

Walk-Ins verification/authorization/referral process documentation

pVerify.Net

New Patient – Verification/Referral/Authorization → Request

Welcome : Kidney Center Inc (Units) Search : Instant Verify : Batch Upload/Download Sign Out

Dashboard : Setup : Eligibility Inquiry : Claim Status Inquiry : Walk-Ins : Practice View : Utilities : Invoice/Payment

Verify Summary View Walk-Ins Verify

PAYER
 Dialysis Verification
 Visit Type: New patient Dialysis

PROVIDER
 Select: AVKI
 First: MI Last: AVKI
 NPI: 1770609711 Group NPI:
 Fed.Tax ID: 203940843 Legacy ID:

SUBSCRIBER
 Member ID: DOB:
 First: MI Last:
 Gender: M
 Dependent Inquiry

DEPENDENT
 Relationship: Spouse DOB:
 First: MI Last:
 Gender: M
 DOS: 10/02/2009

Upload Scan doc: Browse...
 Details:

*Fee will be charged for each service type selected
 * Red - Required Filed Verify Clear
 *Green - Any one of the group is required
 Please enter scan document details.

RESULT
 Status: Effective From: Expired On:

In-Network	Primary Care		Specialist		Deductible			Out-of-Pocket	
	Co-pay	Co-Ins	Co-pay	Co-Ins	Annual	Met	Remaining	Maximum	Remaining

 Out-Network:
 Plan:
 Filter By:
 Please enter SCAN DOCUMENT details.

Go to Summary View
 List of Verified Patient :
 No Data....
 New Alerts from BO for Patient :
 No Alert....

DISCLAIMER :

Walk-ins – Verification/Authorization/Referral → Results

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Verify Summary View

Click on [Walk-In] -> [Summary view]

Click [check-out] when satisfied with results

Click [re-process] to reprocess

Refresh

Grid View (Checked In OR Waiting) Status View

* Dependent Query without Dependent Name

ID	Patient	Payer	Visit Type	Copay	Co ins	Ded rem	Status	ucStatus	Result	Alerts	chk-in	chk-out	re-process	Req	Res
1	BISHOP	Dialysis Verification	New patient Dialysis				Waiting	InProgress	Result	Alerts	chk-in	chk-out	re-process	...	
2	MILLER	Dialysis Verification	New patient Dialysis				Waiting	InProgress	Result	Alerts	chk-in	chk-out	re-process	...	
3	BISHOP	Dialysis Verification	New patient Dialysis				Waiting	InProgress	Result	Alerts	chk-in	chk-out	re-process	...	

Summary Panel:

- In Progress: 3
- Verified: 0
- Checked In: 0
- Reset
- Checked Out: 0
- HDHP Count: 0
- HDHP rem. Count: 0
- CoIns Count: 0

Alert:

From	Text	On	Attachment
sandrar	Please verify Eligibility as per copy INS HMO needs authorization. Thanks	10/02/2009	PB-BISHOP PFP

Click on [Alerts] to communicate any specific instruction "OR" upload additional files

Click on To see request patient document

Results document will be populated here

Ignore [Result] link ... It will be populated "Res" field

Attach File : Browse... Send Close Alert Exit

Search & View Verified New Patients Info

Welcome : Kidney Center Inc (Units) Search : Instant Verify : Batch Upload/Download Sign Out

Dashboard : Setup : Eligibility Inquiry : Claim Status Inquiry : Walk-Ins : Practice View : Utilities : Invoice/Payment Practice View (BETA)

From: 10/2/2009 To: 10/2/2009 Location : All Payer : All

Select Date range Click on [Practice View]

Search Collect CoPay Collect Deductible Collect Past Balance

Deductible Copay Patient Not Found Inactive Patient. Export to Excel

Instant Verification

Search Result (Status : Total Query)
* Dependent Query without Dependent Name

Payer	DOS	Verified	Copay	Deductible	Deductible Remaining	Errors	Req	Res
B	10/02/2009	10/02/2009		135.00	0.00			
B	10/02/2009	10/02/2009				Patient Not Found,		
B	10/02/2009	10/02/2009		135.00	0.00			
southern and Northern California	10/02/2009	10/02/2009						
	10/02/2009	10/02/2009				...		
	10/02/2009	10/02/2009				...		
	10/02/2009	10/02/2009				...		
	10/02/2009							
	10/02/2009							
	10/02/2009							
	10/02/2009							
	10/02/2009							
	10/02/2009							

Look for records with [...]

Summary

Total Query :	1567
Processed :	24
Not Processed :	494
Not Verified :	1049
Rejected :	0
Other Error :	2
Pt. Inactive :	0
Pt. Not Found :	4
HDHP Count :	16
HDHP rem. Count :	0
CoIns Count :	16
MEDICARE	
Total Count :	21
Risk /+ HMO :	0
Secondary :	1

Payment History Estimation Log

Consolidated Summary Report

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Reports Transaction Log Eligibility Reports
Files Eligibility Report
NPI Search

ELIGIBILITY - REPORTS

- Daily Transaction Summary
- Verified With Errors
- Verified Without Errors
- Eligibility Financial Summary**
- Batch Repair
- Eligibility Result - Export

Batch: Test Oct2009 (select a batch or enter date range)

Verified - From: 10/02/2009 To: 10/02/2009 DOS - From: To:

Location: All

PDF Excel

Run

Select batch

Select Location

Select a desired report from list

Click on [Run] to generate report in Excel

Click on [Utilities] -> [Reports] -> [Eligibility Report]