

Provider Quick Reference Guide

Welcome to QualChoice.com

Features

- Provider Manual
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- Medical Coverage Policies
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- Radiology Benefit Management Program
- Member Eligibility
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Sign in to My Account to:

- Review claims payment information
- View remittance advices
- View member eligibility information

Register for My Account

- 1. To receive a User ID and password, complete the Provider Portal Administrator and User Access Forms. On QualChoice.com, under For Providers, select Find a Form or Document.
- 2. The first time you access the site, you will be prompted to change your temporary password to a permanent password. The password must be at least 8 characters and contain at least one uppercase and one numeric character. The password cannot contain symbols or spaces and is case sensitive.

Keep Your Information Up to Date

It is important that we have current information to ensure:

- Timely and accurate claims payment
- Accurate IRS reporting
- Receipt of email communications
- An accurate Provider Directory

To update information, use:

Provider/Practice Change Form

To terminate a provider or practice, use: Provider/Practice Termination Form

On QualChoice.com, under For Providers, select Find a Form or Document.

Mailing Address	P.O. Box 25610 Little Rock, AR 72221
Street Address	1001 Technology Drive Suite 401 Little Rock, AR 72223

Phone	Fax
Toll Free ▶ 800.235.7111	833.681.2495
Main Line ► 501.228.7111	
Customer Service ► 501.228.7111	833.681.2495
Provider Relations ► ext. 7004 Contracting, Timely Filing, Fee Schedules	833.681.2503
Business Services ▶ ext. 7011 835, EDI, Website Provider Password Reset	833.696.1937
Care Management ▶ ext. 7014	
National Imaging Associates, Inc. ▶ 866.249.1587 High-tech radiology pre-authorization	833.681.2498

Quality Results and Quick Alerts

E-news for doctors, other healthcare experts and facilities affiliated with QCA Health Plan, Inc., and QualChoice Life and Health Insurance Company, Inc.

To subscribe, on QualChoice.com, under For Providers, select Provider News.

NOTE: QualChoice is also a third-party administrator. Refer to the member's ID card for coverage details, as benefits and options vary.



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For:	Call:	
Appeal Status		
Benefits	Customer Service: 501.228.7111 or 800.235.7111	
Claim Status		
Eligibility		
Payment Dispute		
Contracts	Provider Relations: 501.228.7111, ext. 7004	
Credentialing		
Fee Schedules		
Unresolved Issues		
Demographic Information/Change		
Provider Portal Access	Provider Business Unit: 501.228.7111, ext. 7011	
Password Reset		
Pre-authorization	Care Management: 501.228.7111, ext. 7014	
Disease Management		
Medical Necessity		

Right to Appeal

You have the right to appeal any claims payment decision according to the guidelines specified in your *Provider Agreement*.

To File an Appeal or Payment Reconsideration:

- All appeals must be submitted with *Provider Appeal Form*.
- All reconsiderations must be submitted with a Request for Reconsideration Form.
- On <u>QualChoice.com</u>, under For Providers, select <u>Find a Form</u> or <u>Document</u>.

NOTE: QualChoice is also a third-party administrator. Refer to the member's ID card for coverage details, as benefits and options vary.

Claims Filling

Electronic Claims:

- 1. EDI claims accepted via EMDEON (WebMD) or Availity (THIN) using Payor ID# 35174.
- 2. Corrected claims must be submitted with original claim number.
- 3. Provider NPI # is required.

Further instructions on <u>QualChoice.com</u>, under *For Providers*, select *Provider Manual*, then *Claims Filing*.

Electronic Funds Transfer (EFT)

EFT is required for participating providers and is also available to non-participating providers.

To enroll, email ECHO Health at EDI@ECHOHealthInc.com or call 888.834.3511.

National Imaging Associates, Inc. (NIA)

Radiology Benefits Management

Prior authorization from NIA will be required for these nonemergent outpatient Diagnostic Imaging services:

- CT Scans
- Echocardiography
- Nuclear Medicine
- Nuclear Cardiology
- MRI/MRA
- PET Scans
- Stress Echo

For Pre-authorization

Online: <u>QualChoice.com</u>, after provider My Account sign-in, select *Pre-authorization for Radiology Services*

Phone: 866.249.1587

Monday - Friday, 7:00 a.m. - 7:00 p.m.

- Request pre-authorization at least 5 business days prior to date of service to allow for follow-up/review time.
- Provider NPI # is required.
- File claims with OualChoice.