ALL AMERICAN MEDICAL GROUP PROVIDER OFFICE USER GUIDE

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EZ-NET Introduction

This document provides instructions for logging in and out, site disclaimer, and accessing requests and contact information in the EZ-NET system. EZ-NET is a secured, web-based provider portal which delivers a fast, accurate, and controlled method that enables selected provider offices and organizations access to healthcare information, including claims, eligibility, benefits, authorization, and provider directories in a secure nature which protects the HIPAA privacy of the members.

EZ-NET Solution Advantages

- Reduce the cost of sharing information
 - -reduced faxes, voicemail, and telephone tag
- Improve the accuracy of information presentation
 - -eliminate the incidence of human error
- Provide secure, controlled access to information 24 hours a day, 7 days a week
- Enhance communication between us and our network providers
- Compatible with the popular Microsoft® Internet Explorer 110 and >

EZ-NET Benefits to Business Partners

Being an EZ-NET user provides many benefits including:

- 1. Search for network providers
- 2. Submit authorizations requests and claims into the EZ-CAP system
- 3. Inquire on authorization status
- 4. Verify health plan eligibility
- 5. View member authorization history
- 6. Check status of claim/encounter information
- 7. PCPs can access and print assigned member lists
- 8. Look up procedure codes, diagnosis codes, and other general reference information
- 9. Provide a contact list of key office personnel for problem resolution

System Navigation

Basic system navigation functions, such as logging into and out of the system, requesting access, etc., are described in the following subsections.

Log In

URL: https://providerportal.cchca.com/EZ-NET60/Login.aspx
Login:
Password (Case Sensitive):

EZ-NET in Internet Explorer 11. The example of pre-login window is shown below:



Reset / Retrieve Password / Retrieve Username

For a forgotten username or password, click on 'I Forgot My Username/Password' – you will be taken to a new screen where you will enter your User Name and Email Address. Click "Clear" to clear all entries or click "Next" to submit request to Reset Your Password.

Note: Click on hyperlink 'Forgot your Username' to retrieve your username (Note - this will only work if the Password Recovery Question and Answer Setup has been created).



New User Registration

The user can register for access by contacting AAMG's Provider Relations department at 415-216-0088 Ext. 2913

Contacting Us

Contact information for a range of functional units such as Provider Services, Referral Management, Eligibility, etc., is available on-line via the EZ-NET system. In addition, the ability to submit a "formatted e-mail message" directly to the department or individual most qualified to assist you with your question or issue is provided.

WORKSTATION BROWSER:

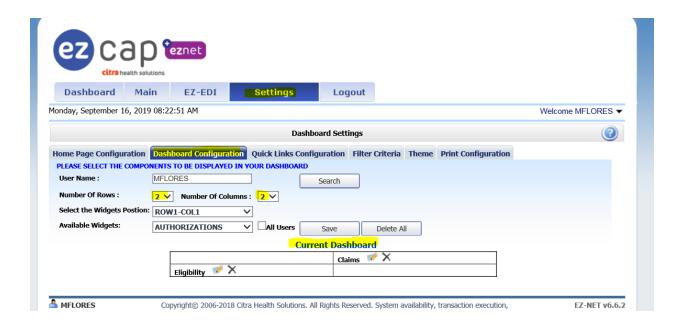
Internet Explorer version 11

DASHBOARD

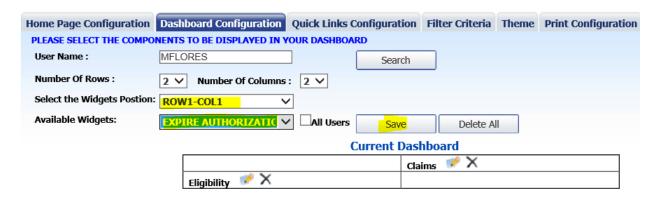
A configurable dashboard is available to all users to customize. The error below indicates the dashboard has not yet been configured.



