Instructions :

Below are step by step instructions on submitting an appeal request

Steps for Provider Portal to submit an appeal

1. Below is the screenshot of the Standard Launcher page on initially logging into the Provider Practice portal. Click on **Review**

Identifi UAT	θ -
CARE REVIEW PRACTICE LETTER ADMIN TOOL	
LEARNING	₽
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2. Click on Practice Auth Landing Page (No changes). This shows the authorization submitted by the user. Select the appropriate member

	APPEALS					≣ • ⊖•
My Draft Req	juests				0	
Request Type	Patient Name (DOB, Gender, ID)			Time		
DME	SMITH, A'NESHA (12/01/1994, F, 1079	3511)	09/16/2021 06:21:50	6 PM	Û	
Inpatient	CAMPBELL, JENNIFER (09/01/1951, F,	711719)	08/11/2021 01:21:3	1 PM	Û	
Authorizatio	n Requests nt requests (to view more or refine the list, use filte	er option to the right)	Display Requests: Create	ed By Me	<u> </u>	
Reference # Pa	atient Name (DOB, Gender, ID)	Request Type	© Requesting Provider	Request Status	Created Date +	
8306700 M	OSELEY, KATHRYAN (05/01/1963, F, 8319388)	DME	BILLY SMITH	In Progress	09/16/2021	
D8306641 BI	EARD, SMITH (03/01/2015, M, 80319)	Inpatient	BEJE THOMAS	In Progress	09/02/2021	
D8306639 SI	MITH, A'NESHA (12/01/1994, F, 10798511)	Inpatient	KENNETH BUCZYNSKI	In Progress	09/02/2021	
D8306638 SI	MITH, A'NESHA (12/01/1994, F, 10798511)	Inpatient	KENNETH BUCZYNSKI	In Progress	09/02/2021	
D8306554 C/	AMPBELL, JENNIFER (09/01/1951, F, 711719)	DME	COLLEEN KENNEDY SMITH	Closed	08/23/2021	
8306549 M	OSELEY, KATHRYAN (05/01/1963, F, 8319388)	Inpatient	BILLY SMITH	In Progress	08/19/2021	
8306548 M	OSELEY, KATHRYAN (05/01/1963, F, 8319388)	Inpatient	BILLY SMITH	In Progress	08/19/2021	
D8306547 SG	CHULDT, NORMA (10/01/2004, F, 6092866)	DME	BHG PAINTSVILLE TREATMENT CENTER	Closed	08/19/2021	
8306546 M	OSELEY, KATHRYAN (05/01/1963, F, 8319388)	Outpatient/Home	BILLY SMITH	Closed	08/19/2021	
8306545 M	OSELEY, KATHRYAN (05/01/1963, F, 8319388)	Inpatient	BILLY SMITH	Closed	08/19/2021	
8306544 M	OSELEY, KATHRYAN (05/01/1963, E. 8319388)	DME	BILLY SMITH	Closed	08/19/2021	

3. Once you click on member, it will show all closed requests with denied decisions as below

	AUTHORIZATION REQUESTS APPEALS	≣ · θ ·
MOSELEY, KATHRYAN (05/01,	/1963, Female, 8319388)	
	Diagnoses Primary Type Code Description	
	ICD-10 V27.01 TEST Care Notes and Communications for Request Sort by Date O Sort by Type EXPAND ALL COLLAPSE ALL	Request Request Details Providers
	Communication Letter 06/19/2021 05:09:20 PM	Third Party Liability Diagnoses Reviews
	Care Note AOR Received 08/19/2021 04:49:25 PM	Initial - 08/19/2021 Initial - 08/19/2021 Initial - 08/19/2021
	Reviews ADD REVIEW	
	Primary Review 01: Aug 19, 2021 - Aug 19, 2021 Denied PULP VITALITY TESTS (D0460) + Total Denied: 100	
	Review 02: Aug 19, 2021 - Aug 19, 2021 Denied OFFICE/OUTPATIENT VISIT EST (99213) • Total Denied: 100	
	Review 03: Aug 19, 2021 - Aug 19, 2021 Denied COLLECT&APPLIC AUTO BLOOD CONC PROD (D7921) • Total Denied: 100	
	1-3 of 3	
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4. Click on "Actions" dropdown. Then click on "Add Appeal Request" as shown in screenshot below

