# Molina Healthcare Portal SSO Functions

Presented by: Provider Services







#### Agenda

- Payer Spaces and the SSO Process
- Appeal and Correct Eligible Claims
- Prior Auths
- Member Rosters
- HEDIS Roster
- Reports
- Coming Soon
- Reporting Portal Issues
- Contacting your Molina Provider Services Team

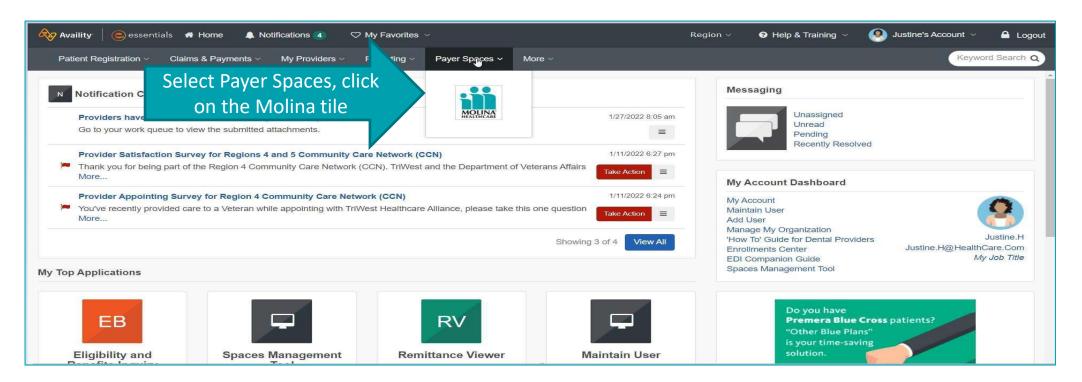


# Payer Spaces and the SSO Process



#### Payer Spaces (1 of 7)

A Payer Space contains links to payer-specific Applications, Resources and News and Announcements. Molina's Payer Space is accessed via the Single Sign On process through Availity Essentials.

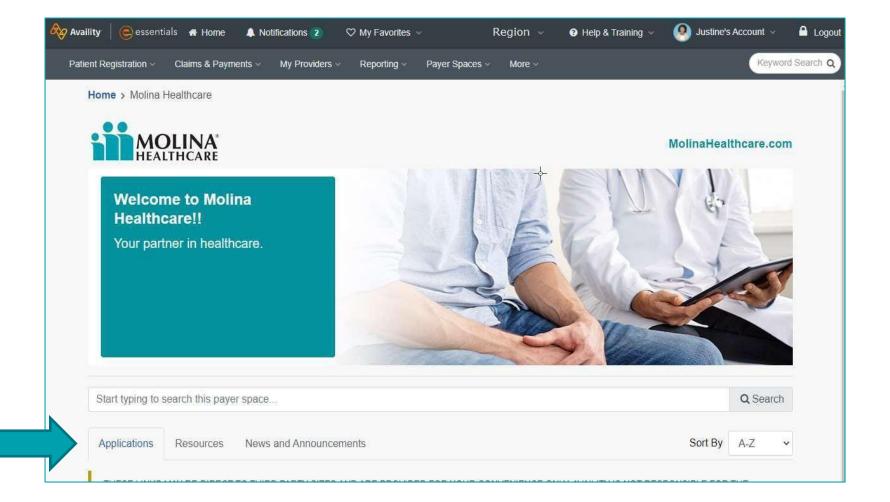




#### Payer Spaces (2 of 7)

After clicking on the Molina Payer Space tile, the Payer Space landing page will

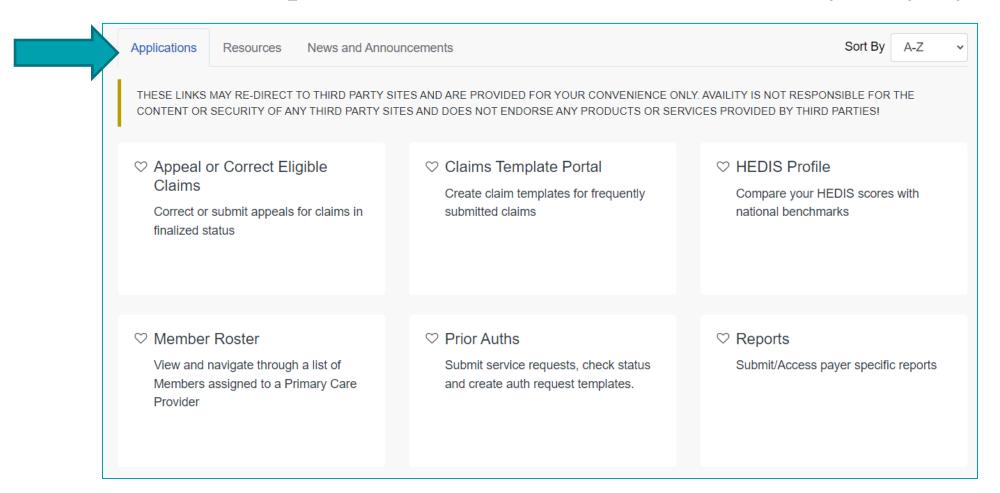
appear.





#### Payer Spaces (3 of 7)

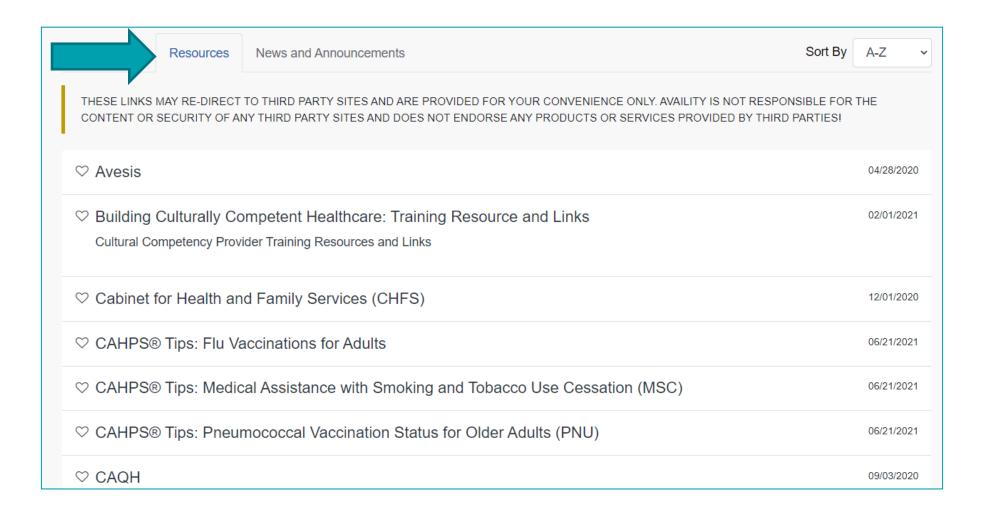
The Applications tab contains various tiles that will direct users into the Molina Legacy Portal via the SSO process. Please note, these tiles may vary by state!