To configure, click the Settings Tab and then Dashboard Configuration. The size and components to be displayed in the dashboard can be selected from this screen. Select the size that is appropriate by selecting the Number of Rows and the Number of Columns. For example, selecting 2 rows and 2 columns will allow you set select up to 4 widgets for your dashboard.

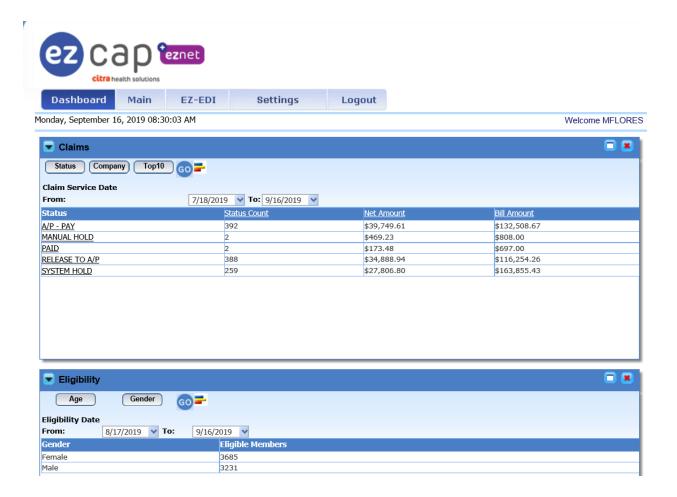


To add widgets, select your desired widget from the *Available Widgets* then select the *Widget's Position* and click Save.



To remove widgets, select the large X next to the widget in the Current Dashboard, or to delete all, click the Delete All button.

Once configured, click on the Dashboard menu item to see your Dashboard

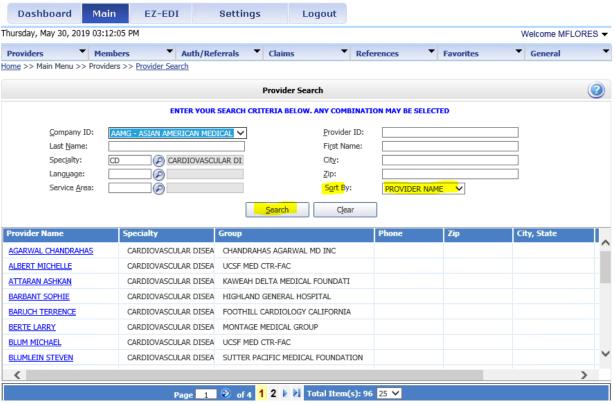


Provider

Search for a Provider

Click on **Provider Search** in the *Providers* section of the Main Menu to search for providers. To search for a particular provider, enter any criteria you wish to narrow the results (or leave all fields empty to search ALL providers) and then click on the search button. EZ-NET will display the search result in the window below, sorted in your specified order ("Sort By" drop-down list). If the system does not locate any records that meet your search criteria, a message stating that "NO RECORDS FOUND" will display. Either replace/adjust selection criteria or click on Clear and re-enter criteria.





Provider Detail

To display provider details, select a provider from the search results list by clicking on the provider name (in BLUE text) in search result screen.



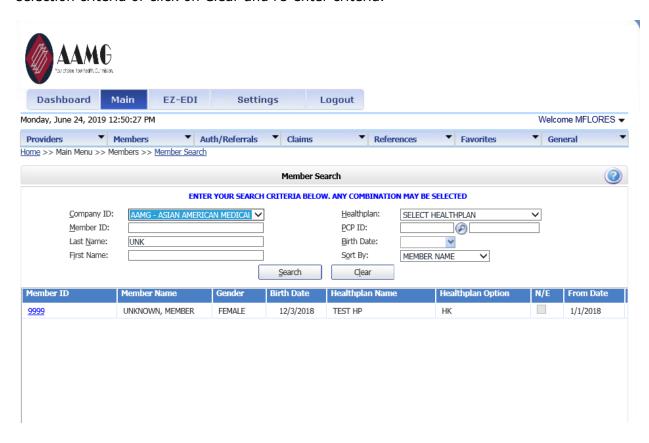
By clicking on a provider name, the user can view the Provider Details screen which contains buttons to also view Assigned Members (Eligibility List), Health Plan Affiliations, and Office Locations when permissions to do so are assigned.

