

Important Note

Please refer to the member ID card to determine appropriate authorization and claims submission process.
Please see below for additional information.

Important Telephone Numbers

<p>Behavioral Health Crisis Line Members may call this number 24 hours a day for a Behavioral Health Crisis. For non-crisis related concerns, please call Member Services.</p>	<p>1-800-411-6485</p>	<p>Nurse Advice Line Members may call this number to speak to a nurse 24 hours a day, 7 days a week.</p>	<p>1-800-581-9952</p>
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Convenient Self-Service

WellCare offers robust technology options to save you time. The list below represents the fastest and most effective ways to get what you need.

[WellCare Provider Portal](#)

	Portal	Chat	(IVR) Interactive Voice Response
Authorization Requirements*	Fastest Result ✓	Available	Available
Authorization Status*	Fastest Result ✓	Available	Available
Authorizations Request*	Fastest Result ✓	Available	N/A
Benefit Information	Fastest Result ✓	Available	Available
Claims Status	Fastest Result ✓	Available	Available
Co-Payment	Fastest Result ✓	Available	Available
Eligibility Verification	Fastest Result ✓	Available	Available
Submit Appeals	Fastest Result ✓	Available	N/A
Appeals Status	Fastest Result ✓	Available	N/A
Submit Claim Disputes	Fastest Result ✓	Available	N/A
Submit Claims	Fastest Result ✓	Available	N/A
Submit Corrected Claims	Fastest Result ✓	Available	N/A

WellCare understands that having access to the right tools can help you and your staff streamline day-to-day administrative tasks.

The Provider Portal will help with those routine tasks.

Provider Portal Registration - [click here](#)

Provider Portal Training - [click here](#)

Provider Services:

Interactive Voice Response System Phone: 1-855-538-0454

TTY: 711

WellCare Telephone Numbers

Risk Management

Phone: 1-866-685-8664
Fraud, Waste & Abuse Hotline

Care Management Referrals

Phone: 1-866-635-7045 TTY: 711
Fax: 1-866-287-3286
Hours: M-F 8 a.m.-7 p.m. Eastern

Community Connections Help Line

Phone: 1-866-775-2192

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Claim Submission Information

Submission Inquiries:

Support from Provider Services 1-855-538-0454

For inquiries related to your electronic or paper submissions to WellCare, please contact our EDI Team at EDI-Master@wellcare.com

Electronic Funds Transfer and Electronic Remittance Advice:

Register online using the simplified, enhanced provider registration process: PaySpan.com or call 1-877-331-7154. For more details on PaySpan, please refer to your [Provider Manual](#).

Clearinghouse Connectivity:

WellCare has partnered with Change Healthcare, as our preferred EDI Clearinghouse. You may connect directly to Change Healthcare, or in some cases your existing clearinghouse, billing services, or trading partner may maintain existing reciprocal agreements with Change Healthcare. We encourage you to contact your claims vendor and determine if they have connectivity to Change Healthcare. If not, you may want to consider contacting Change Healthcare to establish free connectivity to WellCare for your EDI transactions. Change Healthcare offers Submitter/Client Connectivity Services at 1-877-411-7271. All Clearinghouse, Practice Management Vendors, or Billing Services may call Change Healthcare at 1-800-527-8133 for connectivity services.

CHANGE HEALTHCARE CLEARINGHOUSE PAYER IDs (CIPIDs)

Claim Type	Fee for Service (CH-Chargeable) Submissions	Encounter (RP-Reporting only) Submissions
Professional	1844	3211
Institutional	8551	4949

WELLCARE PAYER IDs – If your clearinghouse or billing system is not connected to Change Healthcare and require a 5-digit Payer ID, please use the following according to the file type (Fee-for-Service or Encounters):

- Fee For Service (FFS) is defined in the Transaction Type Code BHT06 as CH, which means Chargeable, expecting adjudication.
- Encounters (ENC) is defined in the Transaction Type Code BHT06 as RP, which means Reportable only, NOT expecting adjudication.

