

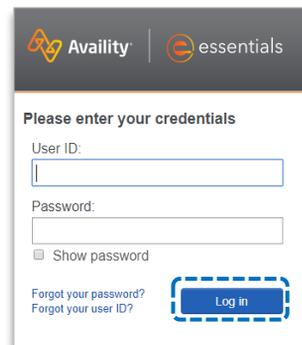
The **Prior Authorization Exemption Status** viewer allows providers who have met the criteria to be reviewed per Texas House Bill 3459 for Prior Authorization (PA) Exemption(s) for particular services by Blue Cross and Blue Shield of Texas (BCBSTX), to quickly check for their exemption status via Availity® Essentials. This includes services that received PA exemptions managed by BCBSTX Medical Management, Kelsey-Seybold, AIM Specialty Health® or Magellan.

Not registered with Availity Essentials? Complete the online guided registration process today via [Availity](#), at no cost.

Information in this user guide is NOT applicable to Medicare Advantage or Texas Medicaid claims.

1) Getting Started

- ▶ Go to [Availity](#)
- ▶ Select **Availity Essentials Login**
- ▶ Enter User ID and Password
- ▶ Select **Log in**



Availity | essentials

Please enter your credentials

User ID:

Password:

Show password

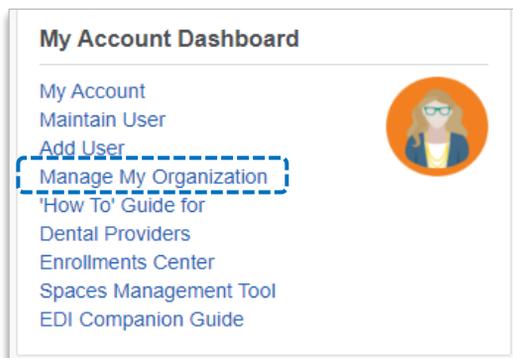
Forgot your password?
Forgot your user ID?

Log in

2) Manage My Organization (Administrator Setup)

To utilize this application, the Availity Administrators must first add the billing and/or rendering provider NPI and Tax ID numbers to **Manage My Organization**.

- ▶ Select **Manage My Organization** from *My Account Dashboard* on the Availity homepage
- ▶ Within **Manage My Organization**, select **Add Provider**
- ▶ Enter the Provider **Tax ID** and **NPI numbers** and select **Find Provider**

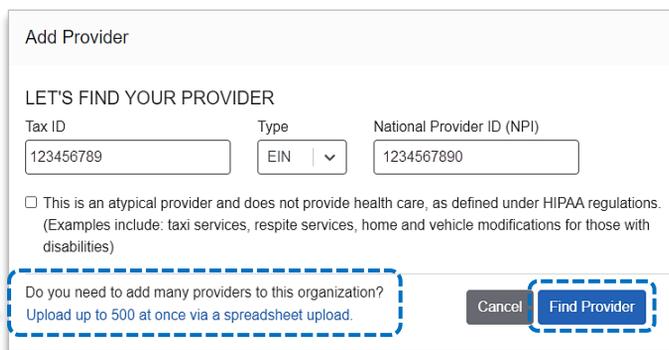


My Account Dashboard

My Account
Maintain User
Add User
Manage My Organization
'How To' Guide for
Dental Providers
Enrollments Center
Spaces Management Tool
EDI Companion Guide



Providers **Add Provider(s)**



Add Provider

LET'S FIND YOUR PROVIDER

Tax ID Type National Provider ID (NPI)

This is an atypical provider and does not provide health care, as defined under HIPAA regulations. (Examples include: taxi services, respite services, home and vehicle modifications for those with disabilities)

Do you need to add many providers to this organization?
Upload up to 500 at once via a spreadsheet upload.

Cancel **Find Provider**

Quick Tip:

→ If you have multiple providers to add to your organization, select **"Upload up to 500 at once via spreadsheet upload."**

2) Manage My Organization (Administrator Setup) continued

Associated provider information will return based on the NPI number entered. Review and/or update the following information:

- ▶ **Step 1:** Review and/or update the provider **Name** and **Primary Specialty/Taxonomy** and select **Next**
- ▶ **Step 2:** Review and/or update the provider **Identifiers** and select **Next**

1 Provider Information

Looks like there's a match!

Please review and/or update all of this provider's information.

PROVIDER SEARCH RESULTS:

Village ABC Clinic

Provider Type
Group/Facility

Group Name/Facility Name
Village ABC Clinic

NPI
1234567890

Primary Specialty/Taxonomy
363L00000X Physician Assistants & Advanced Pr...

Back Next

2 Provider Information

Looks like there's a match!

Please review and/or update all of this provider's identifiers.

PROVIDER SEARCH RESULTS:

Village ABC Clinic

Primary Tax ID
Tax ID
123456789

Type
EIN

+ Add additional Tax ID

Identifiers
+ Add identifier

Back Next

- ▶ **Step 3:** Review and/or update the provider **Address** and select **Next**
- ▶ **Step 4:** Review all information, choose the **provider's relationship to your organization**, then click **"I certify that this provider's information and relationship to my organization information is correct"**
- ▶ Select **Submit**

3 Provider Information

Looks like there's a match!

