# PROVIDER QUICK POINTS
## PROVIDER INFORMATION

## How to Submit, Inquire, or Update a Pre-Admission Notification on the Availity Web Portal

Blue Cross and Blue Shield of Minnesota and Blue Plus (Blue Cross) continues to work with Availity to enhance the capabilities of the Availity web portal. Enhancements for submissions, inquiring and updating Pre-Admission Notifications (PANs) for Blue Cross of Minnesota subscribers were communicated earlier this year in Provider Quick Points QP4-16 and QP7-16. This publication is to inform you that the PAN application on ProviderHub will be disabled effective October 29, 2016, and providers must use Availity's portal solution available on their website at **Availity.com**.

**To Submit a Pre-Admission Notification:**
1. Access the Availity web portal at **Apps. Availity.com**
2. Once logged in, select the "Authorization" button from the Patient Registration/Authorization & Referrals menu
3. Select "BCBSMN" as the Payer
4. Select "Inpatient" as the Transaction Type
5. 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 "Submit" to receive a Case number.

**To Inquire or Update an existing Pre-Admission Notification:**
1. Access the Availity web portal at **Apps. Availity.com**
2. Once logged in, select the "Auth/Referral inquiry" button from the Patient Registration/Authorization & Referrals menu
3. Select "BCBSMN" as the Payer
4. Select "Inpatient" as the Transaction Type
5. 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 "Submit" to receive a list of Case numbers.
6. Update a specific Case number by selecting the "Update" link on the case in question and the Authorization/Referral Update form will appear. Once all your information is entered, click "Submit" to receive a response indicating the Case number has been updated.

**Referrals:**
Please note that Referrals must be entered on ProviderHub for non-migrated subscribers. A referral for migrated subscribers must be faxed using the Managed Care Referral form, which is located on the Blue Cross website at **providers.bluecrossmn.com** under "forms and publications." We are currently working on a portal solution for submitting Referrals.

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