

# AETNA ASSURE PREMIER PLUS (HMO D-SNP)



## Quick Reference Guide

This guide provides quick access to helpful resources. For detailed information, please refer to the Aetna Assure Premier Plus's Provider Manual located on the provider website found at [aetnamedicare.com/NJDSNP](https://aetnamedicare.com/NJDSNP)

### Provider Services

**1-844-362-0934 (TTY:711)** 8 AM to 5 PM Monday to Friday (except major holidays).

Call Aetna Assure Premier Plus main provider services number for any provider services including care management, utilization management, claims research and billing, and more.

### Eligibility Verification

Please contact us at **1-844-362-0934** or log into our Availity Web Portal to verify eligibility.

### Provider Website

- ◆ Provider Manual
- ◆ Availity Provider Portal
- ◆ Clinical Guidelines
- ◆ Forms
- ◆ [Provider Education and training](#)
  - [Model of care training](#)
- ◆ Notices and Newsletters

### Availity Provider Portal

The Availity portal can be found at [apps.availity.com](https://apps.availity.com), and it provides participating providers tools, resources, and the ability to perform tasks such as:

- ◆ Eligibility verification
- ◆ Access to prior authorization forms
- ◆ Submission and verification of prior authorization requests, including status checks
- ◆ Prior authorization requirement search tool
- ◆ Claims status checks
- ◆ PCP roster of assigned members
- ◆ Review of claim payments and access the Explanation of Benefits (EOB)

Participating providers can register for Availity at [Availity Registration](#) or, if already a user, add "Aetna Better Health" to your list of payers at [Availity](#). More information can be found on the [provider portal page](#). While using the Availity Provider Portal, providers seeking either Aetna Better Health of New Jersey or Aetna Assure Premier Plus (HMO D-SNP) can access plan resources by selecting the "Aetna Better Health NJ – VA MAP D-SNP" from the plan drop down. **NOTE: Do not select "Aetna Medicare and Commercial".**

### Claim Inquiries

Participating providers may review the status of a claim by checking the Availity provider portal or calling our Claims Investigation and Research Department at **1-844-362-0934**.

### **Claim Status Through The Portal**

Aetna encourages providers to take advantage of the Availity provider portal, as it is quick, convenient and can be used to determine status (and receipt of claims) of paper and electronic claims. The portal can be accessed on the [provider website](#) or [directly](#). Providers must [register](#) to use our portal.

### **Claims Submissions**

Aetna Assure Premier Plus requires clean claims submissions for processing. To submit a clean claim, the participating provider must submit:

- ◆ Member's name
- ◆ Member's date of birth
- ◆ Member's identification number
- ◆ Service/admission date
- ◆ Location of treatment
- ◆ Service or procedure

Participating providers are required to submit valid, current HIPAA compliant codes that most accurately identify the member's condition or service(s) rendered.

Please note:

- ◆ Claims must be submitted within 180 calendar days from the Date of Service (DOS). The claim will be denied if not received within the required timeframes.
- ◆ Corrected claims must be submitted within 365 days from the DOS.
- ◆ Coordination of Benefits (COB) claims must be submitted within 60 days from the date of primary payer's EOB or 180 days from the DOS, whichever is later.

### **Electronic Claims Submission**

Aetna Assure Premier Plus encourages participating providers to electronically submit claims through ECHO Health, Inc. Please use the following Payer ID when submitting claims to:

- ◆ **Payer ID# 46320**

### **Paper Claims Submissions and or Resubmissions**

Please use the following address when submitting claims:

**Aetna Assure Premier Plus (HMO-DSNP)**

**Claims and Resubmissions**

PO Box 982967

El Paso, TX 79998-2967

To differentiate for resubmissions, please stamp or write one of the following on the paper claims:

“Resubmission”, “Rebill”, “Corrected Bill”, “Corrected,” or “Rebilling”

### **Claim Resubmission**

Participating providers may dispute a claim that:

- ◆ Was originally denied because of missing documentation, incorrect coding, etc.
- ◆ Was incorrectly paid or denied because of processing errors

Include the following information when filing a dispute:

- ◆ Use the Dispute Form located on our [website](#).
- ◆ An updated copy of the claim. All lines must be rebilled.
- ◆ A copy of the original claim (reprint or copy is acceptable).
- ◆ A copy of the remittance advice on which the claim was denied or incorrectly paid.
- ◆ Any additional documentation required.
- ◆ A brief note describing requested correction.
- ◆ Clearly label “Dispute” at the top of the claim in black ink and mail to appropriate claims address.

Failure to mail and accurately label the resubmission to the correct address will cause the claim to be denied as a duplicate.

