PCP Referral Guide

Secure Provider Portal



To refer a member to an Ambetter Value and Virtual provider, please follow the steps below:

- 1. Go to Provider.SuperiorHealthPlan.com and log in to Ambetter's Secure Provider Portal.
 - If you have not registered for the portal or need help getting access, please click on Create New Account.
- 2. Once you have logged into the portal, under the Plan Type drop-down, select "Ambetter".
 - If Ambetter is not selected, the referral option will not appear. It will also not appear if you are not authorized to refer Ambetter Value or Virtual members.



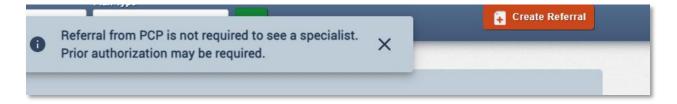
3. Click on the PCP Referrals icon and then click Create Referral.



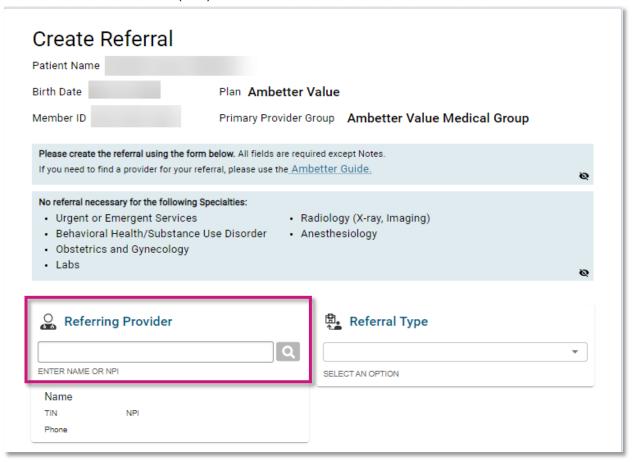
4. Input the member's Member ID or Last Name and their Date of Birth (DOB) and click on Find.



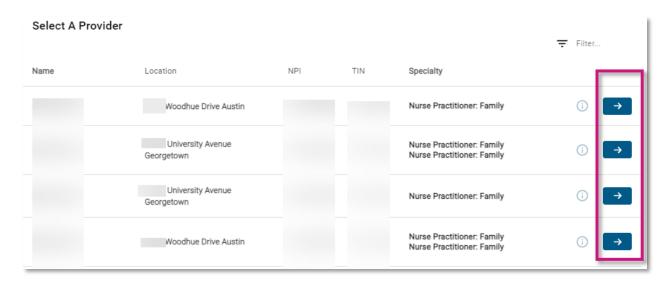
- 5. If there is more than one result, select the appropriate member.
 - Only Value and Virtual members require a referral. If you attempt to enter a referral for a member who does not require a referral, you will get the message below.



6. On the **Create Referral** page, under **Referring Provider**, input the referring provider's name or National Provider Identifier (NPI) and click on the search button.

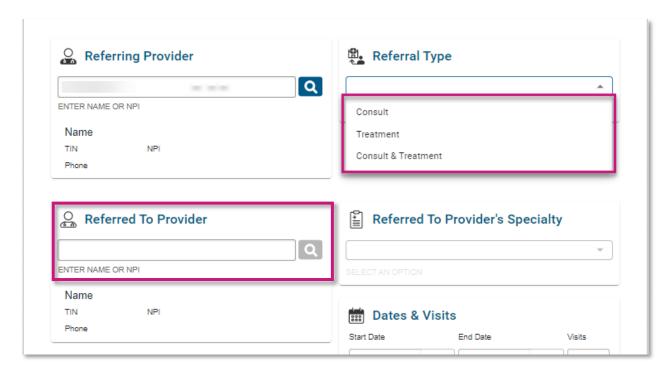


7. Providers matching the information input on the previous page will populate. Select the blue arrow next to the correct referring provider.

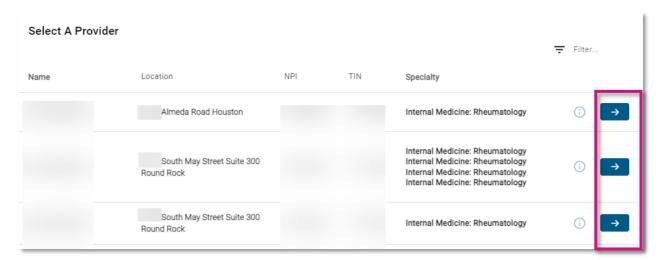


8. Select the appropriate Referral Type.

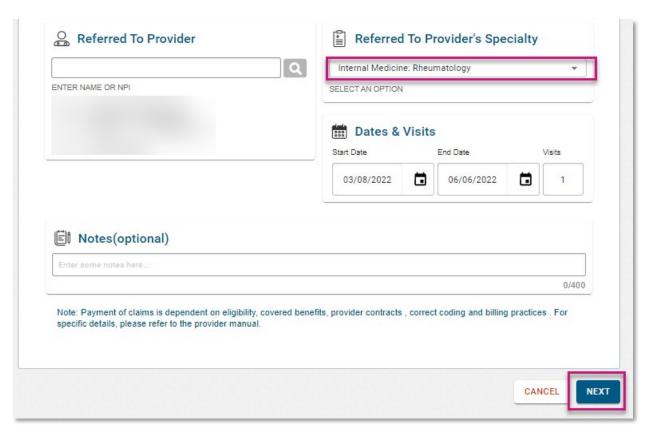
- 9. Under Referred To Provider, input the name or National Provider Identifier (NPI) of the provider receiving the referral.
 - Only providers participating in the plan selected will filter in your search.
 - For help identifying participating providers, see step 14.



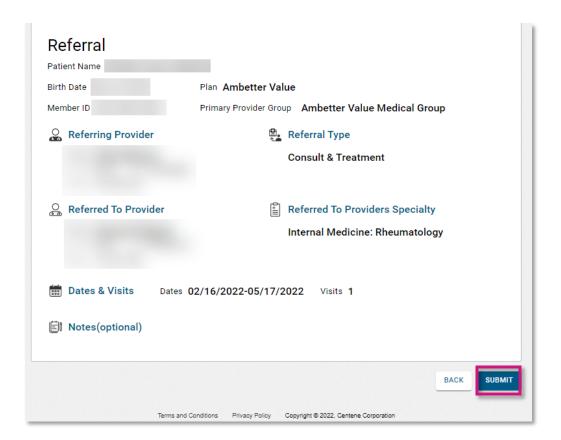
10. Providers matching the information input on the previous page will populate. Select the blue arrow next to the correct provider.



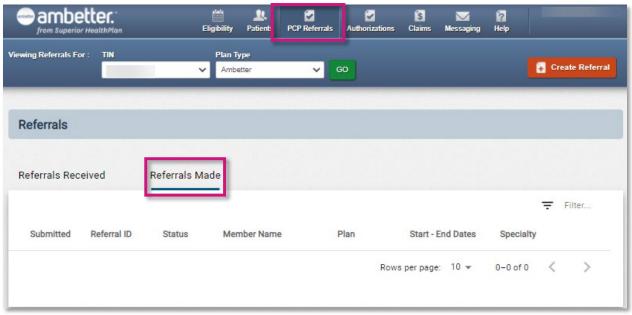
11. Choose the **Referred To Provider's Specialty** and once all information is verified, click on **NEXT** at the bottom of the screen.



12. Review and confirm the information on the Referral page and, once confirmed, click SUBMIT.



13. Referrals can be seen by selecting the PCP Referrals icon, and then Referrals Made tab.



Referrals can also be seen under PCP Referrals in the member's profile.

