

## Simplify Office Administrative Tasks

Keep our Quick Reference Guide nearby to make pre-visit planning and post-visit tasks quick and easy.

### Website: [www.pshp.com](http://www.pshp.com)

- Patient care forms
- Pre-Auth Needed tool.
- Peach State Health Plan News
- Provider Manual
- Preferred Drug List
- Member resources

### Secure Provider Portal: [provider.pshpgeorgia.com](http://provider.pshpgeorgia.com)

- Verify member eligibility.
- Access patient health records
- View patient gaps
- Manage prior authorizations.
- Submit and manage claims.
- And more!

### Member Eligibility

- Check member eligibility at [mmis.georgia.gov](http://mmis.georgia.gov).
- Additional information can be found on the Secure Provider Portal at: [provider.pshpgeorgia.com](http://provider.pshpgeorgia.com)
- You can also call us at: 1-866-874-0633.

### Patient Care Gaps

Find recommended services that a member has not completed.

1. Visit the Secure Provider Portal.
2. Review patient information for any gaps in care.
3. Plan to address care gaps during future appointment.

### Prior Authorization

- Use the Pre-Auth Needed tool on our website to determine if prior authorization is required.
- Submit some service types via the Centralized Prior Authorization Portal at: [www.mmis.georgia.gov](http://www.mmis.georgia.gov).
- Dental, Vision and Radiology services are completed by third party vendors.
- Fax: 1-866-532-8834

### Claims

- Timely Filing guidelines: six (6) months from date of service.
- Claims can be submitted via the Secure Portal.
- A list of clearinghouses can be found on the Electronic Transactions section of our website.
- Mail paper claims to: P. O. Box 3030, Farmington, MO 63640

## PRE-VISIT PLANNING ...CHECKLIST...

- ✓ Verify member eligibility at [mmis.georgia.gov](http://mmis.georgia.gov).
- ✓ Check for patient care gaps and address them during upcoming office visit.
- ✓ Use Pre-Auth Needed tool to determine if prior authorization is needed before appointment.
- ✓ All authorization requests must include the supporting medical necessity documentation.



Provider Services 1-866-874-0633