## Simplify Office Administrative Tasks

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

### Website: Ambetter.SuperiorHealthPlan.com
- Patient care forms
- Pre-AUTH Needed tool
- Ambetter from Superior HealthPlan news
  
  For referrals, visit the website to find a participating Ambetter provider.

### Secure Provider Portal: Provider.SuperiorHealthPlan.com
- Provider Manual
- Preferred Drug List
- Member resources
- Provider resources

### Member Eligibility
**Check member eligibility:**
- Secure Provider Portal
- 24/7 Toll-Free Interactive Voice Response (IVR) Line: 1-877-687-1196
- Provider Services: 1-877-687-1196

### 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:
- Secure Provider Portal
- Fax: 1-855-537-3447
- Phone: 1-877-687-1196

### Claims
**Timely Filing guidelines:** 95 days from date of service.
Submit claims:
- Secure Provider Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to:
  Ambetter from Superior HealthPlan
  P.O. Box 5010 | Farmington, MO 63640-5010

### 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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