# Simplify Office Administrative Tasks



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

## Website: Ambetter.NHhealthyfamilies.com

- Patient care forms
- Pre-Auth Needed tool
- Ambetter from NH Healthy Families news
- Provider Manual
- Preferred Drug List
- Member resources

# Secure Provider Portal: Provider.NHhealthyfamilies.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: 1-844-265-1278
- Provider Services: 1-844-265-1278

## **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.
- **3.** 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
- Fax: 1-877-502-7255
- Phone: 1-844-265-1278

#### 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.