#### Payer Spaces (4 of 7)

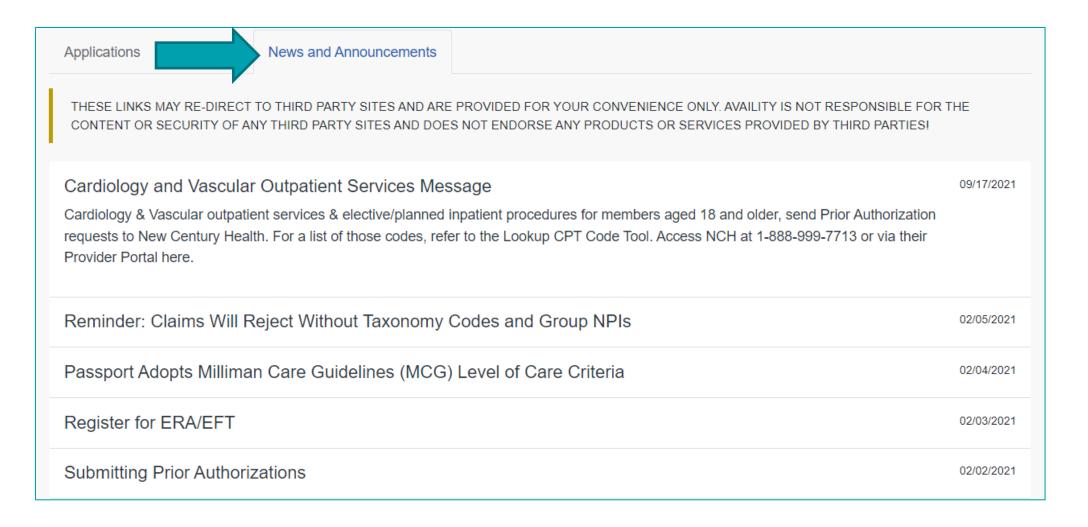
The Resources tab contains links to useful Health Plan specific resources.





#### Payer Spaces (5 of 7)

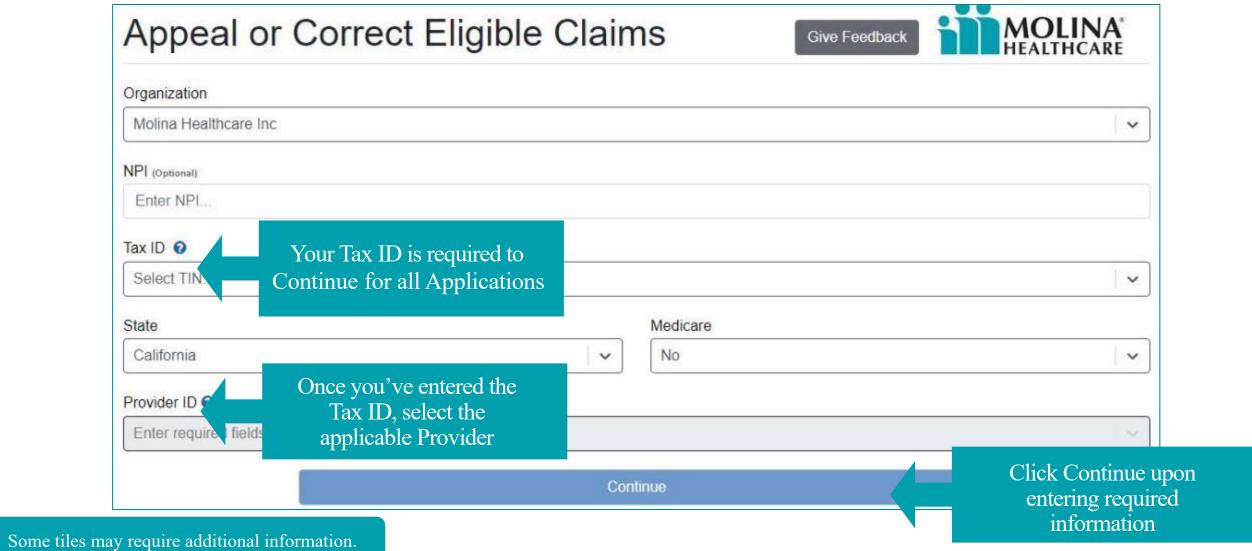
The News and Announcements tab contains Health Pan specific communications.





#### Payer Spaces (6 of 7)

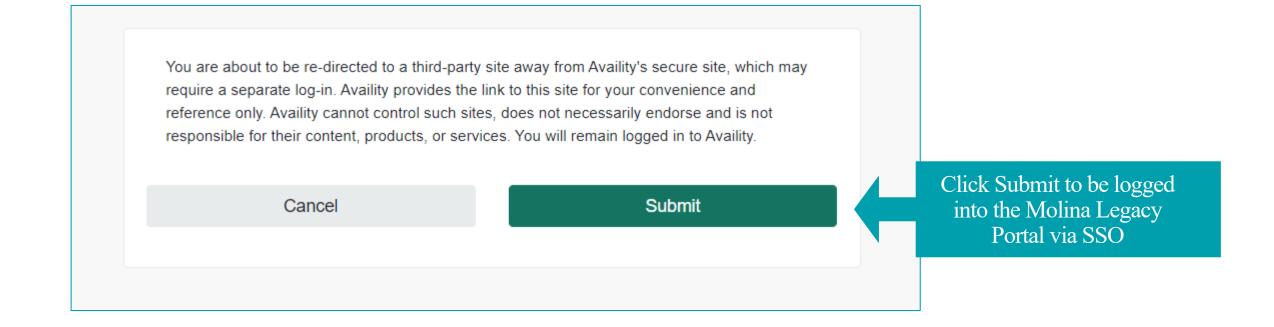
Each Application tile will prompt users to enter provider-specific information.





