

December 2010

PROVIDER BULLETIN - IMPORTANT UPDATE

HAVE YOU CHECKED OUR WEBSITE LATELY?

Peach State's website is frequently updated with practical information that can be used when providing care for our members. Recently, the Online Notification of Pregnancy Form (NOP) was posted to the Peach State website, www.pshp.com. Providers now have the ability to complete and submit the NOP online. To access this simple and practical tool, follow the instructions below.

NEW WEB TOOL - ONLINE NOTIFICATION PREGNANCY FORM (NOP)

Step-by-Step Provider NOP Web Assessment

To get started:

- **Login to the secure Peach State Provider portal** (www.pshpgeorgia.com).
Enter the login Identification number (ID). Enter the password. Click 'Login'.
- **Go to the Member Search Screen.** Scroll the mouse over the Online Forms Tab. Click on Member Search.
- **Search for a Member:** Enter a Date-of-Birth. Enter a Medicaid ID OR Last Name. Click 'Search'.
- **Select the Desired Member.** Verify the member searched for is in the Results Table. Click on the Medicaid ID of the desired Member.
- **Select the available desired form.** Click the link for Notification of Pregnancy.
- **Complete and Submit the Notification of Pregnancy Form.** Fill out the NOP and Click 'Submit'. A message will appear: *Thank you for submitting the Notification of Pregnancy Form. If you would like your patient to receive a free three (3) month supply of prenatal vitamins, please print the attached form, complete and fax to 1-866-681-5125, ATTN: Case Management.*

- **Click the Prenatal Vitamin Form link.** A new window / tab will open in the Browser window. Use the Browser print functionality to print the form. Print the Prenatal Vitamin Form. After printing the form, close the browser window that contains the Prenatal Vitamin Form. Complete and the fax the Prenatal Vitamin Form.
- **Return to the Member Search link.** Click the 'Back to Member Search' link. Repeat steps 3 and 7 to select a new member and begin a new NOP form.

For questions about this notification, call Peach State's Provider Solutions Department at (866) 874-0633.

Sincerely,

Peach State Health Plan