Claim Type	Fee for Service (CH-Chargeable) Submissions	Encounter (RP-Reporting only) Submissions
Professional or Institutional	14163	59354

Free Direct Data Entry (DDE) and Small Batch File Solutions (use same WellCare Payer IDs defined above):

AdminisTEP offers a web browser for single submission direct data entry (DDE) or batch upload for professional and institutional submissions, claim status and reporting and inquiry functions **at no cost to you**. To sign up, go to <https://www.administep.com/Signup.aspx> or call 1-888-751-3271.

ConnectCenter™ for physicians offers a web browser for direct data entry (DDE) or batch upload capability **at no cost to you**. To sign up, go to <https://physician.connectcenter.changehealthcare.com>.

For registry questions, submitter/clients may contact Payer Connectivity Services at 1-877-411-7271. Direct questions regarding functionality of ConnectCenter to Change HealthCare at 1-800-527-8133, opt 2.

- Providers will need to enter a credit card upon initial enrollment to verify them as a valid submitter.
- Only WellCare submissions are free of charge. Please ensure you use vendor code 212750 when you register.

Paper Submission Guidelines:

WellCare follows the Centers for Medicare & Medicaid Services (CMS) guidelines for paper claim submissions. Since Oct. 28, 2010, WellCare accepts only the original "red claim" form for claim and encounter submissions. **WellCare does not accept handwritten, faxed or replicated claim forms.**

Claim forms and guidelines may be found at www.wellcare.com/Alabama/Providers/Medicare/Claims

Mail paper claim submissions to:

WellCare Health Plans
 Attn: Claims Department
 P.O. Box 31372
 Tampa, FL 33631-3372

Claim Payment Disputes

The claim payment dispute process is designed to address claim denials for issues related to untimely filing, incidental procedures, unlisted procedure codes, non-covered codes, etc. Claim payment disputes must be submitted in writing to WellCare within **90 calendar days** of the date on the EOP.

Submit all claims payment disputes with supporting documentation at <https://provider.wellcare.com/>

Mail claim payment disputes with supporting documentation to:

WellCare Health Plans
 Attn: Claim Payment Disputes
 P.O. Box 31370
 Tampa, FL 33631-3370

Note: Any appeals related to a claim denial for lack of prior authorization, services exceeding the authorization, insufficient supporting documentation or late notification must be sent to the Appeals (Medical) address in the section below. Examples include Explanation of Payment Codes DN001, DN004, DN0038, DN039, VSTEX, DMNNE, HRM16 and KYREC. However, this is not an all-encompassing list of Appeals codes. Anything else related to authorization, or medical necessity that is in question should be sent to the Appeals P.O. Box. Include all substantiating information (please do not include image of Claim) like a summary of the appeal, relevant medical records and member specific information.

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Claim Payment Policy Disputes

The Claim Payment Policy Department has created a new mailbox for provider issues related strictly to payment policy. Disputes for payment policy-related issues must be submitted to WellCare in writing within **90 calendar days** of the date of denial on the EOP. Please provide all relevant documentation (please do not include image of claim), which may include medical records, in order to facilitate the review. Submit all Claims Payment Policy Disputes related to Explanation of Payment Codes beginning with IH###, CE###, CV### (Medical records required) or PD### and second-level disputes for CPI## at <https://provider.wellcare.com/>

Mail all disputes related to Explanation of Payment Codes beginning with IH###, CE###, CV### or PD### and second-level disputes for CPI## to:	WellCare Health Plans Attn: Claim Payment Policy Disputes P.O. Box 31426 Tampa, FL 33631-3426
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Mail all medical records and first-level disputes related to Explanation of Payment Codes beginning with CPI## to:	<u>By Mail (U.S. Postal Service)</u> Phone: 1-844-458-6739 Fax: 1-267-687-0994 OPTUM P.O. Box 52846 Philadelphia, PA 19115
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	<u>By Delivery Services (FedEx, UPS)</u> OPTUM 458 Pike Road Huntingdon Valley, PA 19006
	<u>By Secure Internet Upload</u> Refer to Optum's Medical Record Request letter for further instructions.

