The Provider Portal Guide for Dentists





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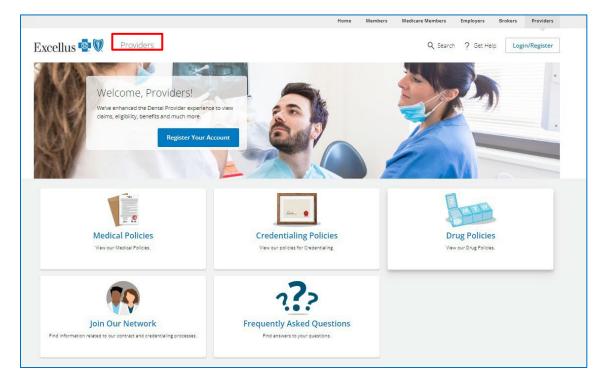
Excellus BlueCross BlueShield Provider Portal

The Excellus BCBS website (<u>www.ExcellusBCBS.com</u>) contains an area that is dedicated to the various types of provider we partner with. This area, called the Provider portal, can be located by selecting <u>Providers</u> at the top of our Home page.



The Provider public home page includes information such as how to join our network and links to our Corporate Medical, Credentialing, and Drug Policies.

The Frequently Asked Questions tile provides answers to common questions such as how to register, log in, and manage staff access to the secure portion of the Provider portal.



Secured Portion of the Provider Portal

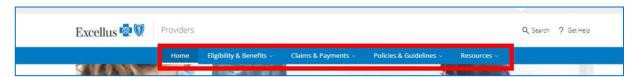
The secured portion of the Provider portal includes proprietary information that can only be viewed by provider and their staff who are registered with Excellus BCBS. Dentists will receive a letter from Excellus BCBS listing the dentist's Unique Provider ID and the last 4 digits of the corresponding tax ID. This information is required to register and log in to the Provider secure portal.

Logging in to the Provider Portal

To login into the secure portion of the Provider portal:

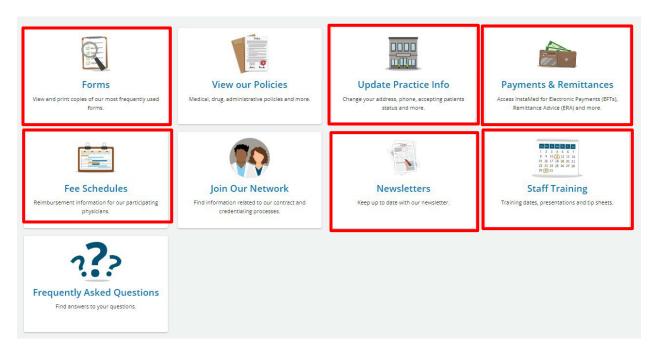
- 1. Go to Provider. Excellus BCBS. com/login.
- 2. Enter your Username and Password
- 3. Click Log In

The screen will then reflect the user's name and option to Log Out at the top and various options for the user to select from: Home (default page), Eligibility & Benefits, Claims & Payments, Policies & Guidelines, and Resources.



Home Page

The Home page will include the tiles available to everyone (View Our Policies, Update Practice Info, and Join Our Network, and Frequently Asked Questions, and includes the secure tiles (Forms, Update Practice Info, Payments & Remittances, Fee Schedules, Newsletters and Staff Training).



- Forms includes frequently used items such as claim forms that can be viewed or printed
- Update Practice Info participating dentists can use this link to obtain access to the instructions and online form or PDF to update demographic changes to a practice
- Payments & Remittances includes information and a link to sign up for electronic payment through InstaMed[®]
- Fee Schedules (viewable for participating dentists only) a listing of custom fee schedules for the employer groups
- Newsletters a link to news and updates including The Floss Dental Newsletter
- Staff Training a link to all training topics, dates, and times, as well as presentations, guides, and tip sheets.

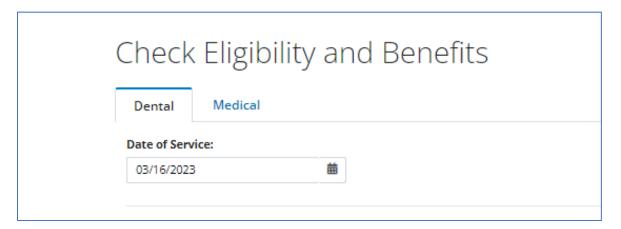
Eligibility and Benefits

To check a patient's eligibility and benefits:

- 1. Click on the Eligibility & Benefits at the top of the Provider Home page
- 2. Select Check Eligibility and Benefits.



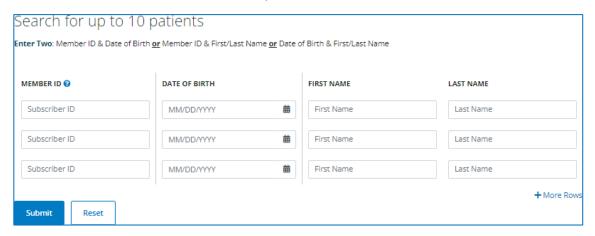
- 3. There are two tabs at the top giving the user the option of selecting Dental or Medical eligibility and benefits; however, the screen defaults to dental.
- 4. Select the Date of Service by clicking on the calendar icon and selecting the applicable date. Note: Only one date of service can be selected regardless of the number of members being searched. Selecting the correct date of service will ensure that the eligibility and benefits such as deductible and amount met, or benefit limitations are reflected accurately for the time period specified.



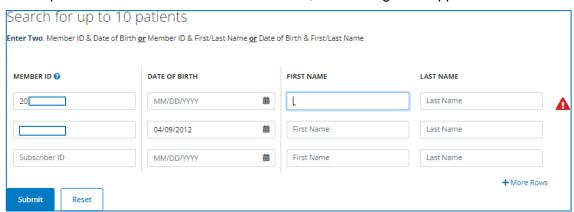
- 5. The portal allows up to 10 members to be searched using one of the following combinations:
 - Member ID* & Date of Birth or
 - Member ID* & First/Last Name or
 - Date of Birth & First/Last Name

*Note – when looking up a member that has an M in the identification number, please make sure to use a capital M when entering as the field is case sensitive.

