# **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:

### wellcareOK.com

- Patient care forms
- Pre-Auth Needed tool
- Provider Manual
- Preferred Drug List
- Provider resources

# **Check Member Eligibility**

- Secure Web Portal
- Provider Services: 1-833-853-0865 (TTY:711)

### **Secure Provider Portal:**

### provider.oklahomacompletehealth.com

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

## **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

# **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.



### **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

provider.oklahomacompletehealth.com

#### Fax

Medical Fax: 1-833-829-0342

· Behavioral Health:

Inpatient: 1-833-829-0350Outpatient: 1-833-982-4240

#### Medical and Behavioral Health Phone:

• Non-Duals Plans: 1-833-853-0865 (TTY:711)

• Duals/D-SNP Plans: 1-833-853-0866 (TTY:711)

### **Claims**

Timely Filing guidelines: 180 days from date of service.

Claims can be submitted via:

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

Wellcare Attn: Claims P.O. Box 5010 Farmington, MO 63640-5010

### **Other Partners**

To contact our other health services partners:

- Dental: envolvedental.com
- Vision: 1-800-334-3937

Questions? Call Provider Services at 1-833-853-0865 (TTY 711).

wellcareOK.com