Mail all disputes related to Explanation of Payment Codes LT###, RVLT#:	WellCare Health Plans CCR P.O. Box 31394 Tampa, FL 33631-3394
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Mail all disputes related to Explanation of Payment Codes RVPI#:	PICRA PO Box 31416 Tampa, FL 33631-3416
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Recovery/Cost Containment Unit (CCU)

Refund(s) in response to a WellCare overpayment notification should include a copy of the overpayment notification any applicable attachment(s) and be sent to:	WellCare Health Plans Attn: CCU Recovery P.O. Box 31584 Tampa, FL 33631-3584
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If you do not agree with the proposed WellCare overpayment notification related to adjustments RVXX (Except RV059, which should refer to the Claim Payment Disputes section above), you may request an Administrative Review by submitting a dispute in writing within **45 days** of the recovery letter date. Your request should detail why you disagree with the findings and must include any supporting evidence/documentation you believe is pertinent to your position.

Mail or fax your Administrative Review request to:	WellCare Health Plans Attn: CCU Recovery P.O. Box 31658 Tampa, FL 33631-3658	Fax: 1-813-283-3284
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Additional documentation received after your initial Administrative Review request will not be considered. A Final Determination will be rendered within **30 days** of WellCare's receipt of your request. If you do not submit a dispute or render payment within the time period referenced above, we will take action to recover the amount owed as allowed by law, or as outlined within the contract between you and WellCare.

Administrative Reviews related to Explanation of Payment Codes and Comments beginning with DN227, DN228 or RV213 must be submitted in writing and include at a minimum: a summary of the review request, the member's name, member's identification number, date(s) of service, reason(s) why the denial should be reversed, copies of related documentation and all applicable medical records related to both stays to support appropriateness of the services rendered.

Mail or fax your dispute to:	COTIVITI HEALTHCARE Attn: WellCare Clinical Chart Validation HillCrest III Building 731 Arbor Way, Suite 150 Blue Bell, PA 19422	Fax: 1-203-202-6607
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Provider Identified Refund(s) without receiving overpayment notification should include the reason for the overpayment as well as any details that assist in identifying the member and WellCare Claim ID.

Please submit to:	WellCare Health Plans Attn: CCU Recovery P.O. Box 31584 Tampa, FL 33631-3584
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Note: For single claim checks, please use the [Refund Check Informational Sheet](#) to help Recovery post accurately and timely. For checks in excess of **25 claims**, please complete the [Refund Referral Grid](#) and email all supporting documentation, including the grid, to OverpaymentRefunds@wellcare.com to assist with expedited posting. Please note that only check referrals will be accepted by this email box; anything other than check referrals will not be responded to and will be closed.

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TurningPoint®

TurningPoint is our in-network Surgical Quality & Safety Management Program vendor for the following programs **Orthopedic Surgery** and **Spinal Surgery**. The provider resources can be accessed through the vendor portal, link listed below. Contact TurningPoint for **all authorization-related** submissions for the services listed above rendered in any inpatient and outpatient places of service. Please click on the link below for a listing of the specific services and related resources included in the TurningPoint programs.

Member eligibility and authorization request materials may be accessed via the **TurningPoint Portal**. A searchable **authorization lookup** is also available online to check the status of your authorization request, and criteria can be accessed through the program link.

For Urgent Authorizations and Provider Services please contact: 1-866-845-6711

Contracted Networks

<p><u>Dental</u> Liberty Phone: 1-888-902-0341</p>	<p><u>Vision</u> Superior Phone: 1-800-879-6901</p>	<p><u>Transportation</u> MTM Phone: 1-888-597-1197</p>	<p><u>Hearing</u> HearUSA Phone: 1-844-339-1771</p>
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Pharmacy Services

Pharmacy Services: 1-855-538-0454

Including after-hours and weekends (CVS/Caremark®)

	<u>Rx BIN</u>	<u>Rx PCN</u>	<u>Rx GRP</u>
	004336	MEDDADV	788257
Part B only	004336	ADV	RX8882