#### Payer Spaces (7 of 7)

The below window will appear informing users they are being re-directed to the third party site. This is the SSO process!





# Appeal or Correct Eligible Claims



#### **Appeal or Correct Eligible Claims (1 of 4)**

The Appeal Claim module is a 3-step process:

- ➤ Submitting the Provider Appeal Request Form
- ➤ Waiver of Liability Form\*
- > Email Confirmation

Appeal or Correct Eligible Claims

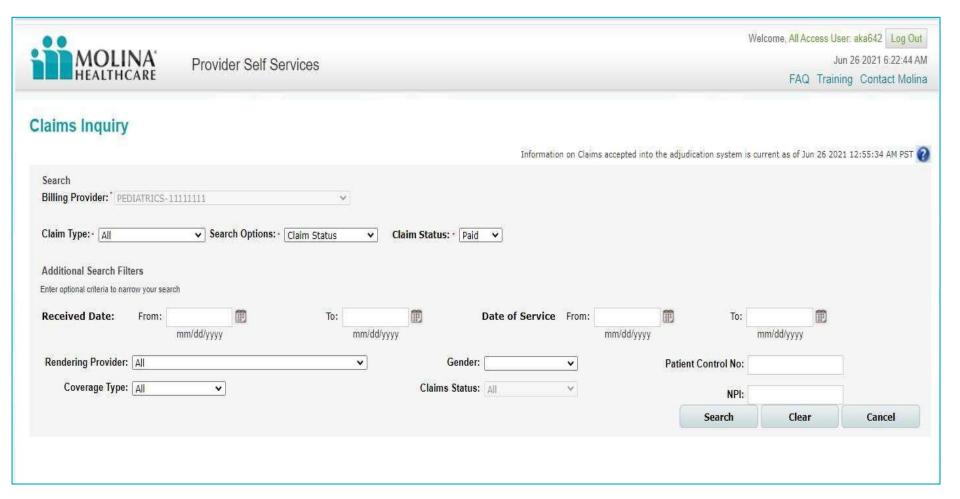
Correct or submit appeals for claims in finalized status



<sup>\*</sup>For non-contracted Medicare and MMP Providers only!

## **Appeal or Correct Eligible Claims (2 of 4)**

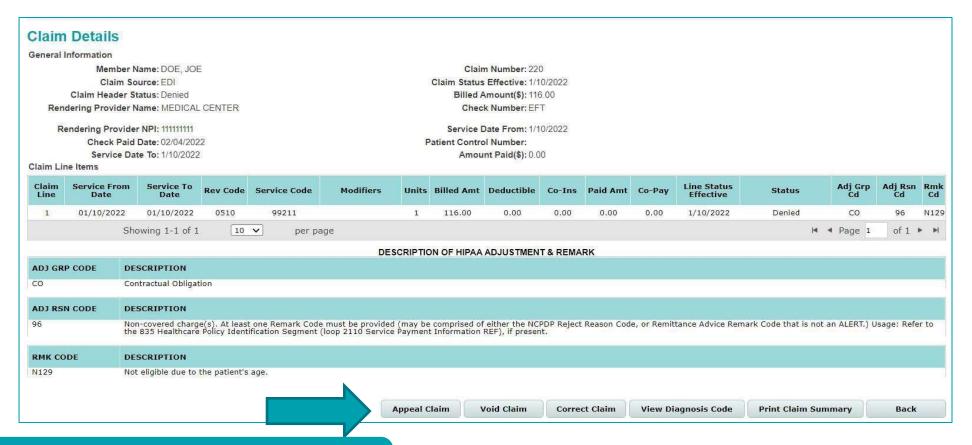
Search for the desired claim to appeal or correct by member name/DOB, member ID, claim number or status.





## Appeal or Correct Eligible Claims (3 of 4)

Once the desired claim has been identified, click on the appropriate button to Appeal, Void or Correct the claim.



Finalized claims have the Correct Claim button. All claims will have the Void Claim button



## **Appeal or Correct Eligible Claims (4 of 4)**

Information from the claim will auto-populate within the Provider Appeal Request Form or the Correct/Void Claim form. This information cannot be changed.

Complete the remainder of the form and Submit.

Provider Appeal Re	equest Form						1	
Instructions for filing an Appea 1. Fill out this form completely. De 2. Attach copies of any records yo	I: scribe the issue(s) in as much detail as I u wish to submit. mitted to the Molina Healthcare Provider		tment. An electronic acknowled	dgement will be provided				
Provider's Name:	MEDICAL CENTER	NPI:	1111111111		Federal ID:	1234567890		
Request Type:	Appeal			tracted				
Claim Number:	220	Date of Service From:	01/10/2022	mm/dd/yyyy	Total Billed Charges:	116.00		
CPT Code:		Authorization Number:	:					
Address:		City/State/Zip:			Email Address:			
Contact Person:		Phone:			Fax Number:			
Member's ID:	1234567890	Member Na						e e e e e e e e e e e e e e e e e e e
Specific Issue(s):		N	ext >>				Save for Later	Save as Template Cancel
	Please state all details relating to yo	ur request including I	Member	Provi	der	Summary		*- Required Field Help FAQ
Supporting Information  Attachments: Attach copies of a	any records you wish to submit below		What would you like to	do?* O Create Claim	© Correct Claim	○ Void Claim		
Type of Attachment					Б	xpand to view Manage and Use Templ	lates	
File	: Choose File No file chosen	1	► Manage and Use Tem	plates		N a G		
	Upload files only when you wan Total Size of all files attached of		Eligibility Check					
By entering my name belo	Is submitted after 5pm are consider w, I certify that I am elther the sub n any form submitted to Molina Hea Cancel	Submission C red to be received or mitting healthcare p	Enter the insured's ID of Advance Search . Insured's ID N OR	umber: *	ame and Date of Bir		<b>19</b>	te of Birth using
			Insured's Inform	nation				1
			Last Na	me:		First Name:	Middle Initia	ı:
				OOB:		Sex:		
			Addre			Address2:	1	
				Sity:	#  }	State:	Zip Code	a: [



## **Prior Authorizations**



#### **Prior Authorizations (1 of 5)**

The Prior Auths tile has 4 functionalities:

- ➤ Service Request/Authorizations Status Inquiry
- ➤ Create Service Requests/Authorizations
- ➤ Open Incomplete Service Requests/Authorizations
- ➤ Create Service Request/Authorization Template

#### Prior Auths

Submit service requests, check status and create auth request templates.



