



Outpatient Request Authorization IVR Caller Guide

Hours of Availability: Monday – Friday 5:00 a.m. to 10:30 p.m. (MT); Saturday 5:00 a.m. to 5:00 p.m. (MT); Sunday – Closed

- Utilize your keypad when possible
- Avoid using cell phones
- Minimize background noise
- Mute your phone when you are not speaking

This caller guide does not apply to Medicare Advantage members.

1) Getting Started



Welcome to the Blue Cross and Blue Shield of New Mexico Medical Services Department. If you know your party's extension, say "Extension." Otherwise, please continue to hold.

Interruption Permitted

To continue your preauthorization request, please continue to hold.



If you're calling as a member, say "member." If you're calling as a Healthcare professional, say "healthcare professional."

Interruption Permitted

Member
Healthcare Professional

Press 1
Press 2

Note: You can use your touch tone keypad to enter numeric characters.



Is your patient a member of the Federal Employee Program?

Interruption Permitted

Yes
No

Press 1
Press 2

2) Authorization and Referral Management



Preauthorization is required for certain services. A preauthorization determines medical necessity and the appropriateness of treatment. A predetermination may be used to obtain a benefit assessment but is not required. Predeterminations must be submitted in writing. A submission form is located on our website.

Interruption Permitted

To continue your preauthorization request, please continue to hold.

Note: To submit your request online refer to the [BlueApprovRSM](#) or [Availity[®]](#) [Essentials Attachments: Recommended Clinical Review Requests](#) pages. If faxing supporting medical documentation for a previously submitted request, please include the request number.



Please say behavioral health, peer to peer or other.

Interruption Permitted

Behavioral Health
Peer to Peer
Other

Press 1
Press 2
Press 3

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Welcome to the Blue Cross and Blue Shield of New Mexico Provider Services line. To direct your call please say "medical," "pharmacy," "dental" or "behavioral health."

Interruption Permitted

- | | |
|-------------------|----------------|
| Medical | Press 1 |
| Pharmacy | Press 2 |
| Dental | Press 3 |
| Behavioral Health | Press 4 |



Okay. What's your 10-digit billing National Provider ID?

Situational:

If the system does not recognize the NPI, you will be prompted for a tax ID.

Interruption Permitted

Say or enter your NPI number.

Note: Professional providers should use the rendering NPI of the individual who is providing services.



Which can I help you with, eligibility and benefits, claims, authorization and referral management, or other services?

Interruption Permitted

- | | |
|--|----------------|
| Eligibility and Benefits | Press 1 |
| Claims | Press 2 |
| Authorization and Referral Management | Press 3 |
| Other Services | Press 4 |



Okay. Authorization and referral management. Excluding the three-character prefix, what's the subscriber ID?

Situational:

If multiple policies are found for your patient, you will be asked to provide their group number.

Interruption Permitted

Say or enter only the subscriber ID, excluding the three-character prefix.

Note: Alpha and numeric characters may be entered by touch tone keypad. The Alpha Touch Tone reference guide is available on [page seven](#) for assistance with keying alpha characters.



Is this for medical, behavioral health or chemical dependency services?

Interruption Permitted

- | | |
|---------------------|----------------|
| Medical | Press 1 |
| Behavioral Health | Press 2 |
| Chemical Dependency | Press 3 |



Do you need to check procedure code requirements, request authorization and referral, or check the status?

Interruption Permitted

- | | |
|---|----------------|
| Check Procedure Code Requirements | Press 1 |
| Request Authorization and Referral | Press 2 |
| Check the Status | Press 3 |



Okay. Inpatient, outpatient, home or referral?

Interruption Permitted

- | | |
|-------------------|----------------|
| Inpatient | Press 1 |
| Outpatient | Press 2 |
| Home | Press 3 |
| Referral | Press 4 |

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Many outpatient services do not require authorization. Let's first determine if authorization is required for your outpatient service. Please tell me, what's the patient's date of birth?

Interruption Permitted

The date of birth format is mm/dd/yyyy.



And which is this for, behavioral health, medical services, or chemical dependency?

Interruption Permitted

Behavioral Health

Press 1

Medical Services

Press 2

Chemical Dependency

Press 3



To get preauthorization requirements, we'll need the procedure code. Please say or enter a CPT or HCPCS procedure code. If there are any letters, please say it like this, "letter A 2 3 4 5."

Okay. Say or enter the next CPT or HCPCS procedure code or say, "that's it." I can collect up to 5.

If you do not have a procedure code, say, "I don't have one."

Interruption Permitted

Say or enter the procedure code(s) or say, "I don't have one."

Note: If you do not have a procedure code, the IVR will quote general authorization requirements based on the benefit category instead.



Thanks. Next, what is the place of treatment, outpatient, office, or home?

Interruption Permitted

Outpatient

Press 1

Office

Press 2

Home

Press 3

Procedure Code Authorization Quote

At this time, the system will quote authorization requirements based on the code(s) entered.

These preauthorization requirements have been saved to a file; your confirmation number is.....



Would you like for me to fax these preauthorization requirements to you?

Interruption Permitted

Yes

Press 1

No

Press 2

- Utilize your keypad when possible
- Avoid using cell phones
- Minimize background noise
- Mute your phone when you are not speaking



When authorization is NOT required by BCBSNM:

If you have all the information you need, you can go ahead and hang up. Otherwise, we'll go back to the main menu.

Interruption Permitted

End call or return to the main menu.



When authorization IS required by BCBSNM:

Would you like to create the preauthorization request?

You can press pound to skip these instructions. To process this request, I'll need some information including the NPIs for the attending provider as well as for the facility. I'll also need the diagnosis code and any applicable procedure codes. If you're ready to continue, say "I'm ready." You can also say "I need more time" or to hear this again, say "repeat that."