Exactus™ Pharmacy Solutions (Specialty): 1-866-458-9246

exactus@wellcare.com TTY: 1-855-516-5636
Fax: 1-866-458-9245

CVS/Caremark Mail Service 1-866-808-7471

TTY: 1-866-236-1069
Fax: 1-866-892-8194

Medication Appeals: Fax: 1-866-388-1766

Mail or fax [Request for Redetermination \(medication appeal\) form](#) with supporting documentation to:

WellCare Health Plans
Attn: Pharmacy Appeals Department
P.O. Box 31383
Tampa, FL 33631-3383

Medication appeals may also be initiated by contacting Provider Services. Please note that all appeals filed verbally also require a signed, written appeal.

Formulary Inclusions:

To request consideration for inclusion of a drug to WellCare's formulary, providers may submit a medical justification to WellCare in writing.

WellCare Health Plans
Clinical Pharmacy Department
Director of Formulary Services
Pharmacy & Therapeutics Committee
P.O. Box 31577
Tampa, FL 33631-3577

Coverage Determination Requests: Fax: 1-866-388-1767

Mail or fax a [Coverage Determination Request Form](#) with supporting documentation to:

Online: [Coverage Determination Request Form](#)

Mail: WellCare Health Plans
Attn: Pharmacy – Coverage Determinations
P.O. Box 31397
Tampa, FL 33631-3397

Submit a Coverage Determination Request Form for:

- Drugs not listed on the formulary
- Drugs listed on the formulary with a prior authorization (PA)
- Duplication of therapy
- Prescriptions that exceed the FDA daily or monthly quantity limits
- Most self-injectable and infusion drugs (including chemotherapy) administered in a physician's office
- Drugs listed on the formulary with a quantity limit (QL)
- Drugs that have a step edit (ST) and the first-line therapy is inappropriate

HealthHelp will manage Medical Oncology Services. Please see below for HealthHelp Contact Information.

On the web: www.wellcare.com/Alabama/Providers/Medicare/Pharmacy

- [WellCare Formulary](#)
- [Participating Pharmacies](#)
- [Authorization Lookup Tool*](#)
- ⓘ *Note: Include Pharmacy Medical Requests supplied by Physician
- [Pharmacy Services Forms](#)
- [Exactus Pharmacy Solutions](#)

For Home Infusion/Enteral services:

Once Authorization Approval is obtained through WellCare, if required, please contact our preferred provider, **Option Care**, to initiate services:

Phone: 1-888-840-9407 or Fax: 1-205-982-9408

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WELLCARE'S PRIOR AUTHORIZATION LIST

Prior Authorization (PA) Requirements

This WellCare PA list supersedes any lists that have been distributed to our providers. Please ensure that older lists are replaced with this updated version. Authorization changes are denoted by a **P** symbol for easy identification. Requirements that have been edited for *clarification only* are denoted with an **ⓘ** symbol. WellCare supports the concept of the primary care provider (PCP) as the "medical home" for its members. PCPs may refer members to network specialists when consultations will be rendered in an office, clinic or free-standing facility. The specialist must document receipt of the request for a consultation and the reason for the referral in the medical record. **No communication with the plan is necessary.**

All services rendered by nonparticipating providers and facilities require authorization. Specialists must coordinate all services with the member's PCP. It is the responsibility of the provider rendering care to verify that the authorization request has been approved before services are rendered.

Urgent Authorization Requests and Admission Notifications – Call 1-855-538-0454 and follow the prompts.