#### **Prior Authorizations (2 of 5)**

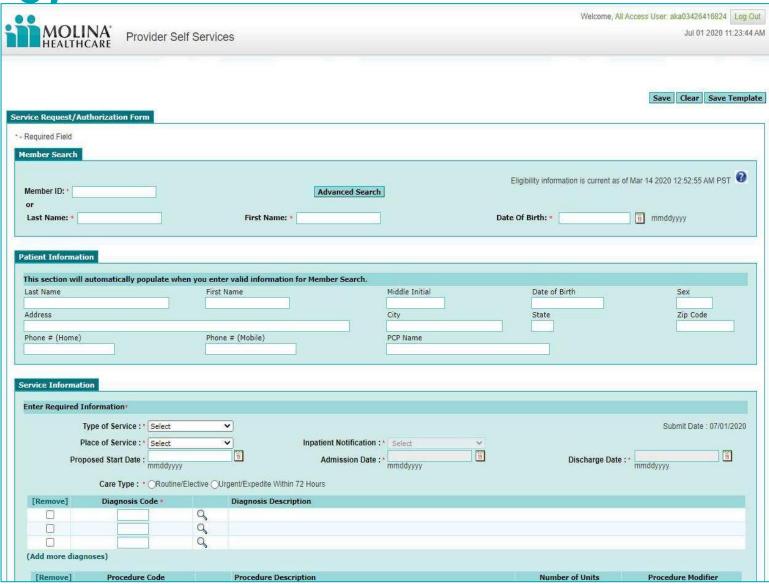
To ensure the prior authorization request is submitted successful the listed elements are required. Please note, some of these elements are autopopulated for you.

Section	Description	
Member Search	Enter Molina Healthcare Member ID or enter First Name, Last Name and Date of Birth to search for Member. Searches Member's eligibility as of today.	
Patient Information	This section will automatically populate with a successful Member Search	
Service Information	Enter Type of Service, Place of Service, and Proposed Start Date (Required fields will be enabled based on your selection). Enter Diagnosis Code, Procedure Code and Number of Units requested to complete this section.	
Provider Information	Requester and Contact information will automatically populate based on the User ID. Manually enter any other necessary information to complete this section.	
Referring Provider Information	Select a Referring Provider from drop down menu and the information will automatically populate.	
Referred to Provider Information	To locate a Provider, enter the Provider NPI. The information will automatically populate. If the Provider is not found, you can enter the information manually.	
Additional Provider Access	PCP automatically populates. (This is not a required field.)	
Refer to Facility Information	If you are choosing a facility, enter the Facility NPI and move to the next field to search or use Find Facility link to search and select a Provider. If the Provider is not found, you can enter the information manually by clicking cancel on the search window.	
Supporting Information	Use this section for adding attachments and clinical notes/comments to support the request.	



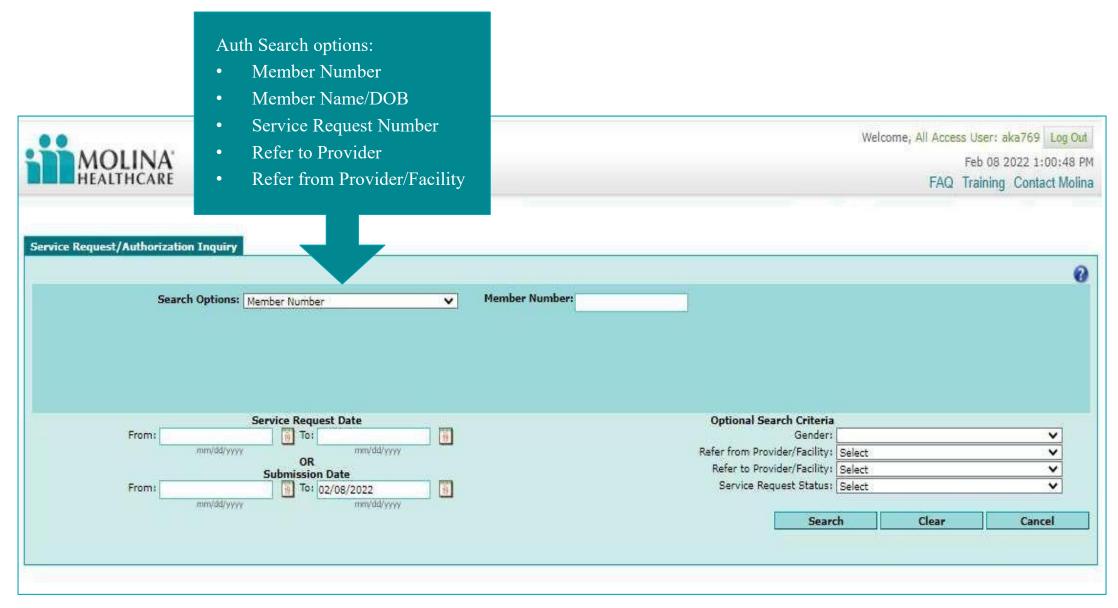
Prior Authorizations (3 of 5)

The Service Request/Authorization Form is available for inpatient and outpatient service requests.