Once the selected information is entered, click Submit.



If the required field combinations are not entered, a red triangle will appear.

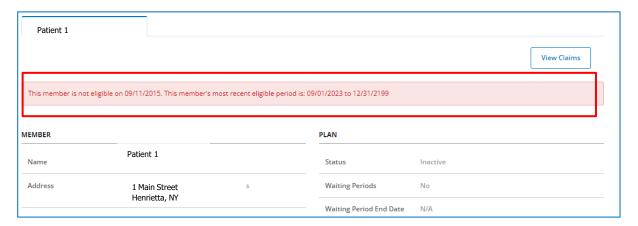


6. When the search produces a match, each patient entered will have his/her own separate tab and will default to the first patient entered in the search. To select another patient, click on the applicable tab.

Eligible members will also reflect the options to View Claims and to Download the eligibility and benefits as a PDF.



Ineligible members for the date of service entered, will reflect eligibility details when applicable.



Eligibility and Benefits Search Results

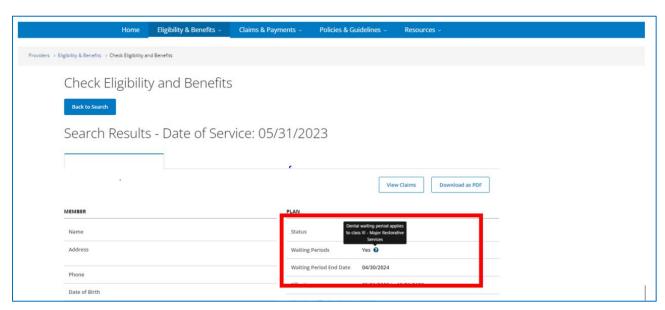
The search results are broken into the following categories and fields:

Member			
Name	The name of the patient entered		
Address The address of the member			
Phone The phone number for the member			
Date of Birth	The patient's date of birth		
Gender	The patient's gender		
ID Card If the identification card for the member is available, a link to the card will listed.			
Subscriber			
Name	The name of the person holding the policy		
Address The policy holder's address			
Phone The phone number for the member			
Active Plan Members	The names of all active members under the same plan		
Plan			
Status	Eligible members will reflect Active as the status		
Waiting Periods	This field indicates if waiting periods apply to the specific member		
Waiting Period End Date	If waiting periods apply, the date reflected in this field indicates when the waiting period will end.		
Effective	The effective dates of coverage. Please note active coverage will indicate a 12/31/2199 end date.		
Plan Year Effective Date	The date that this plans 12-month period of benefit coverage begins. For example, a 01/01 plan year will run from 01/01 to 12/31.		
Member ID	mber ID Displays the member's identification number and suffix		
Plan Name Displays the name of the insurance plan, product, and policy. Product Type			

Policy	Note: a custom group displays a "C" in the fourth charter of the product type. (e.g. DSSC0001 – Custom Dental Product)
Group Name Group #	Displays the employer group name and number
Out of Area Provider Network	 This field indicates if there is out of area provider network available: N/A: the member's plan does not offer the National Dental Grid+DenteMax or DenteMax pricing benefit National Dental Grid+DenteMax: a pricing agreement is available to provider who participate with this network DenteMax: a pricing agreement is available to provider who participate with this network
Relationship	Displays the patient relationship to the subscriber or policy holder
Dependents	Displays the dependent age limit
Other Coverage	When applicable, this section will display the primary insurance carrier, status, effective date, and member ID, for any primary insurance coverage the Health Plan has on file
Medicare	Displays Medicare information that the Health Plan has on file

Waiting Periods

To determine if a member has waiting periods, review the Waiting Periods field found in the Plan section of Eligibility and Benefits. If this field indicates Yes, click on the question mark to determine what specific benefits the waiting period applies to, and review the Waiting Period End Date field to determine when the waiting period ends. In the example below, the member has a waiting period for class III – Major Restorative Services through 04/30/2024.



Benefits

To view Benefits, click on the drop-down arrows to the right of the following options:

- Deductibles & Out of Pocket Maximums
- Benefit Details
- Additional Limits

Note: When the member is enrolled in Child Health Plus (CHP), Medicaid Managed Care (MMC), or Essential Plans, the information in these sections will be blank as dental services are provided by **Healthplex**.



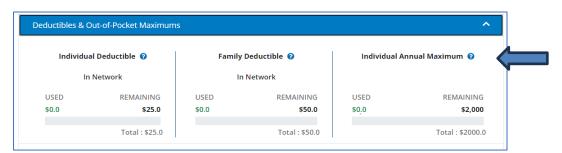
Deductibles and Out of Pocket Maximums

To review the policy in network family or individual deductible and individual annual maximums, click on the drop-down arrow to the right of Deductibles & Out of Pocket Maximums.



The individual deductible, family deductible, and individual maximum will be listed along with the amount currently used, and the amount remaining for the date of service entered.

Annual Maximums: The Individual Annual Maximum field currently displays calendar year (January 1 – December 31) totals based on the year entered in the Date of Service field. For example, if the date of service entered is 05/05/2023, then the 2023 (01/01/2023 – 12/31/2023) annual maximum totals will display. To view the 2022 annual maximums, change the year to 2022 (05/05/2022) and the 2022 (01/01/2022 – 12/31/2022) annual maximum totals will display. Note - the Annual Maximum does not display plan year maximums (e.g. 7/1 plan year - 07/01/2022 - 06/30/2023).



The question mark to the right of each category provides additional information related to the category. In the example below, the question mark provides additional information on how the family deductible applies to individuals and the family.



Benefit Details

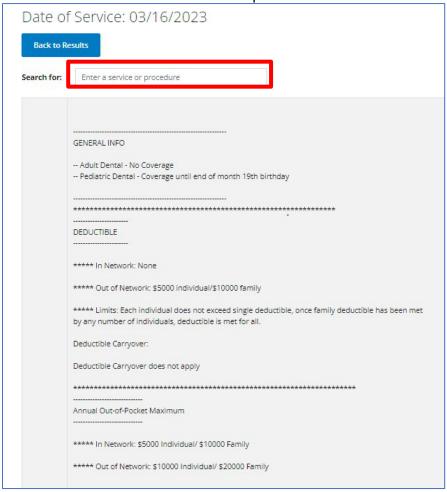
For additional details on corporate dental policies and patient costs for in and out of network services, click on the drop-down arrow to the right of Benefit Details.