Identifi PRACTICE	AUTHORIZATION REQUESTS APPEALS	≣ - θ- [^]
MOSELEY, KATHRYAN (05/01/1	1963, Female, 8319388)	
	Reference # 8306544 - Closed	
	REQUESTOR NAME REQUESTOR TYPE REQUESTOR PHONE Add Care Note Test Contracted Provider (997) 575-4445 Not Provid PRIMARY STAFF PLACE OF SERVICE SERVICE TYPE PREDETERMINATION Bhaskar, Prashant Skilled Nursing Facility Medical Care No AOR REQUIRED ENCOUNTER ID EMR ACCOUNT NUMBER Not Provided Providers Providers BEOULISTING DROWIDER Service Type	Request Request Details Providers Third Party Liability Diagnoses Reviews Initial - 08/19/2021 Initial - 08/19/2021 Initial - 08/19/2021
	BILLY SMITH ANESTHESIOLOGY In Network - TIER 1 NPI: 1528015831 • TIN: 611244928 1211 OLD MAIN ST, HARTFORD, KY, 42347 • Phone: (270) 298-7411 • Fax: (270) 274-0480 VENDOR JOHN BERKENBOSCH PEDIATRICS IN Network - TIER 1 IN Netw	
	In NPI: 1275517179 + TIN: 273645560 In Network - TIEK 1 231 E CHESTNUT ST, LOUISVILLE, KY, 40202 + Phone: (502) 629-6000 + Fax: (502) 629-5865 In Network - TIEK 1 Third Party Liability MOTOR VEHICLE ACCIDENT EMPLOYMENT (WORKER'S COMPENSATION) ANOTHER PARTY RESPONSIBLE No No No No	

5. This will open up 3-Step template to add an Appeal Request **Note:** Field marked with asterisk are mandatory

	AUTHORIZATION REQUESTS APPEALS			≣ - θ -
MOSELEY, KATHRYAN (05/01/196	63, Female, 8319388)			
	Add Appeal Request	Step 1 Enter Appeal Request Details Step 2 Enter Inf	ormation About Item(s) Under Appeal Step 3 Enter Supporting Documentation	
	TYPE * Type	Classification •	LEVEL • • Lavel	- -
	PRIORITY * Priority	CATEGORY * Category	SUB-CATEGORY Sub-Category	<u>.</u>
	NCQA CATEGORY NCQA Category	DETAIL Detail	•	
	SUBSTANCE SUMMARY			
			Remaining Characters: 20	
	Appeal Requester REQUESTER *			
	+ ADD REQUESTER REQUESTER TYPE Select Requester Type	REQUESTER PROVIDER TYPE Select Requester Provider Type	<u> </u>	
	Received	TIMELY DECILIEST		
	Web	Timely Request	<u> </u>	
	Rep Document Received	REP DOCUMENT RECEIVED DATE/TIME	COMPLETE INFO RECEIPT DATE/TIME	-
			CANCEL	E

