

QUICK REFERENCE GUIDE

Dial the toll-free number to reach the **Customer Service** Department.

WELLCARE OF OHIO PROVIDER

AUTHORIZATION SUBMISSION

Login to the *WellCare of Ohio* website at <http://ohio.wellcare.com>. Use the following steps for an Authorization Submission:

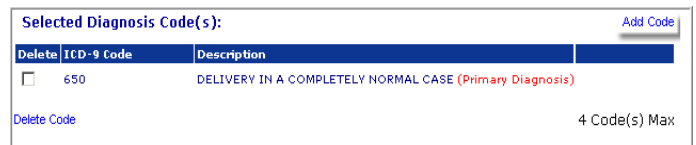
- From the *WellCare of Ohio* home page, click the Providers function on the left menu or top menu.
- The Providers home page displays.
- Find the **Submission** heading in the left menu.



- Click the **Authorizations** function.
- The Requesting Provider screen displays.
- Enter the **Provider ID** and/or a **Last Name** and **First Name**. Click **Search**.
- A screen displays with the Provider Name. Click **Next**.
- The Select Member screen displays.
- Enter the complete **Member ID** number and/or **Last** and **First Name** and **Date of Birth**. Click **Search**.
- The Member Name screen displays. PCPs can access or submit authorizations for members in their group only. Specialists can access or submit for members on the allowed list for their specialty.
- Click **Next** to select the member name.
- The Place of Service screen displays.
- Select **Place of Service** from the dropdown list. Enter the **Number of Visits**. Click **Next**.
- The Servicing Provider screen, **Provider** tab displays.
- Enter the **Provider ID** and/or a **Last Name** and **First Name**. Click **Search**.
- A screen displays with the Provider Name. If more than one name displays, click the Provider name you want to select. Click **Next**.

Continue the Authorization Submission with the following steps:

- A message displays if you selected a Place of Service that requires a Facility. Click the **Facility** tab. Enter the **Facility ID** and/or **Name**. Click **Search**.
- A screen displays with the Facility Name. Click **Next**.
- The Diagnosis and Procedure Codes screen displays.
- Enter the number and/or description for the **ICD-9 Diagnosis Code**. Click **Search**.
- The code description displays. To add another ICD-9 code, click **Add Code**. You may add up to 4 codes.



- Enter number and/or description for the **HCPCS/CPT Code**. Click **Search**. The code displays. To add another code, click **Add Code**. You may add up to 6 codes.
- Click **Yes** or **No** for the Respiratory and Durable Medical Equipment questions. Click **Next**.
- The Summary of Request screen displays.
- Review the Summary of Request. Click **Submit** to submit it to WellCare and use a print feature.
- Click the [Click Here to view a printer friendly version of the Authorization in a separate window](#) link.
- The print window displays. Click the [Print](#) link.
- Check the Message Center (on the left menu) to see your acknowledgement email from WellCare.



- The authorization review continues within WellCare.
- Providers are notified by fax when submission is approved or denied.