Please note: Providers will receive an EOB (Explanation of Benefits) when their disputed claim has been processed. Providers may call to speak with a representative about their claim dispute. Provider Services will be able to verbally acknowledge receipt of the resubmission, reconsideration and or the claim dispute. Our staff will be able to discuss and provide details about claim status. Providers can review our provider portal to check the status of a resubmitted, reprocessed, and/or adjusted claim. These claims will be noted as “Paid” in the portal. To view information on our portal, please visit the [provider portal page](#).

### **Care Management**

The Care Management Department is equipped to work with members to facilitate multi-faceted services for our members. To reach the Care Management Department, contact us at **1-844-362-0934**. The Care Management Department can be reached at [NJ\\_FIDE\\_SNP\\_CM@Aetna.com](mailto:NJ_FIDE_SNP_CM@Aetna.com).

### **How to request Prior Authorizations**

A prior authorization request may be submitted by:

- ◆ Submitting the request through [Availity](#)
- ◆ Fax the [Prior Authorization Request Form](#) to **1-833-322-0034**. Please use a cover sheet with the practice’s correct phone and fax numbers to safeguard the protected health information and facilitate processing
- ◆ Through our toll-free number at **1-844-362-0934**

To check the status of a prior authorization you submitted or to confirm that we received the request, please visit the [Availity](#) , or call us at **1-844-362-0934**.

If response for non- emergency prior authorization is not received within 15 days, please contact us at **1-844-**

**362-0934.**

When requesting prior authorization, please provide the following:

- ◆ Member’s identification number
- ◆ Demographic information
- ◆ Requesting provider contact information
- ◆ Clinical notes/explanation of medical necessity
- ◆ Other treatments that have been tried
- ◆ Diagnosis and procedure codes
- ◆ DOS

Important Note:

- ◆ Emergency services do not require prior authorization; however, notification is required the same day.
- ◆ All out of network services must be authorized.
- ◆ Unauthorized services will not be reimbursed, and authorizations are not a guarantee of payment.
- ◆ If providers do not receive outreach or response to non-emergency authorizations, please reach out to provider services at **1-844-362-0934**.
- ◆ For post stabilization services, hospitals may request prior authorization by calling **1-844-362-0934**.

**Decision and Notification Requirements**

<b>Decision</b>	<b>Decision/notification timeframe</b>
Urgent pre-service approval	Within twenty-four (24) hours of receipt of necessary information but no later than seventy-two (72) hours after the receipt of the requested service
Urgent pre-service denial	Within twenty-four (24) hours of receipt of necessary information but no later than seventy-two (72) hours after the receipt of the requested service
Non-urgent pre-service approval	Within fourteen (14) calendar days of receipt of request
Non-urgent pre-service denial	Within fourteen (14) calendar days of request
Post-service approval	Within thirty (30) calendar days of receipt of request
Post-service denial	Within thirty (30) calendar days of receipt of request

**Electronic Visit Verification (EVV)**

All claims submitted for designated home health services must have supporting EVV data and license/certification numbers included on applicable claims. Failure to comply may result in limiting referrals or transition of existing members to providers who have achieved compliance. Providers can submit the EVV [authorization form](#) to the Care Management Department by faxing to **1-860-907-4598**.

If you have questions regarding EVV integration requirements, please contact [HHAeXchange Support](#) or contact the NJ specific Support Line at **(866) 245-8337**. You may also inform Aetna of your status with this requirement by emailing [AetnaEVVCompliance@AETNA.com](mailto:AetnaEVVCompliance@AETNA.com).

### **Provider and Pharmacy Search Tool**

For a list of participating providers, including behavioral health, please access our online search tool located on our website at [aetnamedicare.com/NJDSNP-find-provider](https://aetnamedicare.com/NJDSNP-find-provider).

Please note: Laboratories and radiology participating providers are included in the online search tool. Check the coverage for prescription drugs on the [2023 prescription drug search tool](#) or the [2024 Prescription drug search tool](#) or by looking at the [List of Covered Drugs \(Formulary\)](#).

### **Payer Order, Coordination, And Third Party Liability**

Aetna is managing both the member's Medicaid and Medicare services under the Aetna Assure Premier Plus (HMO SNP) plan. Providers won't have to submit the claim twice as a participating provider. Aetna's internal process will settle the secondary Medicaid claim up to allowable rates once the Medicare claim is processed. Providers do not need to be on Aetna Better Health of NJ (Medicaid) network nor be registered with Medicaid to receive Medicaid cost share.

For providers who are billing services that are primary to Medicaid (i.e., services that are not covered under Medicare), New Jersey state requires registration to receive payment. Please visit New Jersey's [Medicaid Registration page](#).