6. Select the denial authorization that the user wishes to Appeal

AV K0/5/1/1963, Fenders 8, 81938/	fi PRACTICE AUTHORIZATION REQUESTS APPEALS
IMPRESENTATION Improvement IMPROVEMENT Improvement <td>, KATHRYAN (05/01/1963, Female, 8319388)</td>	, KATHRYAN (05/01/1963, Female, 8319388)
ENDERNOR PROVIDE Tot Available EXERCISE SECTONE SECTONE Image: Secton Sec	JOHN BERKENBOSCH PEDIATRICS W1: 1275517179 • TIN: 273645560 In Network • TIER 1 231 E CHESTNUT ST, LOUISVILLE, KY, 40202 • Phone: (502) 629-6000 • Fax: (502) 629-5865 In Network • TIER 1
Procedure: Procedure: <td>RENDERING PROVIDER Not Available ATTENDING PROVIDER</td>	RENDERING PROVIDER Not Available ATTENDING PROVIDER
Primary Type Code Description Image: Color Col	Not Available. SELECT REVIEWS: SELECT REVIEWS:
Primary Type Code Description VICD-10 V27.01 TEST TEST	Image: Procedure: PULP VITALITY TESTS (D0460) + Total Denied: 100
Review: Aug 19, 2021 - Aug 19, 2021 Procedure: COLLECT&APPLIC AUTO BLOOD CONC PROD [07921] · Total Denied: 100 Diagnoses Primary Type Code Description ICD-10 V27.01 TEST CANCEL ADD DOCUMENTATION	Review: Aug 19, 2021 - Aug 19, 2021 Procedure: OFFICE/OUTPATIENT VISIT EST (99213) · Total Denied: 100
Diagnoses Primary Type Code Description ICD-10 V27.01 TEST	Review: Aug 19, 2021 - Aug 19, 2021 Procedure: COLLECT&APPLIC AUTO BLOOD CONC PROD (D7921) • Total Denied: 100
Primary Type Code Description ICD-10 V27.01 TEST	Diagnoses
V ICD-10 V27.01 TEST PREVIOUS CANCEL ADD DOCUMENTATION	Primary Type Code Description
PREVIOUS CANCEL ADD DOCUMENTATION	✓ ICD-10 V27.01 TEST
	PREVIOUS CANCEL ADD DOCUMENTATION

7. Below example illustrates that all three review lines being appealed.

	AUTHORIZATIC	IN REQUESTS	APPEALS								 -	8 -	
MOSELEY, KATHRYAN (05/01/19	963, Female,	8319388)											
	&	JOHN BERKE NPI: 127551717 231 E CHESTNU	NBOSCH PEDIATRICS 9 • TIN: 273645560 17 ST, LOUISVILLE, KY, 40202 •	Phone: (502) 629-6000 • Fax: (502)	629-5865			In Ne	twork - TIER 1				
	RENDERI) Not Avail	IG PROVIDER able											
	ATTENDIN Not Avail	IG PROVIDER able											
	SELECT R	EVIEWS:					DESE	LECT ALL	SELECT ALL				
		ु Revi Proc	ew: Aug 19, 2021 - Aug 19, 2 edure: PULP VITALITY TESTS (D	2021 0460) • Total Denied: 100									
		양 Revi Proc	ew: Aug 19, 2021 - Aug 19, 2 edure: OFFICE/OUTPATIENT VIS	021 GIT EST (99213) • Total Denied: 100)								
		양 Revi Proc	ew: Aug 19, 2021 - Aug 19, 2 edure: COLLECT&APPLIC AUTO	BLOOD CONC PROD (D7921) • Tot	al Denied: 100								
	Diagnose	25											
	Prima	ту Тур	e	Code	Description								
	~	ICD	-10	V27.01	TEST								
	PREVIO	JS					CANCEL	ADD DO	CUMENTATION				
				Terms & Cond	itions - Identifi 0.0.0.650	058 © 2021 Evolent Health, LLC.							1

- 8. Then add attachments/documentation related to the appeal (This is required and is a standard process)
- Add Received Date and Time to timestamp attachment
- Add Sender information (person submitting the appeal)
- Attach File
 - o 50 MB Limit
- Select Save to submit Appeal

	ITHORIZATION REQUESTS APPEALS	≣ - ⊖-
MOSELEY, KATHRYAN (05/01/1963	Female, 8319388)	
	Add Appeal Request Step 1 Step 1 Step 2 Step 2 Step 2 Step 2 Step 3 Step	
	Add Care Note (Optional)	
	Upload Received Document (Required) RELATED TO Patient	
	RECEIVED DATE/TIME * SENDER * 09/22/2021 05:15:30 pm BILLY SMITH * •	
	DOCUMENT (UP TO 50 MB. SUPPORTED FILE TYPES - PDF, _DOC, _DOCX, _XLS, _XLSX, _TIF, _PNG, .WAV, _JPEG) *	
	Remaining Characters: 2000	
	A Please upload supporting documents (clinical records or any other documents to support Appeal) for this request and Save	
	PREVIOUS CANCEL SAVE	
	Termu & Conditions - Identifi 0.0.0.65058 © 2021 Evolent Health, LLC.	