For a detailed list of plan specific benefits and limitations, click on Additional Details.



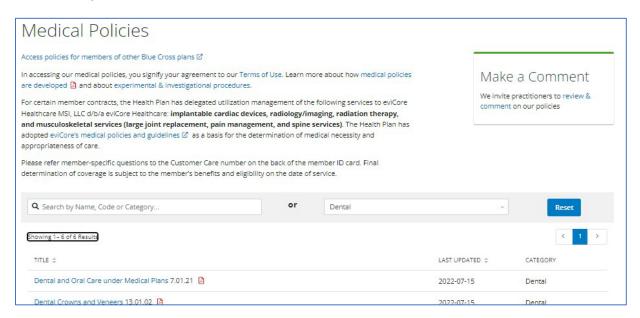
The search bar can be used to locate specific terms or benefits listed in the Additional Details.



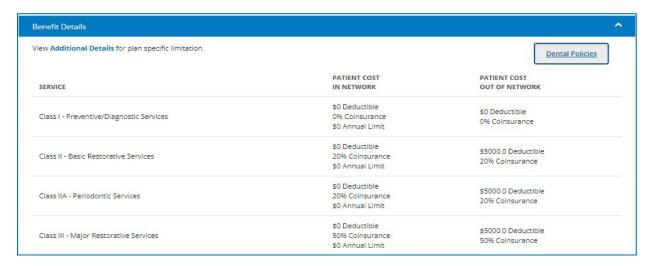
The top right-hand side provides a link to the Dental Policies



After clicking on the box, the list of dental related Medical Policies will be listed.



The Benefit Details then lists the different categories of services, and patient costs for both in and out of network provider.



Additional Limits

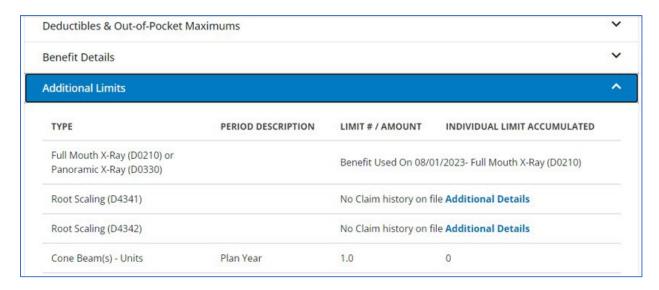
To determine the number of times a type of service can be performed within a given timeframe, or if there is a dollar limitation to a service, click on the drop-down arrow to the right of Additional Limits.



The Additional Limits will provide a listing of the type of service, period, limit, and the individual limit accumulated.

For full mouth X-rays, panoramic X-rays, and root scaling, when used, the Limit # / Amount field will reflect when the benefit was used and will list the service, code, tooth, or quadrant.

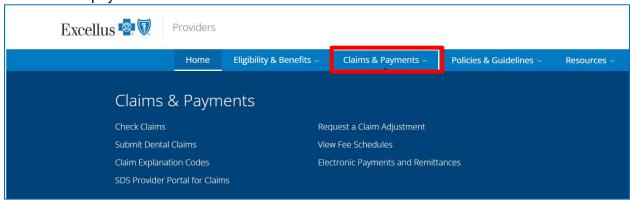
If the full mouth X-rays, panoramic X-rays, and root scaling benefits are not used, the Limit # / Amount field will reflect No Claim history on file, and will have a link to the Additional Details section where the benefit and limits can be found.



Note: Bitewings are limited to any combination of 4 films per plan year for most standard Dental Plans. Always review the additional benefits tab for specific plan limitations.

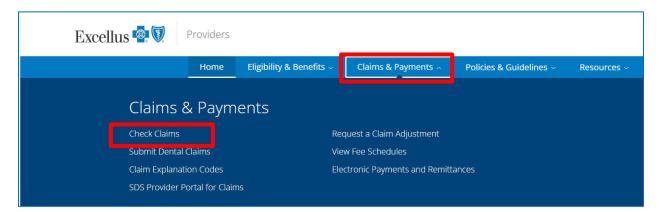
Claims & Payments

Under the Claims and Payments area, the user can check claims, submit dental claims, review claim explanation codes, review the information and links to the Smart Data Solutions, Inc. (SDS) portal, request a claim adjustment, view fee schedules, review the information and links for electronic payments and remittances.



Check Claims

To review claims or pre-estimate treatments, the user can click on Claims & Payment and Check Claims:



OR

Click on Check Claims from the Eligibility and Benefits screen:

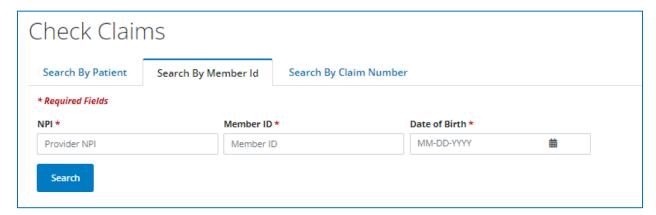
Back to Search	
Search Results - Date of Service: 03/06/2023	
Patient 1 - 123456789	
	View Claims Download as PDF
MEMBER PLAN	

When the dental claim search page appears, there are 3 tabs with different options on how to search for a claim:

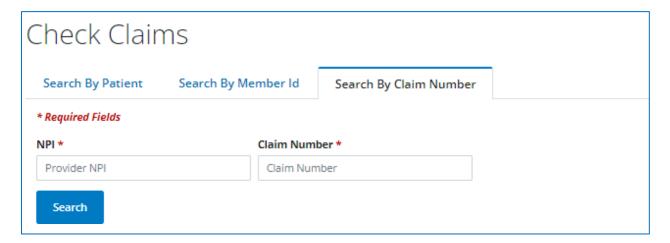
1 - Search By Patient = NPI, First Name, Last Name, and Date of Birth are required