Interruption Permitted

Yes
No

Press 1
Press 2

Voice option must be used here.
Touch tone is not an available option.

Note: Press the pound key (#) to skip these instructions.



Next, say or enter the NPI of the rendering provider, or say "it's the same as my NPI."

Situational:

If the system does not recognize the NPI, you will be prompted additional identifiers (i.e., address, zip code, etc.).

Interruption Permitted

Touch tone and voice options are both available.



Situational:

If you choose outpatient place of treatment:

Now, which is the treatment setting?
Hospital, ambulance or surgical center.

Interruption Permitted

Hospital
Ambulance
Surgical Center

Press 1
Press 2
Press 3

- Utilize your keypad when possible
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 **Treatment Type Options**

Which is the treatment type?

Situational: Options are based on the place of treatment previously entered.

Outpatient

- Medical Care
- Surgical
- Transplants
- MRI/CAT Scan
- Therapy

Office

- Medical Care
- Surgical
- Chiropractic

Home

- Home Health
- Hospice
- Private Duty Nursing
- Skilled Nursing
- DME
- Therapy

Note: Therapy includes Physical, Occupational and Speech Therapies.



Now, say or enter a CPT or HCPCS procedure code. If the procedure code contains any letters, please say it like this "letter A 2 3 4 5."

Interruption Permitted

Say or enter the procedure code.



How many visits?

Interruption Permitted

Say or enter the number of visits.



What's the start date for this service? For example, December tenth, twenty twenty-four. You can also say "today."

Interruption Permitted

The start date format is mm/dd/yyyy.



What's the end date?

Interruption Permitted

The end date format is mm/dd/yyyy.



Okay, Say or enter the next CPT or HCPCS procedure code, or say "that's it."

Interruption Permitted

Say or enter the next procedure code or say, "that's it."

- Utilize your keypad when possible
- Avoid using cell phones
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Since this outpatient stay ends on or after October 1, 2015, this request needs to be processed using an ICD-10 diagnosis code. Please tell me the ICD-10 diagnosis code or say "one moment" if you need time to find it.

Interruption Permitted

Say or enter the ICD-10 diagnosis code.

Note: Diagnosis codes can be up to six digits. When entering a diagnosis code using your touch tone keypad, press the star key (*) to enter the decimal point. If utilizing the voice option, say "dot."



Okay, to review the information, say "review." Or to submit this request without verifying, say "submit." You can also say "cancel request."

Interruption Permitted

Review Information

Submit
Cancel Request

Press 1

Press 2

Press 3

Note: Upload and attach medical documentation online via [Availity Authorizations](#).



Sure. To confirm, this request is for...
see example

Is this all, correct? Say "yes", "no" or "repeat that."

Interruption Permitted

Yes
No
Repeat That

Press 1

Press 2

Press 3

Example: "John Smith. The facility is Smith Hospital. The attending provider is Jane Doe. For diagnosis code 123.45. The treatment type is Therapy. The treatment setting is outpatient, and this is an elective treatment. The service code is 99999. For CPT 99999, 2 days are requested starting September 13st, 2024."



Okay, to submit this request, say "submit." If you need to cancel this request, press 2.

Interruption Permitted

Say Submit or press 2 to cancel request.

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Alpha Touch-Tone Reference

Alpha touch-tone is available as an alternative to voicing alpha-numeric mixed information.

To enter a **subscriber ID**, **group** or **claim number** containing alpha character(s):

- 1) Press the star key (*) to begin a letter sequence
- 2) Press the number key containing the desired letter (e.g., press 2 for A, B or C)
- 3) Press 1, 2, 3 or 4 to indicate the position the letter is listed on the selected key (e.g., press *21 to enter A)

A	=	*21
B	=	*22
C	=	*23
<hr/>		
D	=	*31
E	=	*32
F	=	*33
<hr/>		
G	=	*41
H	=	*42
I	=	*43
<hr/>		
J	=	*51
K	=	*52
L	=	*53
<hr/>		
M	=	*61
N	=	*62
O	=	*63
<hr/>		
P	=	*71
Q	=	*72
R	=	*73
S	=	*74
<hr/>		
T	=	*81
U	=	*82
V	=	*83
<hr/>		
W	=	*91
X	=	*92
Y	=	*93
Z	=	*94

Group Number

Ex. 1	Y	N	1	2	3	4
Press	*93	*62	1	2	3	4
Ex. 2	1	2	K	3	4	5
Press	1	2	*52	3	4	5

Subscriber ID

Ex. 1	A	1	N	2	3	4	5	6	7
Press	*21	1	*62	2	3	4	5	6	7
Ex. 2	0	9	2	T	7	6	8		
Press	0	9	2	*81	7	6	8		

Note: Exclude three-character prefix when entering the subscriber ID.

Claim Number

Ex. 1	2	1	3	4	F	5	6	7	0	X
Press	2	1	3	4	*33	5	6	7	0	*92
Ex. 2	2	0	1	T	8	7	6	5	0	C
Press	2	0	1	*81	8	7	6	5	0	*23

Note: The claim number should be 13 digits.

Have questions or need additional education? Email our [Provider Education Consultants](#).

Be sure to include your name, direct contact information and Tax ID or Billing NPI.

Checking eligibility and/or benefit information and/or obtaining prior authorization is not a guarantee of payment. Benefits will be determined once a claim is received and will be based upon, among other things, the member's eligibility and the terms of the member's certificate of coverage, including, but not limited to, exclusions and limitations applicable on the date services were rendered. **Certain employer groups may require prior authorization or pre-notification through other vendors. If you have any questions, call the number on the member's ID card.** Regardless of any prior authorization or benefit determination, the final decision regarding any treatment or service is between the patient and the health care provider.

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