

Simplify Office Administrative Tasks



Keep our Quick Reference Guide nearby to make pre-visit planning and post-visit tasks quick and easy.

Website: [Ambetter.AZcompletehealth.com](https://www.Ambetter.AZcompletehealth.com)

- Patient care forms
- Pre-Auth Needed tool
- Ambetter from Arizona Complete Health news
- Provider Manual
- Preferred Drug List
- Member resources

Secure Provider Portal: [Provider.AZcompletehealth.com](https://www.Provider.AZcompletehealth.com)

- Verify member eligibility
- Access patient health records
- View patient gaps
- Manage prior authorizations
- Submit and manage claims
- And more!

Member Eligibility

Check member eligibility via:

- Secure Web Portal
- 24/7 Toll-Free Interactive Voice Response (IVR) Line: 1-888-926-5057
- Provider Services: 1-888-926-5057

Patient Care Gaps

Find recommended services that a member has not completed.

1. Visit the Secure Provider Portal.
2. Review patient information for any gaps in care.
3. Plan to address care gaps during future appointment.

Prior Authorization

Use the Pre-Auth Needed tool on our website to determine if prior authorization is required.

Submit prior authorizations via:

- Secure Provider Portal
- Medical and Behavioral Fax: 1-866-597-7603
- Phone: 1-888-926-5057

Claims

Timely Filing guidelines: 120 days from date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to: P.O. Box 9040 | Farmington, MO 63640-9040

Pre-Visit Planning Checklist

- ✓ Verify member eligibility.
- ✓ Check for patient care gaps and address them during upcoming office visit.
- ✓ Use Pre-Auth Needed tool to determine if prior authorization is needed before appointment.

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