2 - Search By Member ID = NPI, Member ID, and Date of Birth are required

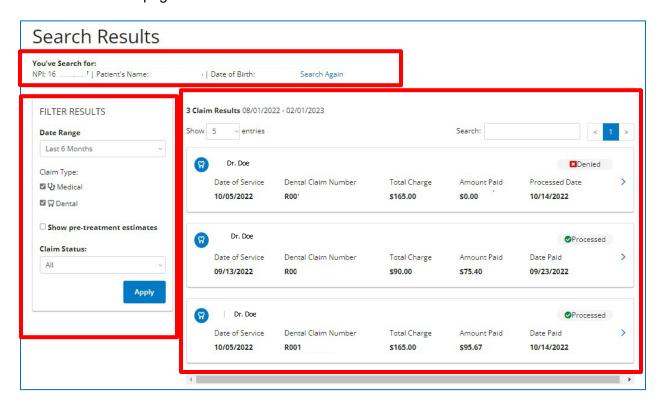


3 - Search by Claim Number = NPI and Claim Number are required



Search Results Page

The search results page is broken out in to three areas:

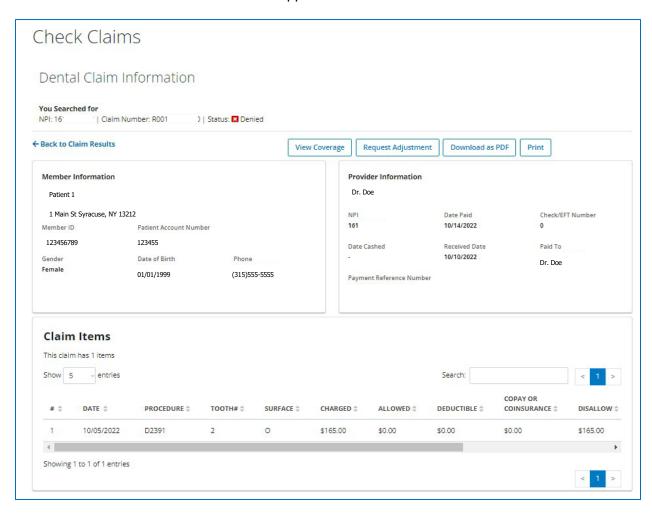


Search Criteria	Reflects the information entered in the search and the link to Search Again.
Filter Results	 This area allows you to filter by: Date range (last 6 months, year to date, last 12 months, last 24 months, or select a date range) Medical or dental claim types To show or not show pre-estimates Claim status (All, in process, processed, denied, pre-determination in process, and pre-determined).
Claim Results	 This area reflects: The date range used for the search, the maximum number of entries that will listed, and a search box for additional filtering A list of claims with the medical or dental icon, provider's name, claim status, date of service, dental claim number, total charges, amount paid, and date paid

To open a claim, click on the arrow to the right of the applicable claim to review the details:



The Dental Claim Information screen will appear.



At the top is the search criteria, the option to go Back to Claims Results, A box to View Coverage, Request Adjustment, Download as a PDF, or Print.



Underneath is the Member and Provider Information:

Member - Name, Address, ID, Patient Account Number, Gender, Date of Birth and Phone



Provider – Name, NPI, Date Paid, Check or EFT Number, Date the check was cashed, Received Date, Paid To name, Payment Reference Number.



Claim Items are listed under the Member and Provider sections.



The scroll bar can be used to view all details on the claim – line number, date of service, procedure code, tooth number, surface, charged amount, allowed amount, deductible applied, copay or coinsurance applied, disallow amount, member responsibility, other insurance amount, paid amount, and status/explanation code.

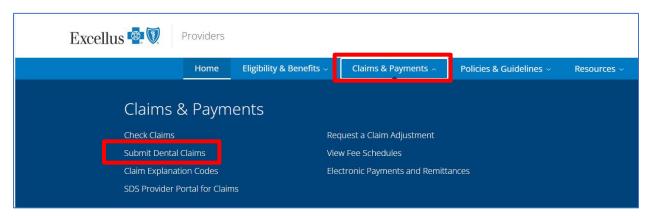
When the status of a claim is Denied, hover over the explanation code to see the denial verbiage.



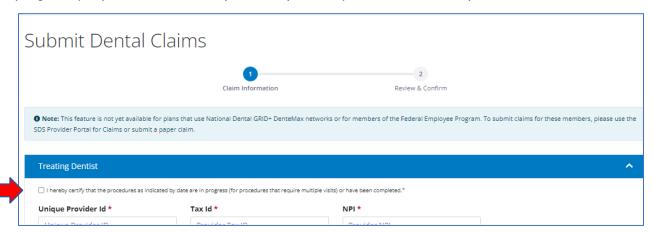
Please note - when submitting a secondary claim, printouts of the dental portal cannot be used in place of an explanation of benefit or provider remittance statement, as the portal does not contain the detail needed to process the secondary claim.

Submit Dental Claims

To submit a dental claim, the user can click on Claims & Payment and Submit Dental Claims:



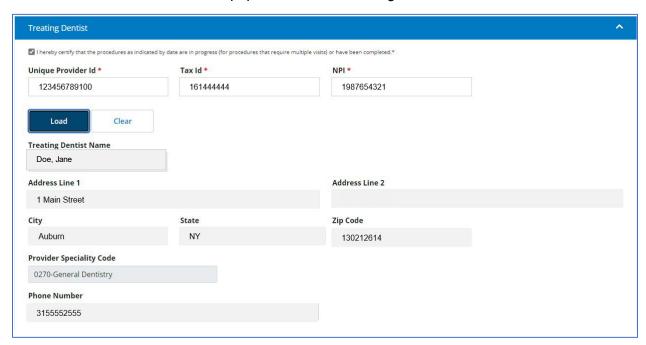
When the Submit Dental Claims screen appears, the user must check the box indicating agreement to the statement "I hereby certify that the procedure as indicated by date are in progress (for procedures that require multiple visits) or have been completed" to continue.



The treating dentist's Unique Provider Id, Tax Id, and NPI are required fields. Once the information is entered, click Load.



