1) Getting Started

Welcome to the Blue Cross Blue Shield Behavioral Health Services.

Para asistencia en español, oprima siete.

For information in English, please stay on the line for assistance.

First, if you’re a member in a crisis or a true life threatening situation say “yes” or press 1. All other callers please remain on the line.

Yes
No
Press 1
Press 2

Interruption Permitted

Okay. If you know your parties extension say “extension.”

Say “extension” or remain silent if you do not have one.

Interruption Permitted

To direct your call please say one of the following: “Provider” or “Member.”

Provider
Member
Press 1
Press 2

Interruption Permitted

In order to get eligibility or benefits we’ll need your rendering NPI or HMO site number. For claims or any other inquiries we’ll need your billing NPI. Now what is your 10-digit NPI or HMO site number?

Situational:
If the system does not recognize the NPI, you will be prompted for a Tax ID.

Interruption Permitted

Say or enter your NPI or 3-digit HMO site number.
2) Preauthorization

Thanks I’ll just look that up. Which can I help you with eligibility and benefits, claims, preauthorization or other services? [Interruption Permitted]

Okay, preauthorization. Excluding the three-character prefix, what’s the subscriber ID? [Interruption Permitted]

Situational:
If multiple policies are found for your patient, you will be asked to provide their group number.

Say or enter only the subscriber ID, excluding the three-character prefix. [Interruption Permitted]

That’s 999999999. Is that correct? [Interruption Permitted]

Yes No

Press 1 Press 2

Is this for medical, behavioral health or chemical dependency services? [Interruption Permitted]

Medical Behavioral Health Chemical Dependency

Press 1 Press 2 Press 3

Do you need to request authorization or check the status? [Interruption Permitted]

Request authorization Check status

Press 1 Press 2

OK, Inpatient, Outpatient, Home or Referral? [Interruption Permitted]

Inpatient Outpatient Home Referral

Press 1 Press 2 Press 3 Press 4

And do you want to create a new request or extend an existing request? [Interruption Permitted]

New request Extend existing request

Press 1 Press 2

Note: Use the Availity® Authorization tool to extend requests online or provide the request ID and connect with next available agent.

If faxing supporting medical documentation for a previously submitted request, please include the request number.

Note: Alpha and numeric characters may be entered by touch tone keypad. The Alpha Touch Tone reference guide is available on page five for assistance with keying alpha characters.
Many outpatient services do not require authorization. Let’s first determine if authorization is required for your outpatient service. Please tell me, what’s the patient’s date of birth?

The date of birth format is mm/dd/yyyy.

Eligibility Quote

Please be advised that a quote of eligibility and benefits is not a guarantee of payment. All benefit payments are subject to eligibility, medical necessity, and the terms, conditions, limitations, exclusions, and payment levels of the patient’s health benefit plan at the time the services are rendered. Benefit payments are usually not determined based on billed charges and may be significantly less than billed charges. Please note newborn dependents not listed on the membership file may have benefits available.

The system will quote the following applicable information:

- Type of coverage (i.e., PPO, HMO, etc.)
- Current effective date
- Pre-existing waiting period completion date
- Three-character prefix
- Health Care Account (HCA) balance
- PCP name (if applicable)
- PCP effective date (if applicable)
- Termination or cancel date
- Confirmation date

To get preauthorization requirements, we’ll need the procedure code. Please say or enter a CPT or HCPCS procedure code. If there are any letters, please say it like this, “the letter A 2 3 4 5.”

Okay. Say or enter the next CPT or HCPCS procedure code, or say “that’s it.” I can collect up to 5.

If you do not have a procedure code say “I don’t have one.”

Procedure Code Preauthorization Quote

At this time the system will quote preauthorization requirements based on the code(s) entered. These preauthorization requirements have been saved to a file, your confirmation number is.....
Would you like for me to fax these preauthorization requirements to you?
- Yes Press 1
- No Press 2

When preauthorization is NOT required by BCBSIL:
If you have all the information you need, you can go ahead and hang up. Otherwise, we’ll go back to the main menu.

When preauthorization IS required by BCBSIL:
Would you like to create the preauthorization request?
- Yes Press 1
- No Press 2

You can press pound to skip these instructions. To process this request, I’ll need some information including the NPIs for the attending provider as well as for the facility. I’ll also need the diagnosis code and any applicable procedure codes. If you’re ready to continue, say “I’m ready.” You can also say “I need more time” or to hear this again, say “repeat that.”

Voice option must be used here. Touch tone is not an available option.

To process this request, you’ll need to speak to someone from our Managed Care unit.

Remain on the line while you are being connected with a Behavioral Health Customer Advocate.

Interruption Permitted

Note: Press the pound key (#) to skip these instructions.
Alpha Touch-Tone Reference

Alpha touch-tone is available as an alternative to voicing alpha-numeric mixed information.

To enter a **subscriber ID**, **group** or **claim number** containing alpha character(s):

1. Press the star key (*) to begin a letter sequence
2. Press the number key containing the desired letter (e.g., press 2 for A, B or C)
3. Press 1, 2, 3 or 4 to indicate the position the letter is listed on the selected key (e.g., press *21 to enter A)

### Group Number

**Ex. 1**

Y  N  1  2  3  4

**Press**

*93  *62  1  2  3  4

**Ex. 2**

1  2  K  3  4  5

**Press**

1  2  *52  3  4  5

### Subscriber ID

**Ex. 1**

A  1  N  2  3  4  5  6  7

**Press**

*21  1  *62  2  3  4  5  6  7

**Ex. 2**

0  9  2  T  7  6  8

**Press**

0  9  2  *81  7  6  8

**Note:** Exclude three-character prefix when entering the subscriber ID.

### Claim Number

**Ex. 1**

2  1  3  4  F  5  6  7  0  X

**Press**

2  1  3  4  *33  5  6  7  0  *92

**Ex. 2**

2  0  1  T  8  7  6  5  0  C

**Press**

2  0  1  *81  8  7  6  5  0  *23

**Note:** The claim number should be 13 digits.

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**Have questions or need additional education?** Email the **Provider Education Consultants**. Be sure to include your name, direct contact information and Tax ID or Billing NPI.

Please note that the fact a service has been preauthorized/pre-certified is not a guarantee of payment. Benefits will be determined once a claim is received and will be based upon, among other things, the member’s eligibility and the terms of the member’s certificate of coverage applicable on the date services were rendered. Obtaining a benefit preauthorization is not a substitute for checking the patient’s eligibility and benefits.

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