Please add all of the address and service location information for this provider.

Village ABC Clinic

Physical/Billing

123 Anywhere Drive
Suite 000
City, State 12345

+ Add an address

Back Next

4 Provider Information

What is the provider's relationship to your organization?
(Select one)

This provider is a part of my organization

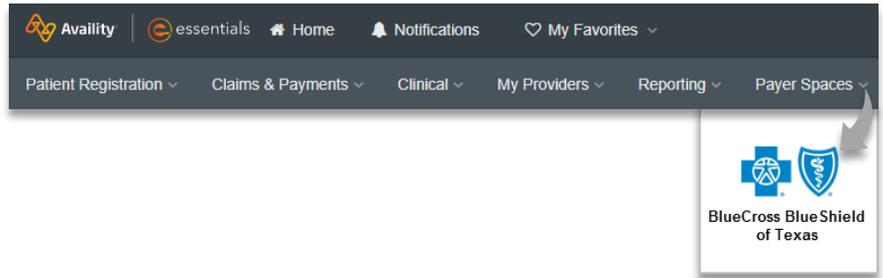
This is a third-party not directly affiliated with my organization (example: referred-to provider)

I certify that this provider's information and relationship to my organization information is correct

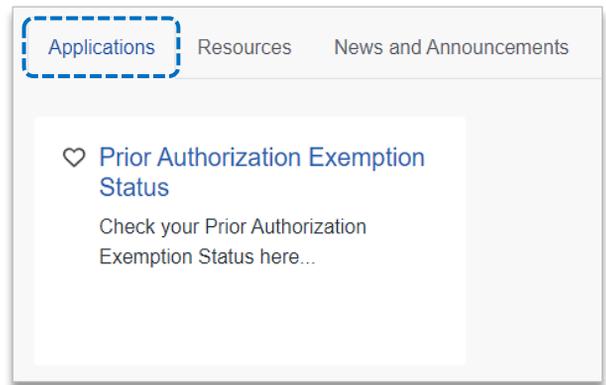
Back Submit

3) Accessing Prior Auth Exemption Status Viewer

- ▶ Select **Payer Spaces** from the navigation menu
- ▶ Select **Blue Cross and Blue Shield of Texas**

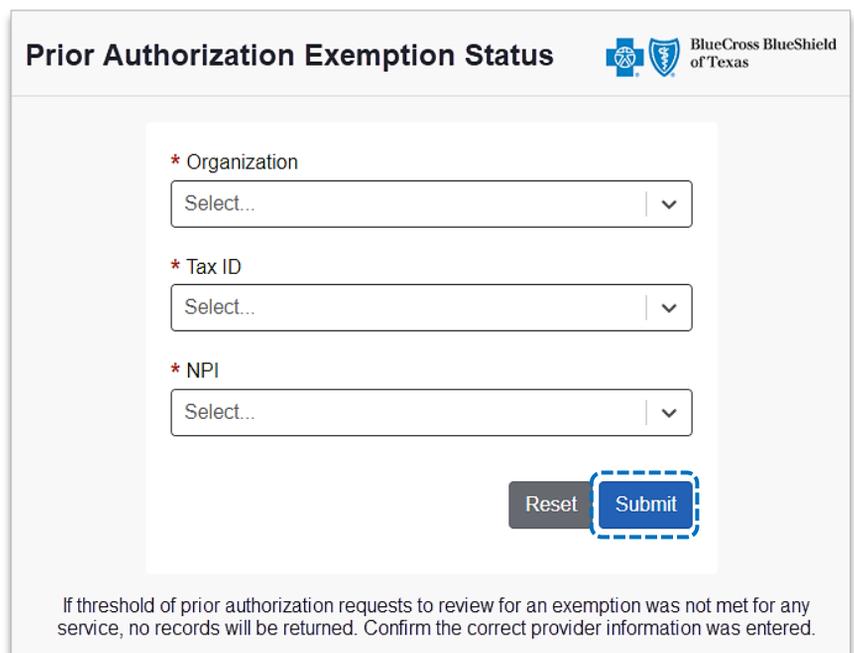


- ▶ In the BCBSTX Payer Spaces section, select the **Applications** tab
- ▶ Click **Prior Authorization Exemption Status**



4) Search Criteria

- ▶ Select the following from the drop-down lists:
 - ▶ **Organization**
 - ▶ **Tax ID**
 - ▶ **NPI**
- ▶ Click **Submit**

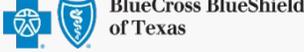


5) Search Results

Search results confirm prior authorization exemption status for the selected provider:

- ▶ Select the **file name** to view, download and save the exemption status letter

Prior Authorization Exemption Status



Category: Initial NPI: 1234567890 TIN: 999999999

Filename
Initial_999999999_1234567890_20221001.pdf

[Previous](#)

If threshold of prior authorization requests to review for an exemption was not met for any service, no records will be returned. Confirm the correct provider information was entered.

Have questions or need additional education? Email the [Provider Education Consultants](#).

Be sure to include your name, direct contact information & Tax ID or billing NPI.