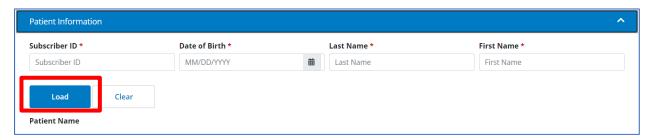
The dentist's information will auto populate into the Treating Dentist fields.



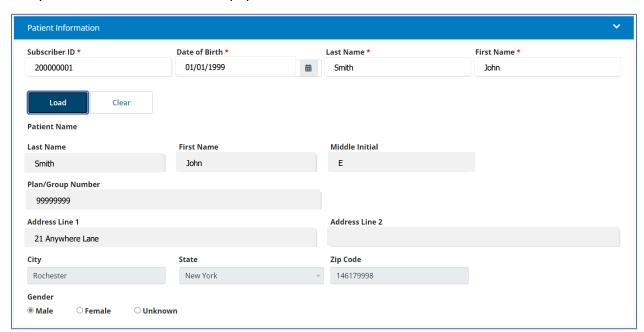
Click on the drop-down arrow next to Patient Information.



Under the Patient Information section, the Subscriber ID, Date of Birth, Last Name, and First Name are required fields. Once the information is entered, click Load.



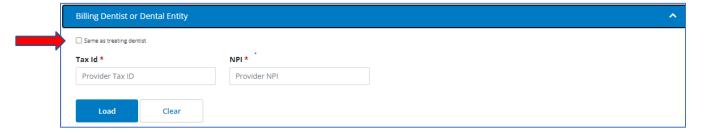
The patient's information will auto populate into the Patient Information fields.



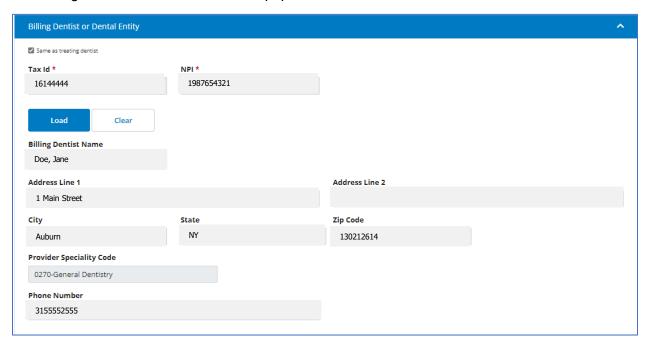
Click on the drop-down arrow next to Billing Dentist or Dental Entity.



If the billing dentist is the same as the treating dentist, click the check box and all of the information will auto populate. If the billing and treating dentists are not the same, enter the billing dentist's Tax ID and NPI, and click load.



The Billing Dentist information will auto populate.

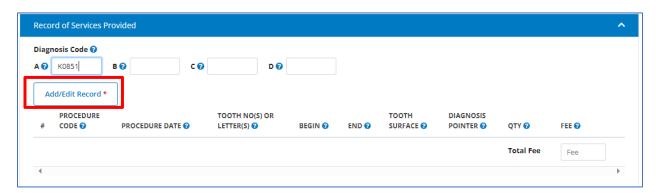


Click on the drop-down arrow next to Record of Services Provided.



When applicable, add the primary diagnosis code in A. If there are additional diagnosis codes, enter them in B, C and D.

Click Add/Edit Record.

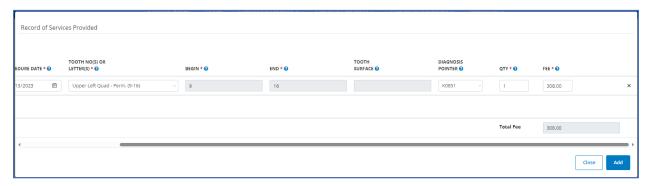


When the box appears enter or select the required information noted with an asterisk.



Field	Required	Description
Procedure Code	Yes	Dental procedure code for procedure performed
Procedure Date	Yes	Date on which procedure was performed
Tooth NO (S) or Letter (S)	Yes	Tooth Letter/Number, Arch, Range upon which procedure was performed.
Begin	Yes	Begin Tooth. This field will auto generate when the tooth numbers or letters are selected.
End	Yes	End Tooth. This field will auto generate when the tooth numbers or letters are selected.
Tooth Surface	No	Tooth surface on which the procedure was performed
Diagnosis Pointer	No	Diagnostic code for the services rendered. Click the drop-down arrow and select the applicable diagnosis.
QTY	Yes	Quantity

Using the scroll bar, scroll to the right, enter the Fee, and click Add.



Field	Required	Description
Fee	Yes	Charged amount

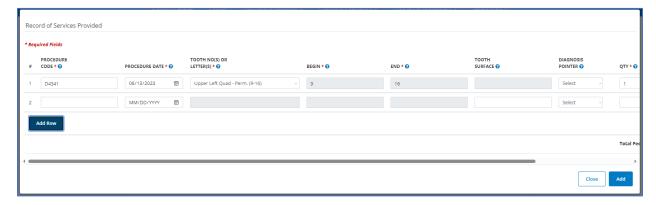
If additional rows are needed, click on Add/Edit Record.



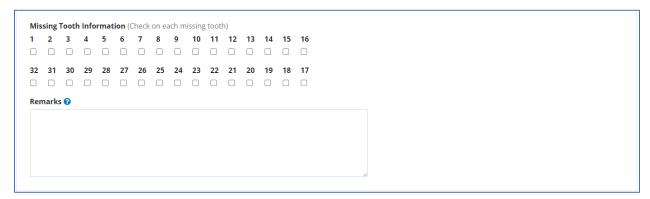
When the box opens, click Add Row.



When the 2nd row appears, complete the required fields using the same steps for Row 1. Click Add when all rows have been added and completed.



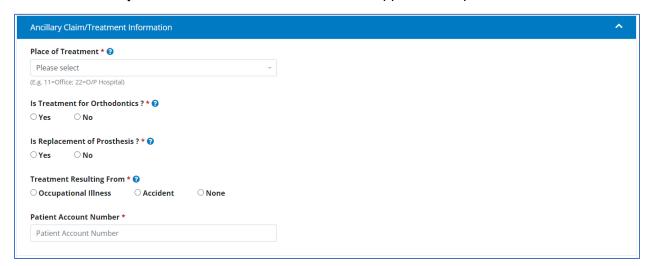
In the Missing Tooth Information section, check all that apply. In the Remarks field, add any applicable note that can assist with processing the claim.