- Notification is required for Inpatient Hospital admissions **by the next business day** (expect normal maternity delivery admissions). Telephone authorizations must be followed by a fax submission of clinical information.
- Outpatient authorizations for urgent and time-sensitive services may be submitted by phone when warranted by the member's condition. Please add **CPT and ICD-10 codes** with your authorization request. Standard authorization requests may be submitted [online](#) or via fax to the numbers listed on the associated forms located [here](#).
- [Web submissions](#) are faster, and if the procedure requested meets clinical criteria, the Web provides an approval that can be printed for easy reference.
- Obtaining authorization does not guarantee payment, but rather only confirms whether a service meets WellCare's determination criteria at the time of the request. WellCare retains the right to review benefit limitations and exclusions, beneficiary eligibility on the date of service, the medical necessity of services and correct coding and billing practices.
- WellCare Health Plan may delegate Prior Authorization to the contracted MSO, IPA, or Medical Groups who then determine prior authorization requirements for their assigned members.
 - IPAs must make every attempt to authorize services that are the financial responsibility of WellCare Health Plan to a provider within WellCare Health Plan's contracted network. If a member requires out-of-network services because WellCare Health Plan is not contracted with a provider of like specialty, the IPA is required to notify WellCare Health Plan's Utilization Management Department prior to issuing an authorization. The Utilization Management Department will discuss the case with the WellCare Health Plan Contracting Department and notify the IPA accordingly such that an authorization may be issued. For services that are the financial responsibility of the IPA, the IPA is required to follow its organization's policy in reference to authorization of out-of-network providers.
 - Emergency admissions that are outside the IPA/Group's service area are monitored by the WellCare Health Plan Utilization Management Department. WellCare Health Plan's Medical Management Department will be responsible for issuing an authorization, performing concurrent review, and working with the IPA to coordinate transfer of the member to an in-network facility once the member has been stabilized.
 - For specific authorization requirements, please follow your group's direction.

Behavioral Health Services

[WellCare Web Submission Portal](#)

For Urgent and Inpatient Hospitalization Authorizations and Provider Services Phone: 1-855-538-0454

Please [log in](#) to submit your Outpatient Authorization Requests & Inpatient Clinical Submissions.

To fax a request, please access our forms [here](#)

Web-based information: www.wellcare.com/Alabama/Providers/Medicare/Behavioral-Health

- **In order to obtain authorization, notification of an Inpatient admission is required on the next business day following admission.**
- Inpatient concurrent review is generally done by telephone, but a fax option is available and the forms and fax numbers can be found [here](#). Psychological testing requests are to be submitted via fax. All other levels of care requiring authorization, including outpatient services, can be submitted online.
- For more information on Authorization Requirements click [here](#) and select the "Behavioral Health Authorization List" PDF under **Other Resources**.

PROCEDURES and SERVICES	Authorization Required	Comments
Emergency Behavioral Health Services	No	
Non-contracted (nonparticipating) Provider Services	Yes	All services from nonparticipating providers require prior authorization.
Behavioral Services	See Comments	Please refer to the Behavioral Health Authorization List under Other Resources for authorization requirements. WellCare Web Submission Portal

Emergency Services

PROCEDURES and SERVICES	Authorization Required	Comments
Emergency Behavioral Health Services	No	
Emergency Care Services	No	
Emergency Transportation Services (excluding Air and Water Ambulances)	No	
Urgent Care Services	No	

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Inpatient Services & Discharge Planning

[WellCare Web Submission Portal](#)

Please [log in](#) to submit your Authorization Requests & Inpatient Clinical Submissions.

To fax a request, please access our forms [here](#)

Discharge planning requests for Home Health and DME should be submitted separately using one of the methods outlined above.

PROCEDURES and SERVICES	Authorization Required	Comments
Elective Inpatient Procedures	Yes	Clinical updates required for continued length of stay.
Hospice	Yes	
Inpatient Hospital Admissions	Yes	Clinical updates required for continued length of stay.
Long-Term Acute Care Hospital (LTACH) Admissions	Yes	Clinical updates required for continued length of stay.
Observations	Yes	Elective procedures that convert to an Observation stay are subject to outpatient authorization requirements. Authorization Lookup Tool Services performed during an urgent or emergent Observation stay, such as Advanced Radiology or Cardiology, do not require authorization. Clinical updates required for continued length of stay.
Orthopedic Surgery	Yes – See Comments	Contact Turning Point for prior authorization: Turning Point Portal Phone Number: 1-866-846-6711 Fax Number: 1-334-651-8553
Rehabilitation Facility Admissions	Yes	Clinical updates required for continued length of stay.
Skilled Nursing Facility Admissions	Yes	Clinical updates required for continued length of stay.
Spinal Surgery	Yes – See Comments	Contact Turning Point for prior authorization: Turning Point Portal Phone Number: 1-866-846-6711 Fax Number: 1-334-651-8553

Outpatient Services & Discharge Planning

[WellCare Web Submission Portal](#)

Please [log in](#) to submit your Outpatient Authorization Requests & Clinical Submissions.