Medicaid is the payer of last resort. Medicare-covered services will pay with Medicare as primary payer. If a third-party payer should be primary, claims should be sent to the third-party payer before submitting to Aetna under "Medicare Secondary Payer" rules. Providers with questions related to claim payment can contact the Claims Investigation and Research Department (CICR) at **1-844-362-0934**.

### **Provider Registrations**

Providers that provide Medicaid-covered services to our members do not have to have a Medicaid ID but must be registered. Registering will not create an active Medicaid ID number but allows payment of Medicaid-services. For providers that already have a Medicaid ID with New Jersey, no action is needed to receive Medicaid payment. Either registering or obtaining a Medicaid ID is sufficient to receive a Medicaid-as-primary payment.

### **Joining The Provider Networks**

If you are already participating with the Medicare Advantage program, there is no need to sign up as you will automatically be placed in our system.

If you are interested in applying for participation in our Medicare network, you can visit the [Aetna website](#) and complete the provider online request form. If you would like to speak to a representative, just call **1-800-624-0756**.

If you would like more information about joining our Medicaid network, call us at **1-855-232-3596** or [send us an email](#).

Please contact [Liberty Dental](#) if you are a dental provider and are interested in becoming part of their network).

Applications will be reviewed and responded to within 45 days. We currently service members in all New Jersey counties. The enrollment resources listed above are applicable to all provider types including but not limited to assisted living, behavioral health, HCBS and MLTSS, hearing, hospice, maternity (including doulas), and skilled nursing facilities.

**Aetna Assure Premier Plus Provider Inquires and Contacts**

Member and Provider Services	<a href="tel:1-844-362-0934">1-844-362-0934</a>
Credentialing and Escalation Email	<a href="mailto:COEProviderServices@AETNA.com">COEProviderServices@AETNA.com</a>
Compliance Hotline (Reporting Fraud, Waste or Abuse)	<a href="tel:1-855-282-8272">1-855-282-8272</a> (24/7 through Voice Mail inbox)
<b>For Dental Providers:</b> Liberty Dental	<a href="tel:1-888-352-7924">1-888-352-7924</a> <a href="http://www.libertydentalplan.com/Providers/Providers">www.libertydentalplan.com/Providers/Providers</a>
<b>For Vision Providers:</b> March Vision	<a href="tel:1-888-493-4070">1-888-493-4070</a> <a href="https://www.marchvisioncare.com/doctors.aspx">https://www.marchvisioncare.com/doctors.aspx</a>
Durable Medical Equipment	Please see provider search tool for details surrounding DME providers.  <a href="http://www.aetnamedicare.com/NJDSNP-find-provider">www.aetnamedicare.com/NJDSNP-find-provider</a>
Quest Diagnostics	<a href="http://www.questdiagnostics.com/home.html">www.questdiagnostics.com/home.html</a>

**Sample ID Cards**

**Aetna Assure Premier Plus (HMO D-SNP) – An Aetna Medicare Plan**

Member Name:	PCP:	\$0 Copay
Member ID:	Specialist:	\$0 Copay
Effective Date:	Emergency Room:	\$0 Copay
Issued Date:	Urgent Care:	\$0 Copay
	Dental:	\$0 Copay

**Issuer:** 80840  
**Rx Bin:** 610502  
**PCN:** MEDDAET  
**Rx Grp:** RXAETD

PCP Name:   
 PCP Phone:

**Dental Provider:** LIBERTY Dental H6399-001

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**Important Information:** In case of an emergency, call 911 or go to the nearest emergency room (ER). Prior authorization is not required for emergency services.

**For Members**

Member Services:	1-844-362-0934 (TTY: 711)
Behavioral Health Crisis:	1-844-362-0934 (TTY: 711)
Care Management:	1-844-362-0934 (TTY: 711)
24-Hour Nurse Advice:	1-844-362-0934 (TTY: 711)
Dental Services:	1-844-362-0934 (TTY: 711)
Website:	AetnaMedicare.com/NJDSNP

**For Providers**

<b>Medical</b>	<b>Pharmacy</b>
Eligibility Verification: <b>1-844-362-0934 (TTY: 711)</b>	Pharmacy Help Desk: <b>1-800-238-6279 (TTY: 711)</b>
Prior Authorization: <b>1-844-362-0934 (TTY: 711)</b>	Claim Inquiry: <b>1-844-362-0934 (TTY: 711)</b>

Submit claims to:  
 Aetna Assure Premier Plus (HMO D-SNP)  
 P.O. Box 982967  
 El Paso, TX 79998-2967

**H6399-001**