Click on the dropdown arrow next to Ancillary Claim/Treatment Information.



When the Ancillary Claim/Treatment Information screen appears, complete all fields.



Click the drop-down arrow next to Place of Treatment and make a selection from the following options:

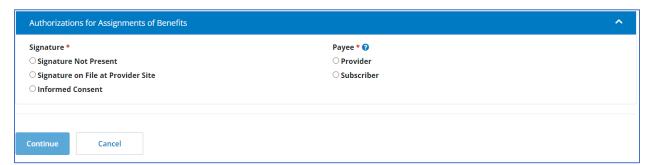
- 24 = Ambulatory Surgery Center
- 12 = Home
- 11 = Office
- 22 = Outpatient Hospital

Answer the questions by selecting the applicable radial button, and enter the patient's account number.

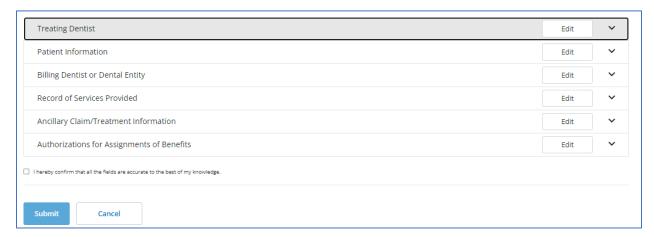
Click on the dropdown arrow next to Authorizations for Assignments of Benefits.



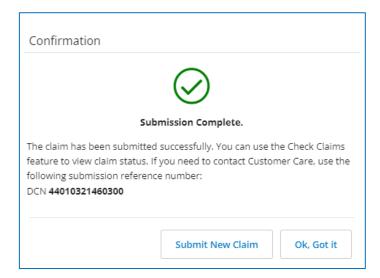
Select the applicable signature, select whom the assignment of benefits payee should be for non-participating providers, and click Continue.



Review each section to confirm the information entered is complete and accurate. To make changes, click the edit button and make the corrections. When all sections have been reviewed and/or corrected, check the "I hereby confirm that all the fields are accurate to the best of my knowledge, and click Submit.

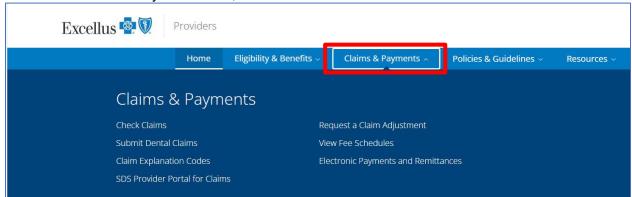


A confirmation screen will appear advising the submission was complete. There will also be a submission reference number indicated that identifies the transaction.



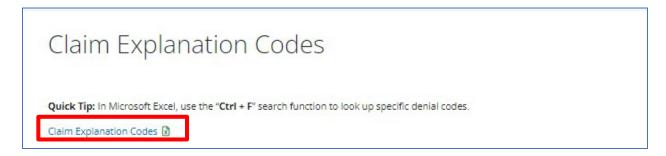
Claims & Payments

Under the Claims & Payments area, additional items and resources are available to the user.



Claim Explanation Codes

The claim explanation codes link is a listing of denial codes and their descriptions. To view the full list, click on the link to download, and open the file.



The file will open to an excel spreadsheet.



Claim Denial Codes

Document #: csd673	Last Updated: 02/03/14
Explanation Code	Description
001	Postpone payment of claim > 2 weeks
002	Increased allowable
003	Reduced allowable
009	Administrative approval
016	Reduced allowable amount per unit
018	Reduced allowable units
019	Disallowed amount
040	Valid Referral, Pre-authorization and/or Pre-
	Certification not obtained
043	Pre-authorization request was denied.
044	Referral request was denied.
045	Auto Action, Eligibility Other
046	Auto Action, Ineligibility Other
047	Dates of service span provider's agreements.

SDS Portal for Claims

The SDS portal for Claims provides information on how to register, sign in, and submit claims to our partner SDS through a web-based platform.

Request a Claim Adjustment

If a claim adjustment is needed, this area of the portal provides the form needed for the adjustment as well as the information on how to address overpayments.

View Fee Schedules

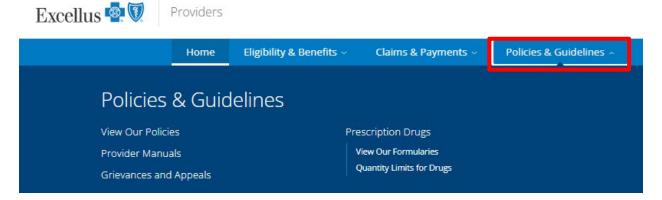
Custom employer or group specific fee schedules are listed in this area and provide a current and previous year listing of codes, descriptions, in and out of network allowances, and what area the benefit falls within if covered. The search box can be used to search by a Group Name or Product ID that can be found in the eligibility and benefits section under Group Name or Product Type. To open the fee schedule, click on the link to download, and open the file.

Electronic Payments and Remittances

This area provides details regarding our partner for electronic payments and remittance advice - InstaMed, including a link to their online registration, benefits of InstaMed and details on who to call for different types of questions.

Policies & Guidelines

The Policies & Guidelines area of the portal includes reference material and prescription drug formularies.



View our Policies



The view our policies section, provides tiles that link to the following:

Medical Policies – includes all medical and dental corporate policies that are used in making coverage decisions.