- 9. After Submitting an Appeal, Users is directed back to the Appeals landing Page
- Tab at the top allows user to navigate between Authorization and Appeals
- This page shows 100 most recent requests submitted

AUTHORIZATION	REQUESTS APPEALS					≣ - ⊖-
Appeal	Requests				0	
Showing 100 n	most recent requests					
Appeal ID #	Patient Name (DOB, Gender, ID)	Appeal Type	Requester	Appeal Status	Created Date	
A0057387	MOSELEY, KATHRYAN (05/01/1963, F, 8319388)	UM Auth Appeal	BILLY SMITH	In Progress	09/22/2021	
A0057383	MOSELEY, KATHRYAN (05/01/1963, F, 8319388)	UM Auth Appeal	BILLY SMITH	In Progress	09/16/2021	
A0057341	SCHULDT, NORMA (10/01/2004, F, 6092866)	Standalone Appeal	BHG PAINTSVILLE TREATMENT CENTER	in Progress	08/19/2021	
A0057340	SCHULDT, NORMA (10/01/2004, F, 6092866)	UM Auth Appeal	BHG PAINTSVILLE TREATMENT CENTER	in Progress	08/19/2021	
A0057338	SCHULDT, NORMA (10/01/2004, F, 6092866)	Standalone Appeal	BHG PAINTSVILLE TREATMENT CENTER	In Progress	08/18/2021	
A0057337	SCHULDT, NORMA (10/01/2004, F, 6092866)	UM Auth Appeal	BHG PAINTSVILLE TREATMENT CENTER	In Progress	08/18/2021	
A0057328	SCHULDT, NORMA (10/01/2004, F, 6092866)	Standalone Appeal	BHG PAINTSVILLE TREATMENT CENTER	In Progress	08/11/2021	
A0050485	CAMPBELL, JENNIFER (09/01/1951, F, 711719)	Standalone Appeal	COLLEEN KENNEDY SMITH	In Progress	10/11/2019	
A0012705	CAMPBELL, JENNIFER (09/01/1951, F, 711719)	Standalone Appeal	COLLEEN KENNEDY SMITH	In Progress	04/12/2019	
	ß					
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10. Appeal Details

- Selecting the Appeals ID hyperlink from the Appeals landing page allow access to the appeal details page
- On this page, users can use the Actions Dropdown to Add:
 - Care Note
 - Communication/Documentation
- View any documents, care notes or decisions in real time

	AUTHORIZATION REQUESTS APPEALS				≣ + ⊖ -
MOSELEY, KATHRYAN (05/01,	/1963, Female, 8319388)				
	Appeal Request # A005738	37 - In Progress	3	3d ACTIONS -	
	Appeal Request Details TYPE Provider Appeal PRIORITY Routine NCQA CATEGORY Not Available PRIMARY STAFF Appeal Request, Coordinator Appeal Requester REQUESTER	CLASSIFICATION Post-Service CATEGORY Administrative DETAIL Not Available	LEVEL Level 1 SUB-CATEGORY Not Available		Appeal Request Appeal Request Details Appeal Requester Received Substance Summary What Was Appealed Related Records Details Providers/Facility Diagnoses
	BILLY SMITH UM Provider • ANES NPI: 1528015631 • TIN: 611284928 1211 Old Main St, Hartford, KV, 42347- REQUESTER TYPE Not Available	THESIOLOGY 1619 • Phone: (270) 298-7411 • Fax: (270) 274-0480 REQUESTER PROVIDER TYPE Not Available		In Network - TIER 1	What Was Appealed - Reviews Review 01 Review 02 Review 03
	Received REQUEST RECEIVED DATE/TIME 09/22/2021 05:16:28 PM REP DOCUMENT RECEIVED Not Available	SOURCE Web REP DOCUMENT RECEIVED DATE/TIME Not Available	TIMELY REQUEST Not Available COMPLETE INFO RECEIPT DATE/TIME Not Available		Last Updated By Bhaskar, Prashant on 09/23/2023 05:16 PM Created By Bhaskar, Prashant on 09/22/2021 05:16 PM

- 11. To create Standalone Appeal (not associated with an Authorization Request/Review)
- Search for Patient