To fax a request, please access our forms [here](#)

Pharmacy Medical Requests Fax: 1-888-871-0564

Discharge planning requests for Home Health and DME should be submitted separately using one of the methods outlined above

PROCEDURES and SERVICES	Authorization Required	Comments
Select Outpatient Procedures	Yes – See Comments	Please refer to the Authorization Lookup Tool for prior authorization requirements. WellCare Web Submission Portal
Effective 3/1/21 Advanced Radiology Services: CT, CTA, MRA, MRI, Nuclear Cardiology, Nuclear Medicine, PET & SPECT Scans	Yes – See Comments	Effective 3/1/21 Contact National Imaging Associates for authorization: National Imaging Associates Provider Web Portal Phone: 1-800-327-0641 Advanced Radiology Program Criteria Radiology Request Forms
Advanced Radiology Services: CT, CTA, MRA, MRI, Nuclear Cardiology, Nuclear Medicine, PET and SPECT Scans	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Advanced Radiology Program Criteria Radiology Request Forms

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Cardiology Services: Cardiac Imaging, Cardiac Catheterization, Diagnostic Cardiac Procedures and Echo Stress Tests	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Cardiology Program Criteria Cardiology Worksheets
Dialysis	No	
PROCEDURES and SERVICES	Authorization Required	Comments
Durable Medical Equipment Purchases and Rentals	Yes – See Comments	All DME rentals require authorization. DME purchase items reimbursed at OR below \$500 per line item do NOT require authorization. *For Home Infusion/Enteral Services, please refer to the Pharmacy Section above for the preferred provider if the authorization is required.
Hospice Care Services	No	
Investigational and Experimental Procedures and Treatment	Yes	Refer to Clinical Coverage Guidelines WellCare Web Submission Portal
Laboratory Management (Certain Molecular and Genetic Tests)	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 WellCare Lab Management Program Criteria Molecular and Genetic Testing Quick Reference Guide
Medical Oncology Services	Yes	Contact HealthHelp for authorization: HealthHelp Portal Phone Number: 1-888-210-3736 Medical Oncology Program Services
Non-contracted (nonparticipating) Provider Services	Yes	All services from nonparticipating providers require prior authorization.
Orthopedic Surgery	Yes – See Comments	Contact Turning Point for prior authorization: Turning Point Portal Phone Number: 1-866-846-6711 Fax Number: 1-334-651-8553
Orthotics and Prosthetics	Yes – See Comments	Purchase items reimbursed at OR below \$500 per line item do NOT require authorization.
Pain Management Treatment (Certain Pain Management Treatments)	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Pain Management Program Criteria Musculoskeletal Management Request Forms
Physical and Occupational Therapy (including home-based therapy) *Excluding Episode of Care Requests. Please contact WellCare for all services rendered during an Episode of Care	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Physical and Occupational Therapy Program Criteria PT/OT Worksheets
Radiation Therapy Management	Yes – See Comments	Contact HealthHelp for authorization: HealthHelp Portal Phone Number: 1-888-210-3736 Radiation Therapy Management Program Resources
Sleep Diagnostics	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Sleep Diagnostics Program Criteria Sleep Management Worksheets
Speech Therapy	Yes	WellCare Web Submission Portal

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Spinal Surgery	Yes – See Comments	Contact Turning Point for prior authorization: Turning Point Portal Phone Number: 1-866-846-6711 Fax Number: 1-334-651-8553
Transplant Services	Yes	Please submit clinical records for prior authorization for all transplant phases.

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