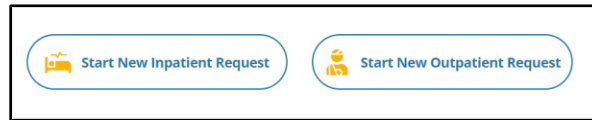


Buy and Bill

Initiation of a Buy and Bill Authorization

1. From the Home screen, click **New Outpatient Request**



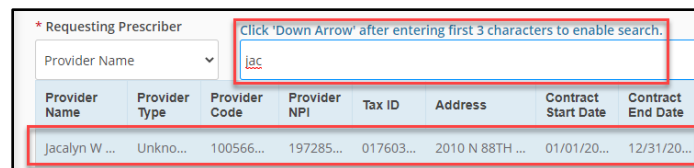
2. Search for a member
 - a. Enter First Name, Last Name, and Date of Birth (DOB)OR
 - b. Enter Member ID, including the alpha prefix

3. Click the member in the demographic ribbon to select

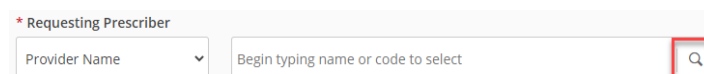
Member ID	Card ID : EHN100032899 , Patient ID : EHN10003289900	First Name	Mallary	Last Name	OCASKBPCBENLONIUM	Date of Birth	04/12/1985
Phone Number	N/A	Primary Insurance	BCBSNE	Secondary Insurance	N/A	Address PO Box 11 361 Deming St, Campbell, NE, 689320011	

4. Select **Eligibility**
5. Select **Authorization Type Medication through Buy and Bill**
6. Select **Auth Priority** from the drop-down list
7. Enter Requesting Provider information
 - a. Information can be entered using Quick Search by entering the first three letters of the provider's last name and clicking the down arrow
 - b. Click on the correct provider

Note: Do not use Provider Code. Select **Provider Name, NPI, or Tax ID.**



- c. If the correct provider does not display, click the magnifying glass to conduct an Advanced Search



8. Enter the **Anticipated Date of Service** using the calendar icon OR type in the letter t, a **plus sign**, and the number of days from today the service is anticipated to occur (e.g. **t+21**). Select the **Place of Service** from the drop-down list

* Anticipated Date of Service
10/15/2020

Place Of Service
11 - Office

* Anticipated Date of Service
t+21

* Place Of Service
11 - Office

9. Enter the **Diagnosis Code(s)**
 - a. If additional diagnosis codes need to be entered, click the + to add another diagnosis code. Indicate the Primary Diagnosis by clicking the radio button.

* Diagnosis Description
Fever, unspecified

* Diagnosis Code
R50.9

Primary Diagnosis

10. Enter the Procedure Code(s)
 - a. Select the Policy Code by clicking on the **Policy Code** link and choosing from the list of policies associated with the procedure code entered.
 - b. Enter **From Date**, Select **Frequency** from the drop-down list, and enter number of **Requested Units**.

* Procedure Description
Infliximab not biosimil 10mg

* Procedure Code
J1745

* Policy Code Link
X.44 [BIOLOGICS FOR GASTROINTESTINAL DISEASE \(REQUIRES PREAUTHORIZATION\)](#)

* From Date
02/26/2021

* Frequency
Once Every 2...

* Requested Units
5

Primary Procedure

- c. If additional Procedure Codes need to be entered, click the + to add another procedure code.
 - i. Indicate **Primary Procedure** by clicking the radio button.
11. If the user is not ready to submit or needs to have another user enter InterQual information, select **Save as Draft**

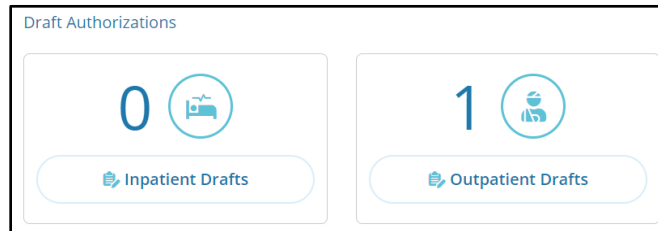


- a. On the ribbon at the top of the authorization, select **Yes, save as draft** or **No, stay on screen**
 - i. Clicking Yes will allow the user to save a draft of the authorization for up to seven days.
 1. Please note, drafts are not visible to Blue Cross and Blue Shield of Nebraska (BCBSNE).

ii. Clicking No, will allow the user to go back and complete the authorization.

b. These draft authorizations can be accessed from the Home screen under Draft Authorizations

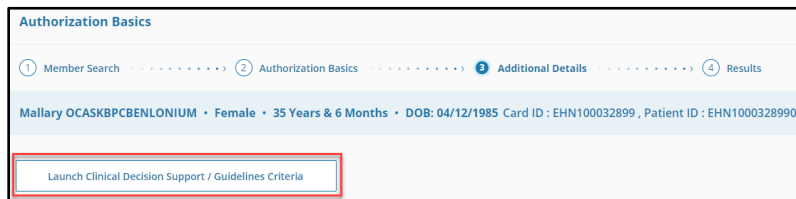
i. Click **Outpatient Drafts**, then select the auth by clicking **Draft** under the Status column



12. If the user is ready to submit and enter InterQual information, acknowledge the disclaimer and click **Next**.



13. Click **Launch Clinical Decision Support/Guidelines Criteria**



14. Once the InterQual review is completed, the request will either be approved (if criteria are met) or it will be pended for review by BCBSNE.

- a. If approved, the authorization summary will appear
- b. If the review is pended, an additional screen will appear to add notes and attach additional information
 - i. Include contact information (name, phone/fax number)
- c. Click **Submit**

15. The authorization summary screen will display the authorization status, member information, and authorization information entered.
- a. Authorization information can also be viewed by clicking on the Authorization List from the Home screen.