Арј	Appeal Requests		LAST NAME	PATIENT ID 8319388	DATE OF BIRTH		O
Showin	100 most recent requests			8319388			
Appeal	D # Patient Name (DOB, Gender, 10)				\$	AppealStatus	Created Date
A00573	MOSELEY, KATHRYAN (05/01/1963, F. 831)	/38.	and an in particular	5474194		In Progress	09/22/2021
A00573	10 MOSELEY, KATHRYAN (05/01/1963, F, 831)	9388)	UM Auth Appeal			in Progress	09/16/2021
A00573	SCHULDT, NORMA (10/01/2004, F, 609286	6)	Standatone Appeal	3184167		In Progress	08/19/2021
A00573	CHULDT, NORMA (10/01/2004, F, 609266	6	UM Auth Appeal			In Progress	08/19/2021
A00573	SCHULDT, NORMA (10/01/2004, F, 609286	6	Standalone Appeal	6092866		In Progress	08/18/2021
A00573	SCHULDT, NORMA (10/01/2004, F, 609286	6)	UM Auth Appeal			in Progress	08/18/2021
A00573	SCHULDT, NORMA (10/01/2004, F, 609286	弊	Standalone Appeal	2048442		In Progress	08/11/2021
A00504	CAMPBELL, JENNIFER (09/01/1951, F, 711	(719)	Standalone Appeal	2001469		In Progress	10/11/2019
A00127	CAMPBELL, JENNIFER (09/01/1951, F, 711	(719)	Standatone Appeal	3001409		in Progress	04/12/2019
A00127	CAMPBELL, JENNIFER (09/01/1951, F, 711	(719)	Standatone Appeal	1		in Progress	04/12/2019

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12. Then click on green Plus sign and then choose to Add Appeal Request

Appeal	Requests				•
Showing 100 m	rost recent requests			ADD APPEAL	REQUEST
Appentit #	Patient Name (908, Gender, 88)	Appeal Type	Requestor	Append Status	Created Bate
	MOSELEY, KATHRYAN (05/01/1963, F, 8319388)	UM Auth Appeal	BILLY SMITH	In Programa	09/22/2021
	MOSELEY, KATHRYAN (05/01/1963, F, 8319388)	UM Auth Appeal	BILLY SMITH	th Program	09/16/2021
	SCHULDT, NORMA (10/01/2804, F, 6092866)	Standalone Appeal	BHG PAINTSVILLE TREATMENT CENTER	in Progress	08/10/2021
	SCHULDT, NORHA (10/01/2004, £, 6092886)	UN Auth Appeal	BHG PAINTSVILLE TREATMENT CENTER	in Progress	08/19/2021
	SCHULDT, NORMA (10/01/2004, F, 6092886)	Standalone Appeal	BHG PAINTSVILLE TREATMENT CENTER	in Progress	08/18/2021
	SCHULDT, NORMA (10/01/2004, F, 605/2866)	UM Auth Appeal	BHG PAINTSVILLE TREATMENT CENTER	In Progress	06/38/2021
	SCHULDT, NORMA (10/01/2004, F, 8092868)	Standalsine Appeal	EHIS PAINTSVILLE TREATMENT CENTER	In Progress	08/11/2021
	CAMPBELL, JENNOFER (00/01/1951, F, 711710)	Standalone Appeal	COLLEEN KENNEDY SMITH	In Progress	10/11/2019
	CAMPBELL, JENNIFER (09/01/1951, F, 711719)	Standalone Appeal	COLLEEN KENNEDY SMITH	in Progress	04/12/2010

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- 13. If member has Medicaid, user will receive prompt Questions. If member is not Medicaid, no prompt questions will be received by the user **Prompt questions are below**
 - a. Has Service Already Been Rendered? Yes/No
 - b. Patient belongs to Medicaid LOB: Scenario prompts for this LOB
 - c. Yes, will allow to create an appeal
 - d. No, will ask another question: Is patient receiving inpatient services?
 - i. Yes, will allow to create an Appeal
 - ii. No, will ask another question: Is service urgent?
 - 1. Yes, will allow to create an Appeal
 - 2. No, will ask another question: Declamation of patient consent to submit on their behalf
 - a. Yes, will allow to create an Appeal
 - b. No, System will abort Appeal process





14. If urgent is selected as a priority for Appeal, additional documented is required as below

"Is this an urgent appeal? If yes, please explain how processing the appeal within routine timeframes would put the member at serious risk to life, health, or ability to regain function of the most possible health (medical or behavioral) in the mandated case note. Not providing this information may cause a delay in appeal processing."