Member

Search for a Member

Click on **Member Search** in the *Members* section in the Main Menu to search for members. To search for a particular member, enter any criteria you wish to narrow the results (or leave all fields empty to search ALL members) and then click on the search button.

EZ-NET will display the search result in the window below, sorted in your specified order ("Sort By" drop-down list). If the system does not locate any records that meet your search criteria, a message stating that "NO RECORDS FOUND" will display. Either replace/adjust selection criteria or click on Clear and re-enter criteria.



Eligibility - Member Information

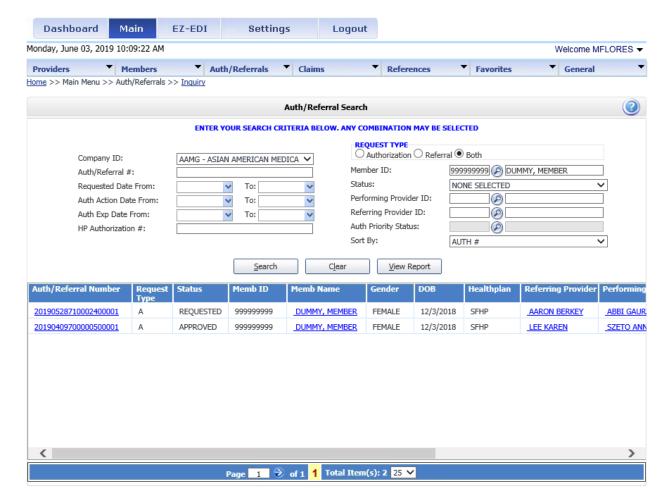
To display member detail, click on a member ID in the "Member ID" column (in BLUE text) within the Member Search Results window. The Notes and Memos are displayed based on EZ-NET Company Configurations. Quick links at the bottom of the page allow you to view PCP History, Auth History, Referral History, and Plan History for the member selected.



Authorization / Referral Inquiry and Submission

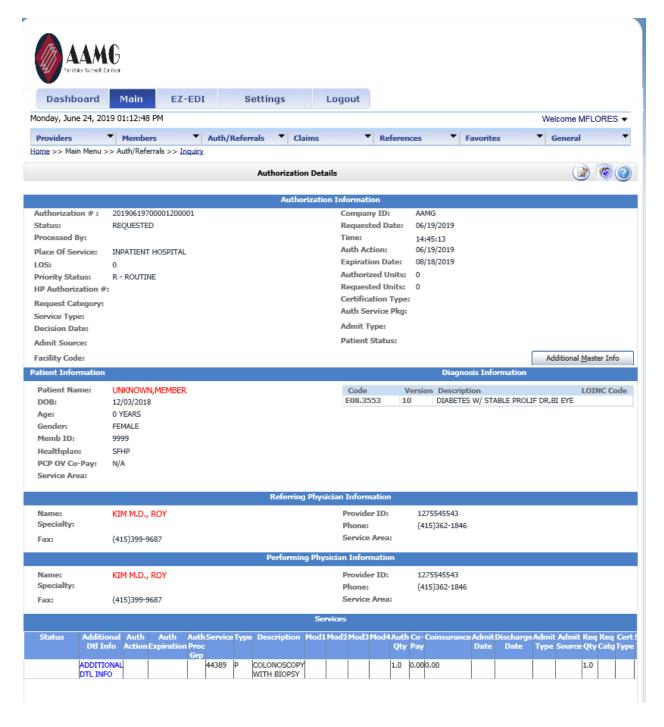
Authorization / Referral Inquiry

An EZ-NET user can inquire about an authorization / referral status and view an authorization /referral history. Whether originally submitted via EZ-NET, phone, or facsimile, EZ-NET enables a user to view all authorizations submitted. To begin an inquiry, select the **Inquiry** option under the *Authorization* section of the Main Menu to display the "Authorization/Referral Search" screen. EZ-NET will display the search result(s) in the window below, sorted in your specified order ("Sort By" drop-down list). If the system does not locate any records that meet your search criteria, a message stating that "NO RECORDS FOUND" will display. Either replace/adjust selection criteria or click Clear and re-enter criteria.

