Procedure Code Groups

For your convenience, UHA has combined certain procedure code into code groups. This means you only need to enter one of these codes and the total quantity of visits instead of entering each code and quantity individually. For example, we have combined Chiropractic codes 98940, 98941, 97110, 97140, 97124 into a code group. If you are requesting 98940 x 4, 98941 x 4, 97110 x 4, 97140 x 4, 97124 x 4 you will enter 98940 and select the Chiropractic Code group radio button on the right. Enter the max quantity of 4. You will have then requested all codes within the group, for 4 visits each.

CIM Submissions Using a Code Group

Initial Request

- 1. From the member search option, enter the member's ID and select search.
- 2. Verify member eligibility.

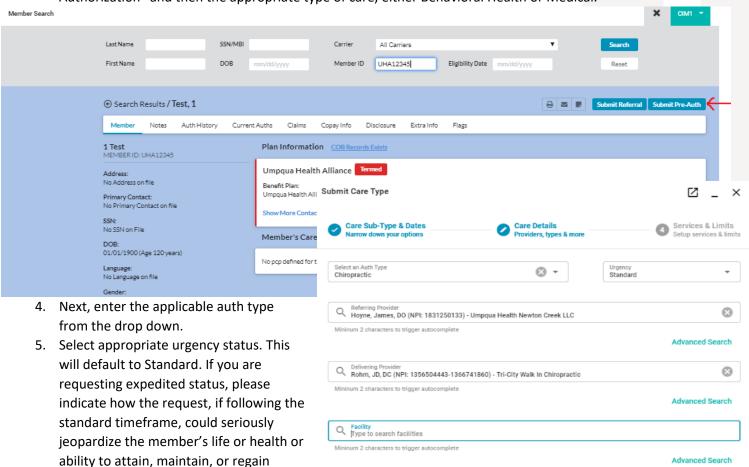
maximum function.

6. Enter the referring and delivering

or NPI number in the text field.

provider by entering the provider name

3. Select "Submit Pre-Auth" in the top right corner. From the new Assign a Type of Care page, select "Pre-Authorization" and then the appropriate type of care, either Behavioral Health or Medical.



CONTINUE

BACK

- 7. Select CONTINUE in the bottom left corner.
- 8. Enter the diagnosis code, procedure code, date range and max units.
 - a. To select or view the availability of a code group, enter the procedure code and select it from the autocompleted hyperlink. Then select the drop down menu labeled "Procedure Code Group".
 - i. If the only option is "Default (Use specific codes)" then there is not a code group available.
 - ii. If there is a code group available, it will appear in this list above the default option.
 - b. Then select ADD.
- 9. Select continue in the bottom left corner.
- 10. Attach supporting documentation by selecting the "+" sign in the Attach Documents header. Browse for the documents, then select OPEN.
- 11. If needed, you can leave a comment in the Comments box.
- 12. Do not make changes to the Options box, Received Date/Time nor Submitting Office.
- 13. Select CONTINUE in the bottom left corner.
- 14. Review your submitted authorization. Then select FINISH.
- 15. Your request has been successfully submitted when you're the final status is Received. To open the submission, select REVIEW REFERRAL/AUTH.
- 16. To view the codes in each code group, select the **6** in the procedure line under the "Services" section in the column labeled "Code Groups". A new window will appear with the codes requested within the code group. In the example below, the first line request codes 97110, 97124, 97140, 98940, 98941 with a quantity of 4 units for each code.