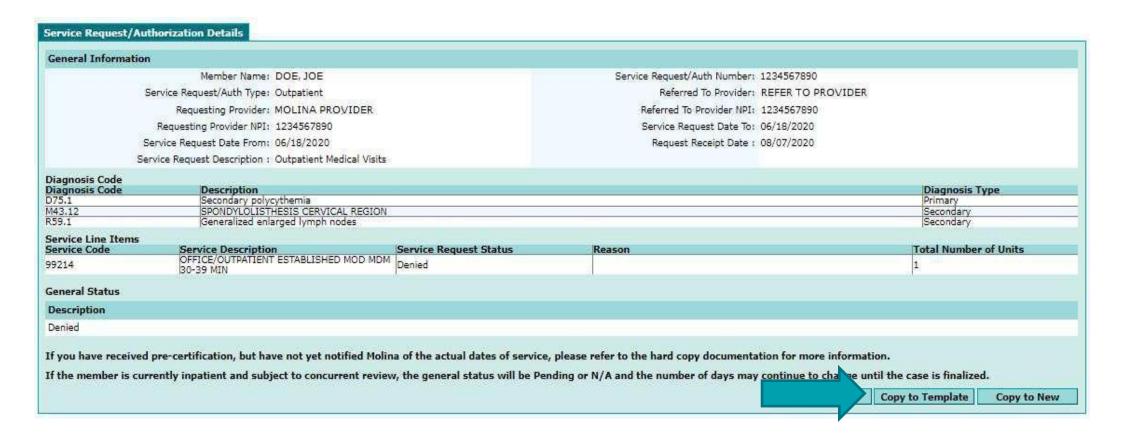
#### **Prior Authorizations (4 of 5)**





#### **Prior Authorizations (5 of 5)**

For services submitted regularly, users can copy from the Inquiry screen to a New Request or as a Template for future submission using the Copy to Template or Copy to New Buttons.





# Member Roster\*

\*For Primary Care Providers only



#### Member Rosters (1 of 3)

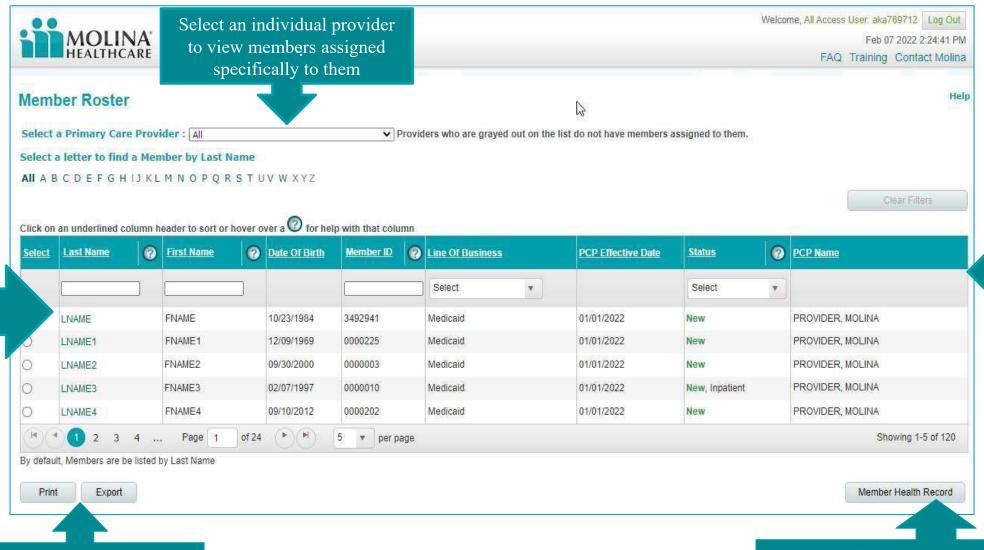
Member Rosters allow PCPs to view and navigate through a list of members assigned to them. Member Roster features include:

- > Customizable member search with built-in features and sorting functions
- Ability to view various statuses such as needed services, inpatient and new member
- > Ability to view the members Health Record

View and navigate through a list of Members assigned to a Primary Care Provider



#### Member Rosters (2 of 3)



Click in the teal column header or select from a drop down to sort

Print the Member Roster or Export to Excel

View the member's Health Record – click the button within the 'Select' column first!



Click on a

member's

last name for

Member

Eligibility

Details and

Health

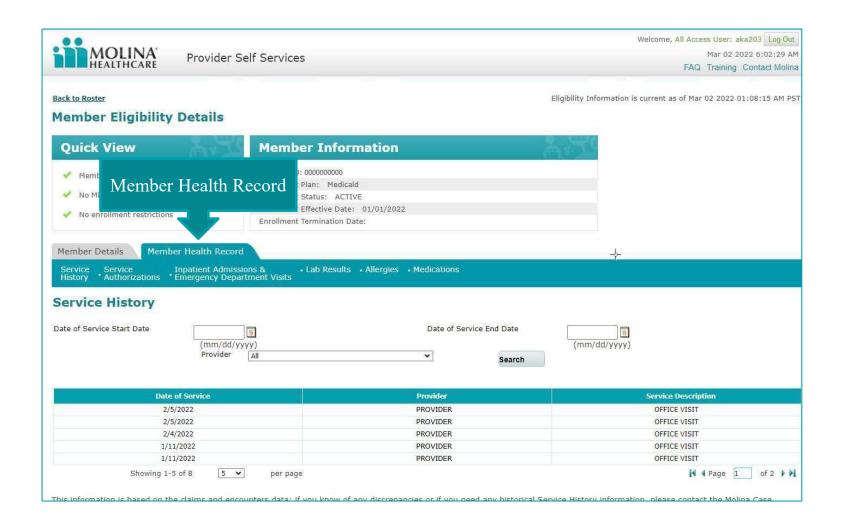
Record

access

#### Member Rosters (3 of 3)

The following can be viewed within the Member Health Record:

- Service history
- > Service authorizations
- > Inpatient admissions
- > ED visits
- > Lab results
- > Allergies
- > Medications





## HEDIS® Profile\*

\*For Primary Care Providers only



## HEDIS® Profile (1 of 3)

The Healthcare Effectiveness Data and Information Set (HEDIS®) Profile is used to measure performance on significant dimensions of care and service.

