI number for the provider.	CAQH Number Individual NPI (Type 1) Find Provider Ldont have a CAQH Number Anticipated Hire Date @ MM/DD/YYYY	Providers must have an attested CAQH profile and have authorized Anthem to access their data.

Step 1: Getting started – CAQH information



Step 1: Getting started – address information



This step captures all the address information and contacts.

We are collecting the:

- Primary practice address.
- Billing/remittance address and contact.
- Office manager contact.

Choose an address/contact or add a new one (if needed).

Step 1: Getting started – network selections

Gett	ting Started	Step Four: Network Selections		
In this s your col the info	tep, you will see the available network(s) for ntract. These network selections are based on rmation you have provided. Group Information	To become a participating provider, select one or more networks to join. Network 1 Network 2 Network 3 Network 4		
¢	Provider Information			
\$	Address Information	Review All Information		
0	Network Selections			
×	Review All Information	Return to dashooard Terms of Use		

Providers who need contracts may be prompted to select the provider networks in which they will participate.

The network selections will reflect the products available in the state to which they are applying.

Step 1: Getting started – review all information



Step 2: Additional information – documents required



Step 2: Additional information – hospital affiliations

Additional Information	Step Two: Hospital Affiliations
Create a new provider group	Eric Iones
In this step, you can assign the hospitals where the provider is affiliated.	NPI Number CAQH Number 1912342288 16000505
Documents Required	Primary Hospital Affiliations
7 Hospital Affiliations	Arizona State Hospital 🗸
 Eric Jones 	Other Current Affiliations
× Service Locations	Andalusia Regional Hospital 🗸
× Contract Signer	Previous Affiliations Benson Hospital

Review each provider's hospital affiliation information and provide any missing information.

Step 2: Additional information – service locations



There are three steps within *Service Locations*:

- Select the actual addresses where providers practice.
- Review information for each location to ensure the accuracy of data.
- Assign providers to those service locations.

Step 2: Additional information – contract signer

Additional Information Create a new provider group	Step Four: Contract Signer	Supply the name and
In this step, we are collecting information so we can send out the contract. The contract can only be signed by an authorized signer.	Please provide the name and address for the individual authorized to sign the contract. The authorized signature must be that of Provider or an authorized representative of Provider.	person authorized to
Upload Documents	Authorized Contract Signer Details First Name Last Name	when enrolling a new
Hospital Affiliations	Job Title 😡	solo provider or
Service Locations	Email Address	
Contract Signer	Confirm Email Address	Choose the address
	Signatory Address	for the signatory or
	 Primary Practice Address 123 MAIN ST, Indinapolis, IN 46001 	enter a new one.
	 Billing/Remittance Address 120 Virginia Ave, Indianapolis, IN 46020 	
	○ Add Address	

Step 3: Completion



Checking provider enrollment status from *My Dashboard*

Availity 🖷 Home 🌲 Notifications 🕣 🗢 My	y Favorites ∽			Virgini	a 🤟 🛛 Help 8	& Trainin
Patient Registration - Claims & Payments - My Provi	ders Clinical	Reporting Pa	iyer Spaces ~	More ~		
My Dashboard 80 Total Applications						
Search my applications	Begin new app	vilication +				
Click on begin a new application or click on an option below to check your application status.	Henricks C)'Connor	Application ID: PR-22	81	Submitted	
Recent Applications	Group NPI 1912342288	Group Name Test group for NV		Submitted Date 11/02/2018	Submitted By Lauren Trionfo	
	Eric Jones		Application ID: PR-22	146	Ready to See Members 1101/2018	
Incomplete Applications	Group NPI 1912342288	Group Name Test group		Submitted Date 11/01/2018	Submitted By Lauren Trionfo	
Submitted Applications						

Before you are ready to see Anthem members

- 1. You must complete the *Provider Enrollment Application*.
- 2. You must pass credentialing, if applicable, to your specialty type:
 - Refer to the <u>Credentialing Program Summary Guide</u> for providers that require credentialing.

or

 Go to <u>https://providers.anthem.com/in</u> > Resources > Provider manuals and guides > *Credentialing Program Summary Guide.*

and

- 3. You must have a fully executed contract:
 - The contract is not valid until signed by the provider and Anthem, and the provider has met credentialing requirements.
 - You will receive a Welcome Letter that includes your contract effective date, and this is when you may start seeing members and submitting claims.

Troubleshooting tips

When working on the application, you may run into technical issues or questions. These quick tips will help you navigate this new platform by addressing some of the commonly asked questions:

- If you see an error messages when adding provider information, ensure:
 - A **primary specialty** has been selected in CAQH ProView.
 - The provider's CAQH ProView profile has been **attested**.
 - The provider's CAQH ProView profile has **designated Anthem** as an authorized user.
 - The provider's CAQH profile is in an **Initial Profile Complete status**. If the profile is new, CAQH reviews the profile before moving it to Initial Profile Complete status.
 - All documentation has been uploaded to CAQH.