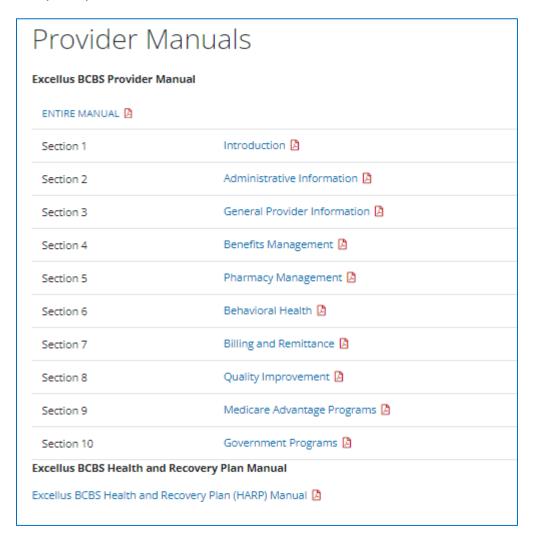
Drug Policies – includes all drug related policies that assist in the administration of pharmacy benefits.

Administrative Policies – a policy that defines and outlines correct coding and payment guidelines. After clicking on this link, the user must agree to the terms prior to viewing the list. The search bar at the top allows the user to search for a specific topic.

Credentialing Policies – includes information on the different types of medical and dental provider, and their policies on credentialing.

Provider Manuals

The Provider Manual is a reference and source document for physicians and other providers who participate with Excellus BlueCross BlueShield.



Grievances and Appeals

The Grievances and Appeals area includes the policies related to adverse determinations.

Grievances and Appeals

The grievance and appeal process is intended to provide a reasonable opportunity for a full and fair review of an adverse determination. The process varies slightly based on federal and state regulations.

For additional information, please refer to our Participating Provider Manual

- For Commercial Members Section 4.12 Utilization Review Appeals and Grievances
- For Medicare Members Section 9.5 Member Grievances, Organization Determinations and Appeals
- For Medicaid Members Section 10.11 Member Grievance and Utilization Review Appeal Policy and Procedure

Prescription Drugs

The Prescription Drugs area includes links to the Drug Formularies and quantity limits for drugs.



Resources

The Resources area also includes a variety of reference and training materials and videos, includes links to current and past provider communications, and practice related information and links to assist provider in running their day-to-day business, and maintaining their records with the Health Plan.



View Forms and Documents

Under the view forms and documents section, there are links to a variety of forms and documents that can be downloaded, viewed, and printed.

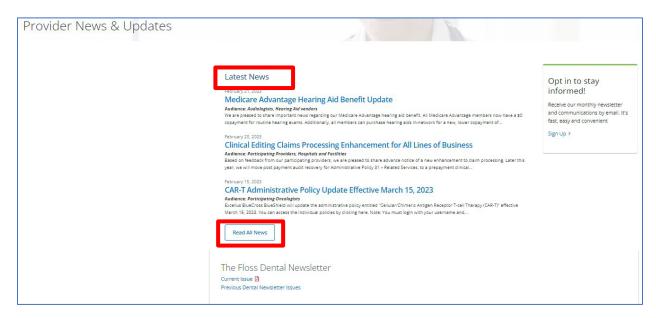


The forms are broken out in to four categories – Administration, Benefits Management, Claims, and Billing and Remittance related forms. Click on the arrow to the right of the topic and the sub list of topics will appear:



News and Updates

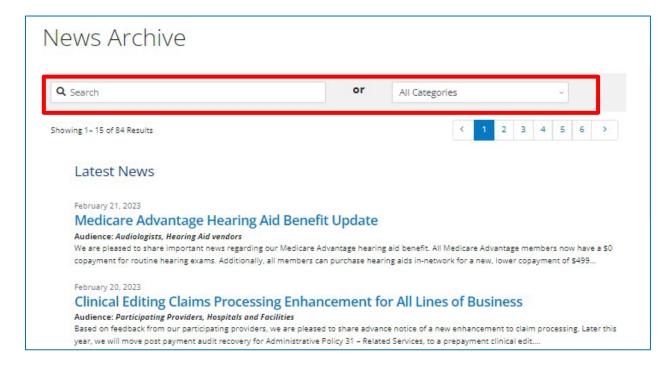
The News and Updates section includes communication that we mail or email to our provider.



The **Latest News** includes links to recent communication mailed or emailed to medical and dental provider when applicable.

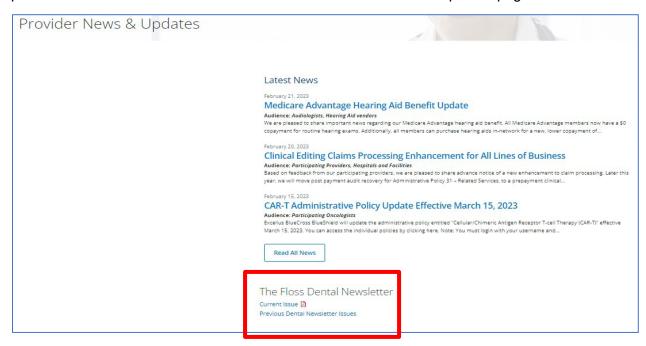
To read all communication, click on the button for Read All News and the **News Archive** page will appear.

This view also allows the user to search by a specific topic or filter by a specific topic within the communication area.



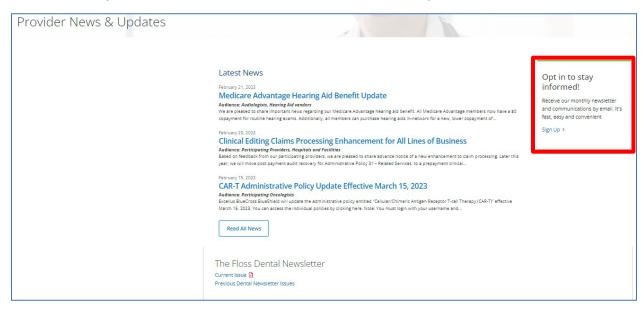
The Floss Dental Newsletter

Communication related to system changes, updates, trends, and tips, are communicated through our dental newsletter "The Floss". To view the issues, click on either the current or previous issue link found on the bottom of the Provider News and Updates page.



Opting In

To receive the newsletter and communications via email, dentists can click on the Sign Up link found on the right hand side of the Provider News & Updates page.



The Sign-Up page will appear requesting additional information. To ensure that you are receiving dental communication, please select "General Dentistry" in the Practice Specialty field.