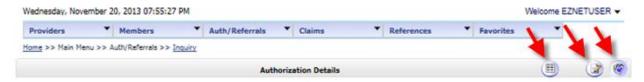


Authorization and/or Referral Details

From the Authorization and/or Referral search window, the user can access additional **authorization details**, **referral details**, **member details**, and **Referring Provider details** (in BLUE text in the screen below) by clicking on one of the items listed in the Authorization Search and Referral results window.



When the Authorization and/or Referral Details page is displayed, the user may add documents, notes, and memos (using icons in upper right of screen) if this has been enabled in EZ-NET Company Configuration (Authorization Details screen shot shown below).



Authorization and/or Referral Submission

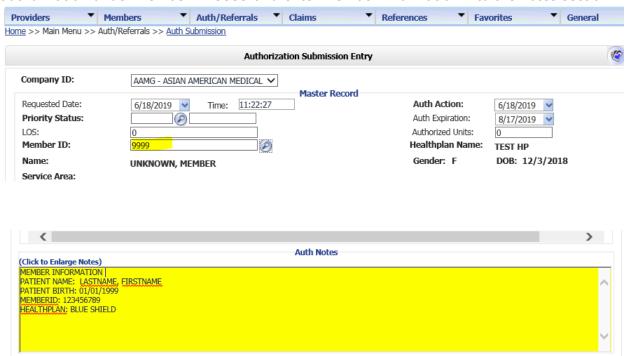
(Refer to screen shot in the next page)

Authorization and/or Referral requests can be submitted by the user directly through the EZ-NET system. Prior to submitting an authorization and/or referral, the user may add documents (using icon in upper right of screen) if this has been enabled in EZ-NET Company Configuration. To begin a submission, click **Submission** in the *Authorization* section of the Main Menu to display the Authorization or Referral Submission window (Referral Submission screen shot shown below). Fill in the all the required fields and click on the button to submit the request.

Tips and Tricks

Can't find Member?

When the Member you are requesting prior authorization for is not selectable, submit authorization under Member ID 9999 and enter Member information into the notes section.

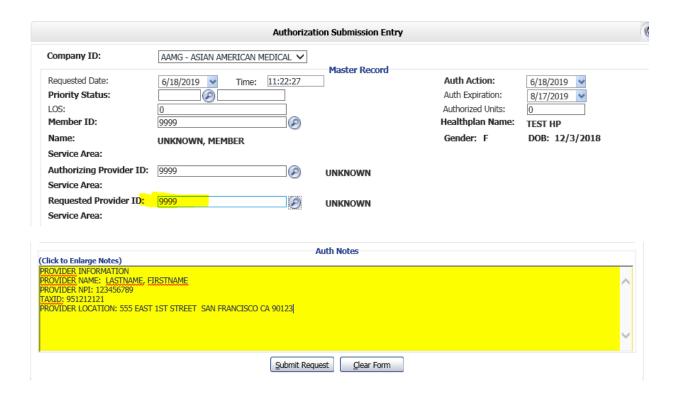


Clear Form

Submit Request

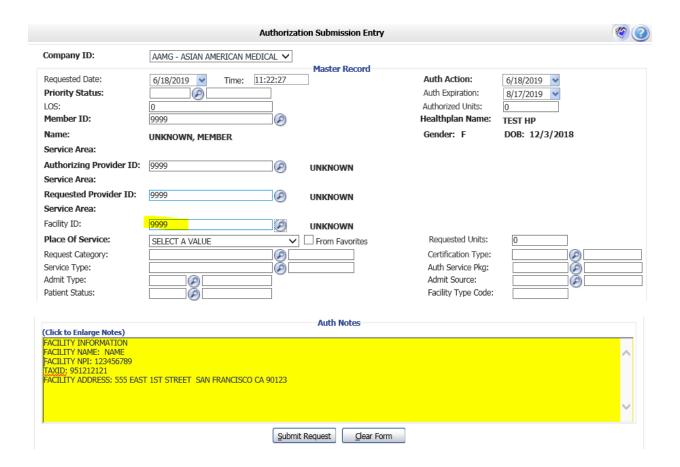
Can't find Provider?