HEDIS® Profile functionality includes:

- ➤ View HEDIS ® scores and compare performance against peers and national benchmarks
- > Search/filter for members who need HEDIS ® services and export listings
- > Submit HEDIS ® chart documentation for completed services

♥ HEDIS Profile

Compare your HEDIS scores with national benchmarks

The HEDIS \* Profile is updated the final week of every month and reflects all processed data received the prior month.



#### HEDIS® Profile (2 of 3)

Measures will appear alongside current measurement year performance within the My Rates tab. The '% of Patients who Received Services' column will change color based on the national benchmark.

#### Medicaid and Marketplace NCQA Nat'l Percentiles:

Green = Your rate is at or above 90% NCQA benchmark

Yellow = Your rate is at or above 75% NCQA benchmark

Red = Your rate is below the 75% NCQA benchmark

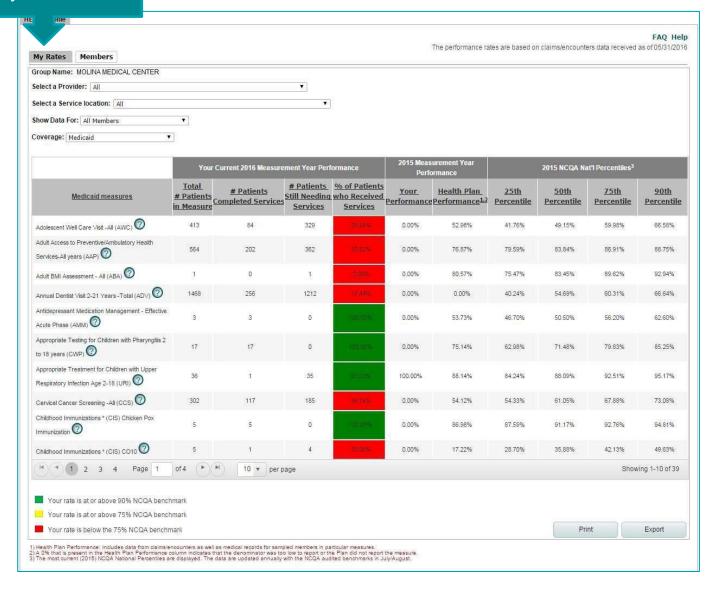
#### **Medicare/Duals Star Ratings:**

Green = Your rate is at or above the 5 star rating

Yellow = Your rate is at or above the 4 star rating

Red = Your rate is below the 4 star ratings

#### My Rates tab

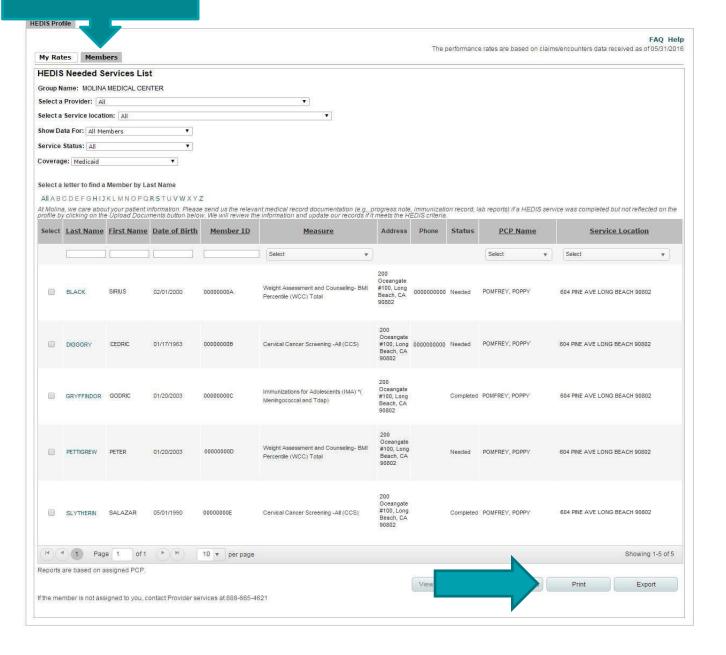




## **HEDIS®** Profile (2 of 3)

HEDIS<sup>®</sup> Needed Services List will show members who have outstanding HEDIS<sup>®</sup> services within the Members tab. This list can be printed or exported for convenience.

#### Members tab





# Reports

\*For Primary Care Providers only



#### Reports (1 of 4)

The Reports tile has 2 functionalities:

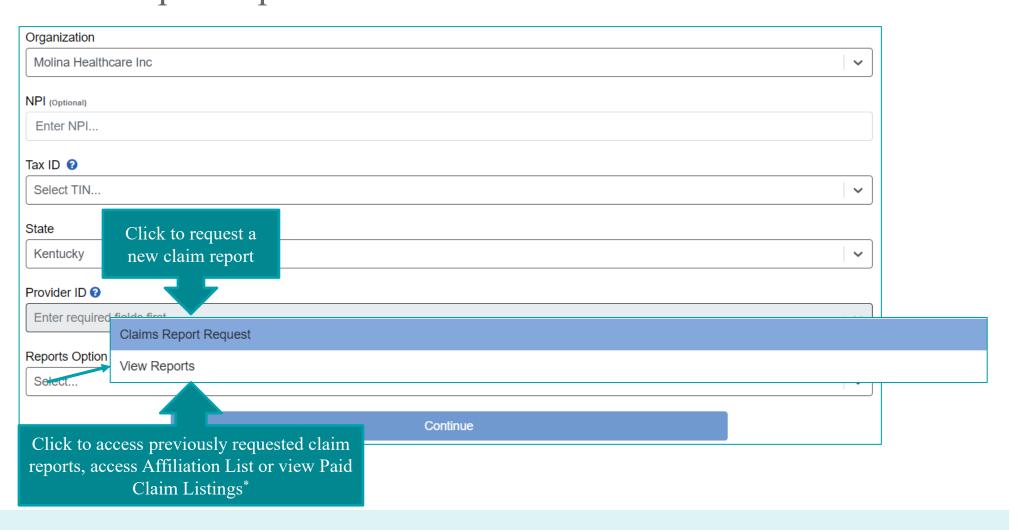
- Claim Report Request: allows users to pull claim reports using specific date spans.
- ➤ View Reports: where reports are housed once they have been requested and/or uploaded. Affiliation lists are housed within View Reports and, for some Health Plans, this is also where annual paid claim listings (PCL) are stored.