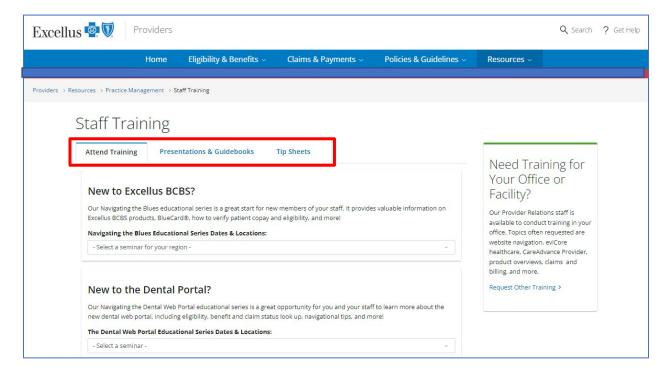
Practice Management

Practice Management includes links to items that a provider or practice would utilize for new or required periodic trainings, updating practice information, and managing their staffs access to the secure portion of the portal.

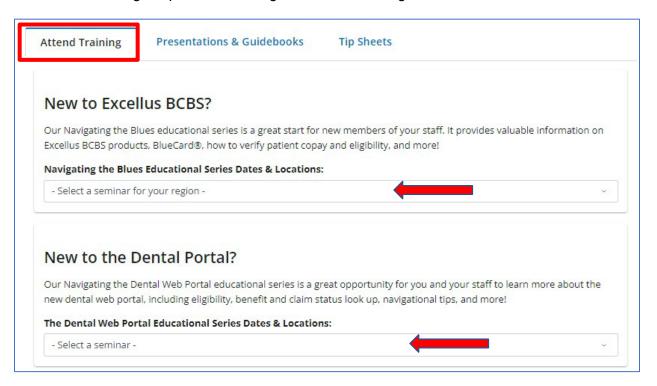


Staff Training

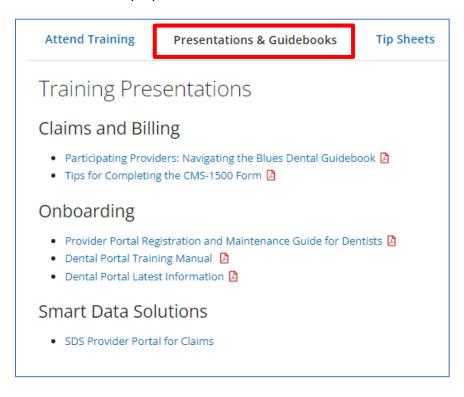
The Staff Training section is broken down in to three tabs – Attend Training, Presentations & Guidebooks, and Tip Sheets.



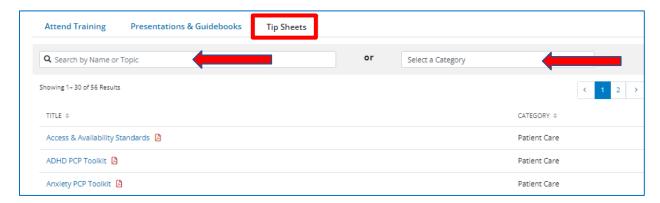
The Attend Training tab provides a listing of available trainings.



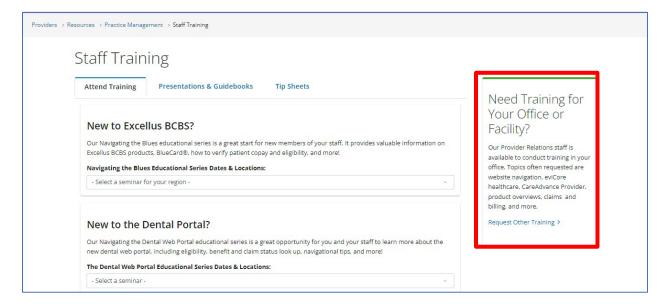
The Presentations & Guidebooks tab provides links to reference material and videos for training and informational purposes.



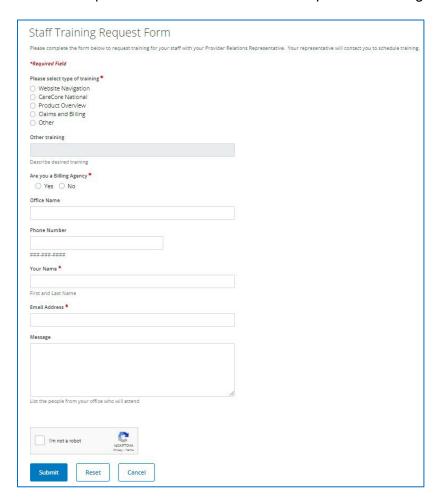
The Tip Sheets tab includes links to tip sheets and guides that will assist users with specific topics or systems. The search bar at the top can be used to search for a specific topic or category.



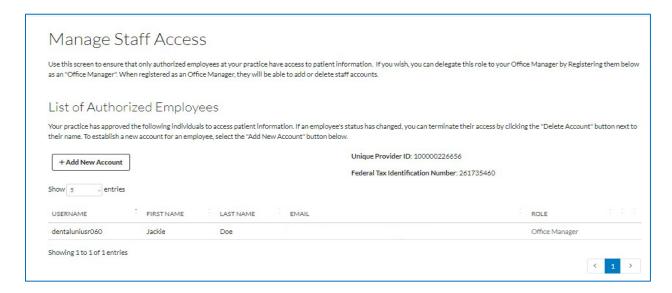
To the right of the tabs is the option to "Request Other Training".



After clicking on the link, the Staff Training Request Form will appear. Requestors must select or fill out all required fields and click submit to request the training.



Manage Staff Access



Update Practice Information

Update Practice Information provides details on what information can be updated, how to submit the changes, and links to the forms.

Attestation and Certifications

This area is a centralized location for the annual Cultural Competency, Model of Care, Provider Directory Data, and OMIG training, attestation, or certifications.



Frequently Asked Questions

The Frequently Asked Questions section includes questions that we commonly receive and the answers to those questions.

Consolidated Appropriations Act Toolkit

This area provides information related to the Consolidated Appropriations Act and the Transparency in Coverage regulation including a number of provisions relating to health insurance and group health plan coverage.