When the provider you are requesting prior authorization for is not selectable, submit authorization under Requested Provider ID: 9999 and enter provider information into the notes section.



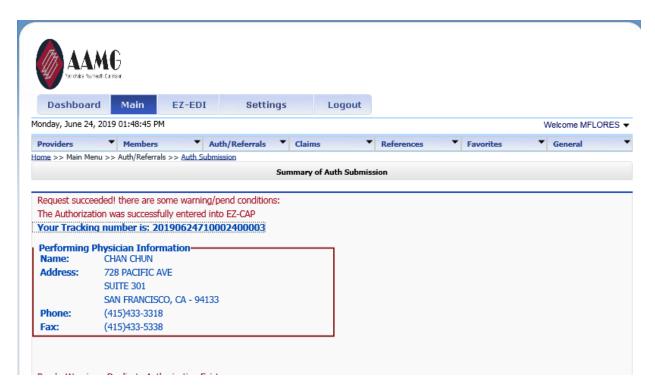
Can't find Facility?

When the Facility you are requesting prior authorization for is not selectable, submit authorization under Facility ID 9999 and enter Facility information into the notes section.



Once all of the information has been entered and selected, review the data entered into the Authorization or Referral Submission Entry form. **Submit the form by clicking** the button at the bottom of the page. The notification dialog box will display the submission status. **To review details** of an authorization, click on the line that says "Your authorization or referral number is: ####################" to display the *Authorization/Referral Details* screen.

To enter another authorization or referral click the button on the 'Submit Another Auth' button.



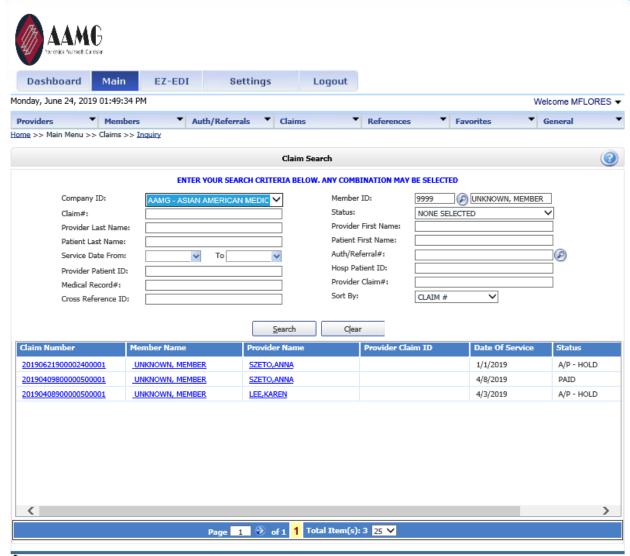
When you want to go back to the *Authorization or Referral Submission* window, use the navigation tool in the top right of the screen by clicking on the name of the screen you want.



Claims Inquiry

Claim Inquiry

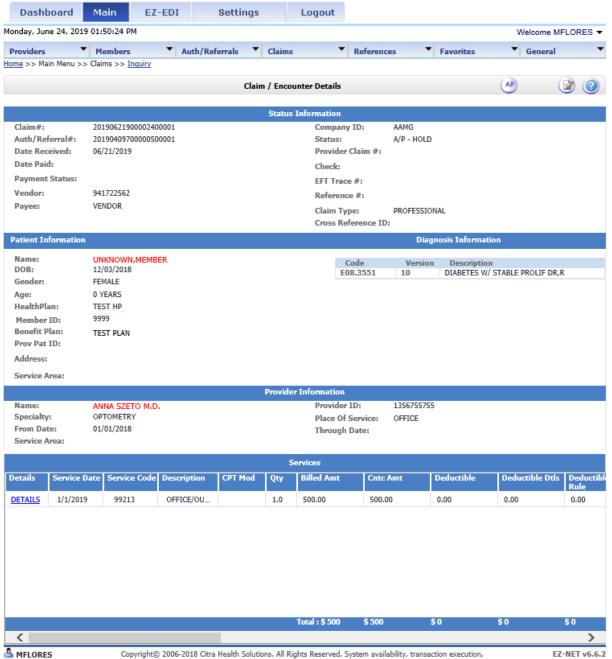
The Claim Inquiry screen is where a user can look up claim to inquire on the status of a submitted claim. This will provide claim submission details when the user clicks on one of the claims listed in the table at the bottom of the screen once a search is performed. To begin an inquiry, click **Inquiry** in the *Claims* section of the Main Menu to display the Claim Search window.