If the system is down, you will receive a *System Not Available* message. Your application will be saved, but you will need to finish at a later time. If you experience issues with Availity organization registration, call Availity support at **800-282-4548** (**800-AVAILITY**) or visit the Contact Us page on <u>Availity</u>.

Troubleshooting tips (cont.)

For CAQH issues:

- If you see error messages after you select Find Provider, check if there is a primary specialty chosen in CAQH or if the primary specialty information is incomplete:
 - The CAQH profile must be in either *Initial Profile Complete* or *Re-Attestation* status.
 - *Profile Data Submitted* status is shown when a new profile has been created and submitted to CAQH, but the profile has not been approved by CAQH.

ROVIDER SE	EARCH RESU	JLTS		
Provider Name	Birth Date	Primary Practice State	Roster Status	Refine Searc Provider Status

Questions

For eligibility and benefits questions:

- Check eligibility and benefits online through <u>Availity</u>
- Chat via <u>Availity</u> > Payer Spaces > Applications > Chat with Payer
- Call Provider Customer Service at:
 - Hoosier Healthwise: 866-408-6132
 - Hoosier Care Connect: 844-284-1798
 - Healthy Indiana Plan (HIP): 844-533-1995

For claims questions:

- Check claim status online through <u>Availity</u>
- Chat via <u>Availity</u> > Payer Spaces > Applications > Chat with Payer Call Provider
- Call Provider Customer Service at:
 - Hoosier Healthwise: 866-408-6132
 - Hoosier Care Connect: 844-284-1798
 - HIP: 844-533-1995

Provider experience physical health zone map

https://providers.anthem.com/doc s/gpp/IN_CAID_PU_NetworkRelat ionsMap.pdf?v=202110061311

Physical health Provider Experience managers

Zone 1/Beacon Health Systems

Jessi Earls Jessica.Wilkerson-Earls@anthem.com 317-452-2568

Zone 2/Ascension St. Vincent

Angelique Jones Angelique.Jones@anthem.com 317-619-9241

Zone 3

Jamaal Wade Jamaal.WadeSr@anthem.com 317-409-7209

Zone 4/Deaconess

Jonathan Hedrick Jonathan.Hedrick@anthem.com 317-601-9474

Zone 5/Parkview

David Tudor David.Tudor@anthem.com 317-447-7008

Zone 6/IU Health; St. Joseph Regional Medical Health Center; Home Health and Hospice

Matt Swingendorf Matthew.Swingendorf@anthem.com 317-306-0077

Zone 7/Baptist Health

Sophia Brown Sophia.Brown@anthem.com 317-775-9528

Zone 8/Eskenazi

Marvin Davis Marvin.Davis@anthem.com 317-501-7251

Zone 9/Out-of-state providers, Franciscan, Community Health Network Nicole Bouye Nicole.Bouye@anthem.com 317-517-8862



Dir, Provider Experience

Jacquie Marsalis Jacqueline.Marsalis@anthem.com

Provider Experience behavioral health subject matter experts

Statewide behavioral health (BH) subject matter experts (SME)

Acute hospitals

Tish Jones, Provider Experience Manager Latisha.Willoughby@anthem.com 317-617-9481

Community mental health centers/federally qualified health centers/rural health clinics

Matthew McGarry, Provider Experience Manager Matthew.McGarry@anthem.com 463-202-3579

Substance use disorder (SUD)/Opioid treatment program (OTP)

Alisa Phillips, Provider Experience Manager, Sr. Alisa.Phillips@anthem.com 317-517-1008

SME – SUD/OTP Michele Weaver, Provider Experience Manager Michele.Weaver@anthem.com 317-601-3031

Solo BH and applied behavior analysis providers

Zones 1, 2, 5, 6 Ashley Holmes

Ashley.Holmes@anthem.com 317-315-0623

Zones 3, 4, 7, 8 Whit'ney McTush Whitney.McTush@anthem.com 317-519-1089





Thank you for your participation in serving our members enrolled in Hoosier Healthwise, HIP, and Hoosier Care Connect!





Serving Hoosier Healthwise, Healthy Indiana Plan and Hoosier Care Connect

* Availity, LLC is an independent company providing administrative support services on behalf of Anthem Blue Cross and Blue Shield.

https://providers.anthem.com/in

Anthem Blue Cross and Blue Shield is the trade name of Anthem Insurance Companies, Inc., independent licensee of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

Providers who are contracted with Anthem Blue Cross and Blue Shield to serve Hoosier Healthwise, Healthy Indiana Plan and Hoosier Care Connect through an accountable care organization (ACO), participating medical group (PMG) or Independent Physician Association (IPA) are to follow guidelines and practices of the group. This includes but is not limited to authorization, covered benefits and services, and claims submittal. If you have questions, please contact your group administrator or your Anthem network representative. INBCBS-CD-006965-22 September 2022