### **Quick Reference Guide**

# Simplify Office **Administrative Tasks**

Keep our Quick Reference Guide nearby to make pre-visit planning and post-visit tasks quick and easy.

#### Website:

#### Wellcare.ARHealthWellness.com

- Patient care forms
- Pre-Auth Needed tool
- Arkansas Health & Wellness news
- Provider Manual
- Preferred Drug List
- Member resources

#### Secure Provider Portal: Provider.ARHealthWellness.com

- Verify member eligibility
- Access patient health records Submit and manage claims
- View patient care gaps
- Manage prior authorizations

allwell.

- And more!

#### **Check Member Eligibility**

- Secure Provider Portal
- Provider Services: 1-855-565-9518
- TTY: 711

#### **Patient Care Gaps**

Find recommended services that a member has not completed.

- 1. Visit the Secure Provider Portal
- 2. Review patient information for any gaps in care
- 3. Plan to address care gaps during an upcoming office visit

wellcare

## **Pre-Visit Planning Checklist**

- Verify member eligibility.
- Check for patient care gaps and address them during an upcoming office visit.
- Use Pre-Auth Needed tool to determine if prior authorization is needed before appointment.

#### Wellcare.ARHealthWellness.com

#### **Prior Authorization**

Use the Pre-Auth Needed tool on our website to determine if prior authorization is required.

Submit prior authorization requests via:

- Secure Provider Portal
- Medical Fax: 1-833-562-7172
- Behavioral Health Fax: 1-866-279-1358
- Phone: 1-855-565-9518

#### Claims

Timely Filing guidelines: 95 days from date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to:

Wellcare by Allwell Attn: Claims P.O. Box 3060 Farmington, MO 63640-3822

#### **Other Partners**

To contact our other health services partners:

- Dental: 1-855-253-4680
- Vision: 1-855-565-9518
- Behavioral Health: 1-855-565-9518

Questions? Call Provider Services at 1-855-565-9518.

Wellcare.ARHealthWellness.com