NOTE: The Search Results list can be printed by clicking on the browser's Print button. To display claim detail, click on the selected claim in the "Claim #" column (in BLUE text) in the Search Results window.

When you want to go back to the *Claim Search Results* or *Claims* window, use the navigation tool in the top right of the screen by clicking on the name of the screen you want.





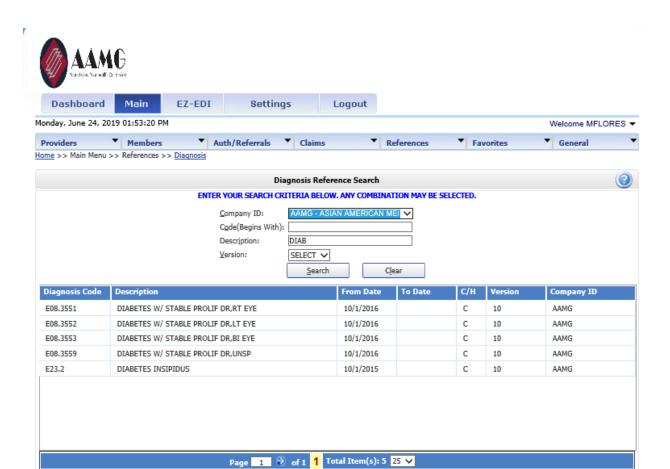
References

Reference Codes & Contacts

To access EZ-NET system references select one of the following options from within the "References" section on the Main Menu: **Procedures**, **Diagnosis**, **Place of Service**, **CPT Modifiers** or **Contacts**. When you select any of these, a search criteria dialog box will be displayed.



Enter requested search information in the reference code dialog box (such as 'Diab' in the Diagnosis Description field below), and click the Search button.



Favorites

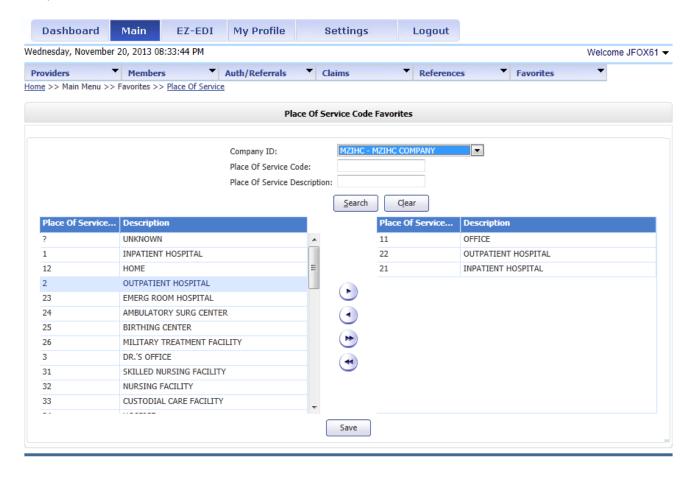
Provider Favorites Menu

This feature allows a Provider to add other Providers to a favorites list. This will allow ease of use when selecting a Requested or Servicing Provider to use in an Authorization or Referral.



Login to EZ-NET with a Provider Account > access Favorites menu > Providers:

Add Provider record(s) to the Favorites list by searching for applicable criteria (see example for Place of Service below) and moving the records from the left hand side to the right hand side, click SAVE:





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