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101011111111			

Appeal Requests

	1 C C C C C C C C C C C C C C C C C C C
Showing 100 m	icat recent requests
Appent ID e	Partient Name (DOD, Grouter, (D)
	MOSELEY, KATHRYAN (05/01/1963, F, 831938
	MOSELEX, KATHRYAN (05/01/1963, F, 831930
	SCHULDT, NORMA (10/01/2004, F, 6082866)
	SCHULDT, NOR144 (10/01/2004, F. 6092866)
	SCHULDT, NOR144 (10/01/2004, F. 5093866)
	SCHULDT, NORMA (10/01/2004; F, 6093868)
	SCHULDT; NORMA (10/01/2004; 7; 6003866)
	CAMPBELL, JENNIFER (09/01/1951, F. 711716
	CAMPERITY IF MARTER PROMINENT F 711715



ApproxiStatus	Erented Date	
Vn Progress	00/22/2021	
In Progress		
In Progress	88/19/2021	
In Progress	0R/19/2021	
In Progress		
In Progress	96/18/2021	
in Progress	06/11/2021	
In Progress		
In Program	04/12/2018	

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15. If selected Yes to Receiving Inpatient Services

• Categories will be prefilled to reflect Type, Classification and Priority for a member appeal, concurrent, and urgent priority

	AUTHORIZATION REQUESTS APPEALS			≣ • θ •
SCHULDT, NORMA (10/01/20	104, Female, 6092866)			
	Add Appeal Request	1 Step 1 Step 2 Enter Appeal Request Details 2 Step 2 Enter Informa	tion About Item(s) Under Appeal Step 3 Enter Supporting Documentation	
	TYPE * Member Appeal	CLASSIFICATION * Concurrent	LEVEL •	
	PRIORITY * Urgent	CATEGORY * Category	SUB-CATEGORY Soll-Category	
	NCQA CATEGORY NCQA Category	DETAIL • Obtail		
	SUBSTANCE SUMMARY	I		
			Remaining Characters: 2000	
	Appeal Requester REQUESTER * ADD REQUESTER REQUESTER TYPE	REQUESTER PROVIDER TYPE		
	Received SOURCE *	TIMELY REQUEST		
	REP DOCUMENT RECEIVED Rep Document Received	REP DOCUMENT RECEIVED DATE/TIME	COMPLETE INFO RECEIPT DATE/TIME	
			CANCEL CONTINUE	

16. If, "Yes" is selected to the question, "Have Services Already Been Rendered"?

• Categories will be prefilled to reflect Type, Classification and Priority for a provider appeal, post service, and routine priority

	AUTHORIZATION REQUESTS APPEALS			≣ • Θ •
SCHULDT, NORMA (10/01/2004	4, Female, 6092866)			
	Add Appeal Request	Step 1 Enter Appeal Request Details Step 2 Enter In	formation About Item(s) Under Appeal I Step 3 Enter Supporting Documentation	
	TYPE * Provider Appeal	CLASSIFICATION * Post-Service	LEVEL • Level •	
	PRIORITY * Routine	CATEGOR	sub-category	
	NCQA CATEGORY	DETAIL Detail		
	SUBSTANCE SUMMARY			
			Remaining Characters: 2000	
	Appeal Requester REQUESTER *			
	ADD REQUESTER REQUESTER TYPE Select Requester Type	REQUESTER PROVIDER TYPE - Select Requester Provider Type	<u> </u>	
	Received			
	SOURCE * Web	TIMELY REQUEST Timely Request	<u>.</u>	
	REP DOCUMENT RECEIVED	REP DOCUMENT RECEIVED DATE/TIME	COMPLETE INFO RECEIPT DATE/TIME	
			CANCEL CONTINUE	