



iEXCHANGE® Web Tip Sheet

| | |
|---|---|
| <p>Applicable Plans</p> | <ul style="list-style-type: none"> • HMO Blue® Texas • BlueChoice® PPO/POS • FEP |
| <p>iEXCHANGE Transactions Allowed</p> | <ul style="list-style-type: none"> • Inpatient Precertifications • Maternity Notifications • Referrals • Patient Clinical Summary • Clinical Updates (<i>for pending cases only</i>) • Provider Search • Treatment Search (need Member ID or Case ID) • Treatment Update • Interplan Requests |
| <p>Login Information</p> | <ul style="list-style-type: none"> • Link to iEXCHANGE log-in screen can be added to your favorites or shortcut can be placed on your desktop • Each user will have a User ID (<i>Login Name</i>) and password created • An iEXCHANGE account is created for the provider group versus on an individual level. Each user of a provider group will use the same iEXCHANGE ID created for that provider group • Passwords will be reset by the user every 30 days |
| <p>New Users</p> | <ul style="list-style-type: none"> • Office Administrators are assigned for your provider office/provider group/facility to add new users, and to set up additional information to the drop down menus for all users at a provider office/provider group/facility |
| <p>Member ID/ Search Capability</p> | <ul style="list-style-type: none"> • Member Search requires a Member ID • Exclude 3 letter alpha prefix and enter the remaining portion of the member's ID exactly as it appears on card, i.e. ZGB01AB234C5 – enter as 01AB234C5 • FEP members require the "R" first, then rest of numbers • Last Name, DOB search needed if more than one member exists on the policy • Must review Existing Cases prior to selecting member to submit new transaction |
| <p>Provider Search Capability</p> | <ul style="list-style-type: none"> • Multiple provider searches available, including name, phone number & NPI • Geographic search available by State, County, City, Zip • Recommend to perform a provider search prior to setting up Provider Drop Downs to gather correct ID |
| <p>Case ID</p> | <ul style="list-style-type: none"> • A Case ID is displayed as part of the finalized real-time response |
| <p>Support Information <i>(Assists providers when they are having difficulty utilizing the iEXCHANGE system, i.e. need provider identifier, diagnosis codes, reporting issues, resetting Office Administrators password, etc.)</i></p> | <ul style="list-style-type: none"> • Texas iEXCHANGE Support Desk at BCBSTX • Call 800.441.9188 • Hours: 8:00 a.m. – 5:00 p.m., CT, M-F • Online Help Section in the iEXCHANGE Web application • Web Password Reset Form available on BCBSTX website |
| <p>Medical Care Management <i>(Reviews referrals and inpatient certifications not completed in the iEXCHANGE system)</i></p> | <ul style="list-style-type: none"> • Call 800.441.9188 • Hours: 6:00 a.m. – 6:00 p.m., CT, M-F and non-legal holidays and 9:00 a.m. to 12:00 p.m. (noon) CT, Saturday, Sunday and legal holidays • Messages may be left in a confidential voice mailbox after business hours |

Note: This information does not replace the detailed information in the iEXCHANGE Web Reference Guide

Revised 09092011