○ Reports
 Submit/Access payer specific reports



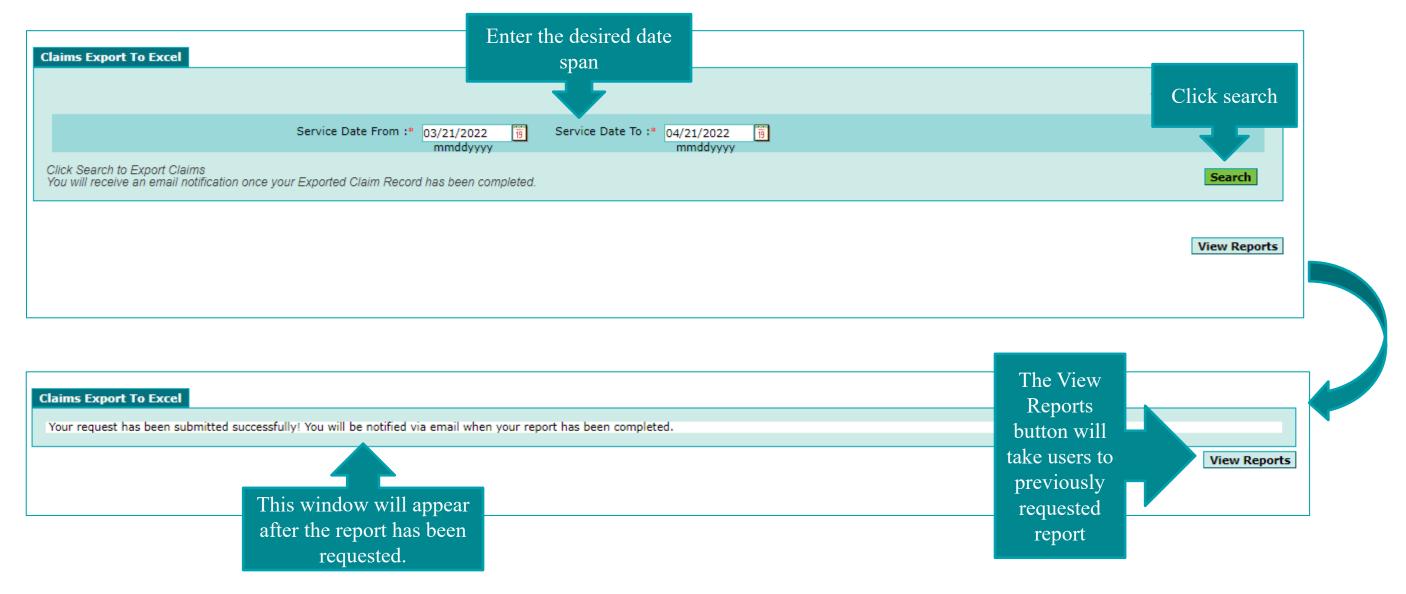
#### Reports – Claims Reports (2 of 4)

The Reports tile will ask for additional information prior to the SSO process. Below outlines the Report Option field:



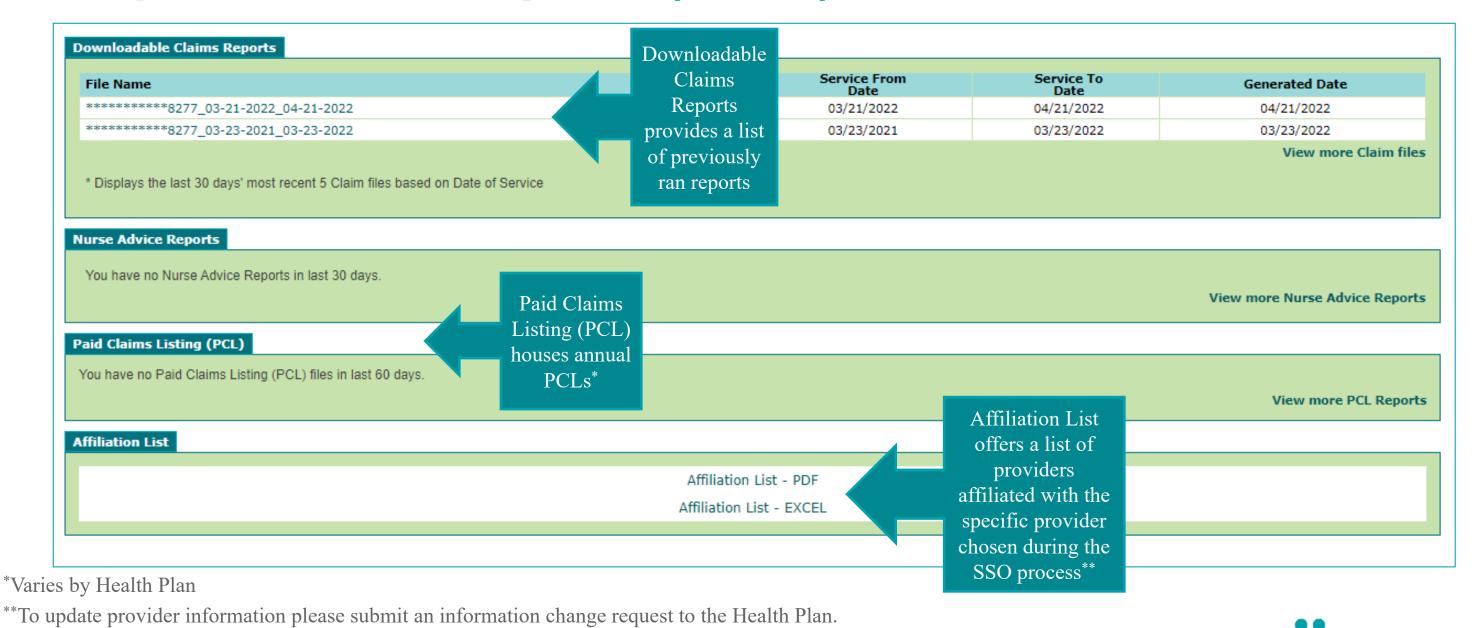


## Reports – Claims Reports (3 of 4)





#### Reports – View Reports (4 of 4)





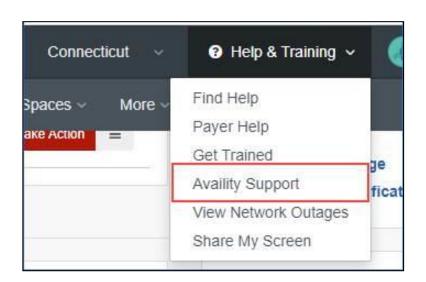
# Reporting Portal Issues



## Reporting Portal Issues (1 of 2)

#### **Availity Essentials Issues:**

- Contact Availity Customer Service (ACS) at (800) 282-4548
- Submit an ACS ticket by accessing Help and Training > Availity Support within the Availity Essentials Portal





## Reporting Portal Issues (2 of 2)

#### **Molina Legacy Portal Issues:**

- Alert your Provider Service Representative, providing the following as applicable:
  - >State & Line of Business
  - >TIN/NPI
  - ➤ User ID & Email
  - Claim number(s)
  - >SRA/Prior Auth number(s)
  - ➤ Member ID(s)
  - >Issue detail

- Screen Shots
- ➤ Molina Legacy Portal user ID
  - This is the 'aka###' ID

found in the upper right

hand corner of the Molina

Legacy Portal

Welcome, All Access User: aka734434572853 KY Log Out



# Contacting Your Provider Service Representative



Health Plan	Contact	E-mail	Additional Resources	
AZ	Pamela Langston	Pamela.Langston@molinahealthcare.com		
CA	Viviana Urquiza	Viviana.Urquizu@molinahealthcare.com		
FL	Carol Andrews	Carol.Andrews@MolinaHealthCare.com		
ID	Cassie Gillespie-Woods	Catherine.Gillespie-Woods2@molinahealthcare.com		
IL	Latasha Smith	Latasha.Smith@MolinaHealthCare.com	Service Area (molinahealthcare.com)	
KY	Provider Services Team	ProviderRelations@passporthealthplan.com	Meet the KY Provider Services Team	
MA	Beatriz Agosto	Beatriz.Agosto@MolinaHealthCare.com		
MI	Provider Services Team	MHMProviderServicesMailbox@molinahealthcare.com		
MS	Chinwe Nichols	Chinwe.Nichols@molinahealthcare.com  MHMSProviderServices@molinahealthcare.com		
NM	Provider Services Team	MHNM.ProviderServices@molinahealthcare.com		
NV	Provider Services Team	NVProviderRelations@molinahealthcare.com		
NY	Provider Services Team	MHNYProviderServices@molinahealthcare.com		
NY-SWH	Provider Services Team	SWHNY-ProviderRel-NY@MolinaHealthCare.com		
ОН	Provider Services Team	OHProviderRelations@MolinaHealthCare.com		
SC	Lisa Collins	<u>Lisa.Collins@MolinaHealthCare.com</u>		
TX	Denise Arvia	Denise.Arvia@MolinaHealthCare.com		
UT	Provider Services Team	MHUProviderServicesRequests@MolinaHealthCare.com		
VA	Jeanne Bellucci	Jeannette.Bellucci@molinahealthcare.com		
WA	Dan Johnson	Daniel.Johnson@molinahealthcare.com		
WI	Provider Services Team	WIProviderNetworkManagement@MolinaHealthCare.com		



# Coming Soon!



#### **Portal Enhancements**

Molina constantly explores ways to improve the provider experience. Here are some portal enhancements you can expect to see throughout 2022-2023\*!

#### Coming soon: Exciting new functionality on Availity Essential

We're excited to announce new functionality for the Availity Provider Portal that will help improve efficiency and add to a better experience for our providers. These are just some of the exciting capabilities coming your way now through early 2023!

Coming soon in 2022	
Enhancement	Features
New E&B Interface	<ul> <li>Enhanced Eligibility and Benefits module will make finding the benefit information you need easier and quicker</li> </ul>
Smart Claims	Quick entry forms and templates for claims
Coming later in 2022	
Enhancement	Features
Claims Status Plus	<ul> <li>An expanded view of Claim activity with better messaging and the ability to submit attachments electronically.</li> </ul>
Enhanced Member Roster	<ul> <li>PCPs and providers in the same group can Customize Member search, View various statuses (e.g., needed services, inpatient, new Members, etc.)</li> <li>Access other functions to view Member details, submit claims and request service authorizations</li> </ul>
Real-time Authorization Approvals	Provides real-time approvals for authorization requests for certain services
Prior Authorization (PA) Submissions and Status Reviews	<ul> <li>Submit and view auth status through Availity</li> <li>View all-payor Auth Dashboard</li> <li>More streamlined auth submittal process, with ability to add attachments</li> </ul>
Automatic PA Requirement Checks	<ul><li>Verify instantly if PA is required</li><li>Single Sign On to delegated vendors</li></ul>
Patient Cost Estimator	<ul> <li>Provides view of member cost estimate based on the</li> <li>individual member's benefits</li> </ul>
Auth Determination Correspondence	Near real-time access to auth status notification materials (currently fax/letter)
Claims Correction	<ul> <li>Provide ability for a provider who has submitted a claim(s) to make a correction on the non-finalized claim.</li> </ul>
Coming in 2023	
Enhancement	Features
New E&B Interface	<ul> <li>Enhanced Eligibility and Benefits module will make finding the benefit information you need easier and quicker</li> </ul>
Smart Claims	<ul> <li>For each member/plan submitted, returns Molina Plan/dollar &amp; benefit/count level accumulated (HIPAA-Health Benefit Plan-30)</li> </ul>
Claims Re-Evaluation (Appeals)	Submit claims disputes electronically     View status on claims disputes electronically



<sup>\*</sup>Enhancements may vary by Health Plan. Timeframes for go-live are contingent upon successful testing.

## Thank you

