

PROVIDER QUICK POINTS

PROVIDER INFORMATION



February 5, 2016

Pre-Admission Notification Submissions on the Availity Web Portal

Blue Cross and Blue Shield of Minnesota (Blue Cross) continues to work with Availity to enhance the capabilities of the Availity web portal. Pre-Admission Notifications (PANs) for Blue Cross of Minnesota subscribers can now be submitted via the Availity web portal at **Availity.com**. Please discontinue using the “Create an Admission” link within Payer Spaces as PANs cannot be submitted using this form for members on Blue Cross’s new operating system.

How to Submit a Pre-Admission Notification:

1. Access the Availity web portal at **Availity.com**.
2. Select “Auths and Referrals” from the navigation bar on the left side of the home page. Additional links will appear below “Auths and Referrals.”
3. Select the “Authorizations” link and the Authorizations form will appear.
4. On the Authorizations form, select “BCBSMN” as the Payer. A shortened Authorizations form will then appear.
5. Select “Inpatient” as the Transaction Type.
6. Continue to enter information in each field marked with a red asterisk. The form is dynamic so it will change as you enter data into the fields. Once all the required information is entered, click the “Submit” button and a document listing the Case Number will be provided.

Please note, currently, the Authorization submission functionality on **Availity.com** can be used for other Blue Plans’ subscribers for notifications, pre-certifications, pre-authorization, and prior approvals; however, at this time, it can only be used to submit Pre-Admission Notifications for Blue Cross of Minnesota subscribers. Please continue to use the current processes for all other notifications, authorizations, and approvals for Blue Cross of Minnesota subscribers as outlined in the Blue Cross Provider Policy and Procedure Manual.

Questions?

If you have questions, please contact provider services at **(651) 662-5200** or **1-800-262-0820**.