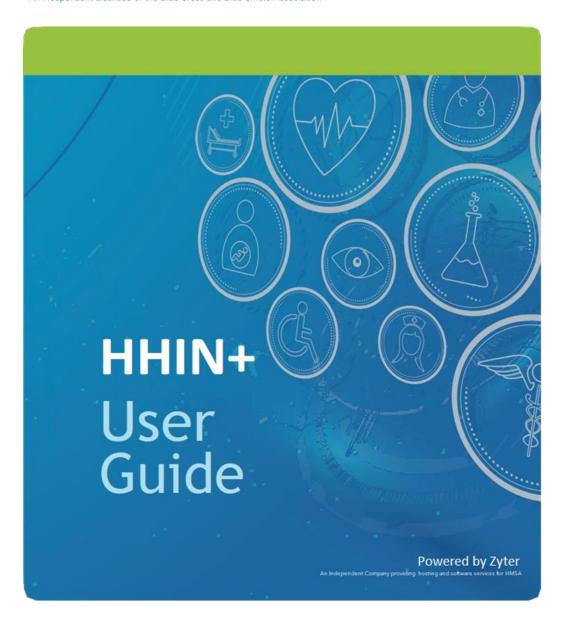


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INTRODUCTION

Glossary/Abbreviations

Short Form	Full Form
PHI	Protected health information
PII	Personally identifiable information
PPO	Preferred provider organization
НМО	Health maintenance organization
PCP	Primary care provider or primary care physician
HHIN+	Hawaii Healthcare Information Network
HMSA	Hawaii Medical Service Association
URL	Uniform resource locator
HIPAA	Health Insurance Portability and Accountability Act
NPI	National provider identifier
RTP	Report to Provider
PDP	Provider data portal
PTM	Payment transformation monthly payment

About this Manual

This easy guide helps current and new HHIN+ users understand the various functions of the new HHIN+ provider portal.

Product Overview

HHIN+ is a secure internet-based provider portal application for participating providers. The portal allows users to navigate to different modules for checking member eligibility, claims status, benefits, electronic Report to Provider, and other information such as PCP member enrollment lists, provider directories, and fee schedules.

Safety Guidelines

- Please do not share your HHIN+ credentials.
- Understand your role in protecting confidential information (PHI/PII).

Logging on to HHIN+ Provider Portal

- Go to the HHIN+ website at https://hhin.hmsa.com/
- Add this webpage to your favorites or bookmark it.
- Log in with your assigned user ID and password. Each user should have a unique user ID and password.

First-time Users

- The HMSA help desk will send your user ID, temporary password, and instructions.
- Enter your assigned user ID and temporary password.
- You'll be prompted to change your password.
- HHIN+ response messages will appear right below the log in section.

Network Requirements

- Computer with internet access
- Standard web browsers (Edge, Chrome, Firefox, Safari)
- Adobe PDF Reader
- Microsoft Excel
- Valid HHIN+ credentials (user ID and password)

Technical Support

- For technical issues or to request a new HHIN set up, please contact: HHIN+ Help Desk
 - o Phone: (808) 948-6446 or 1 (800) 760-4672

Email: hhinhelpdesk@hmsa.com

- ETS Outreach
 - Phone: (808) 948-6255 or 1 (800) 603-4672, ext. 6255,
 - o Email: ETSOutreach@hmsa.com

Security Levels

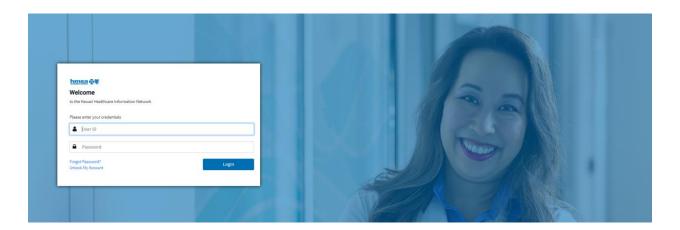
There are two levels of access. Providers have limited access with proper login credentials. Admin's will have full access to the application. The provider profile determines which records (related to

organization, position, and role) the provider can access in the application. Below security points need to be considered for initial login requirements:

- Authentication
- Authorization and access control

Log in

Log in module allows users to log in to the application using a valid user ID and password.



Homepage Pop Up

This is the first page you'll see after you log in to HHIN+ after successful completion of authorization and authentication from login page. It features:

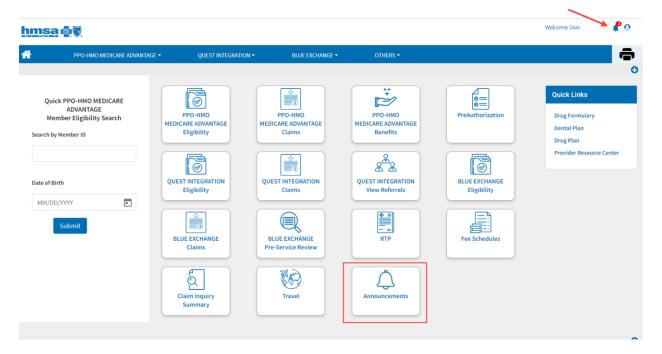
- News Corner Quick Links: Help you navigate the HHIN+ website. The bold link tells you what section of the website you're in.
- Quick HMSA Member Eligibility search.



NOTE: On the right side of <u>each</u> page on HHIN+ arrows will be located at the top and bottom to assist users in scrolling up/down quicker.

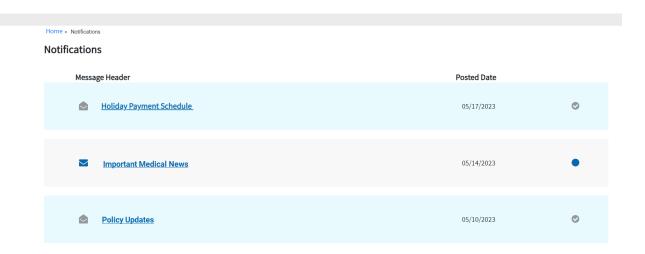
Announcements

HHIN+ notify users when new announcements are available by a red indicator that will appear on the bell icon located at the top right corner of the page. Users open the announcement page by clicking on either the bell icon at the top or the "Announcement" tile listed on the homepage.



Messages on the Notifications page will be listed with the most current on the top. Users click on the message titles to open and read the announcement.

The open/close envelope next to the message title indicates if the user has read the message.

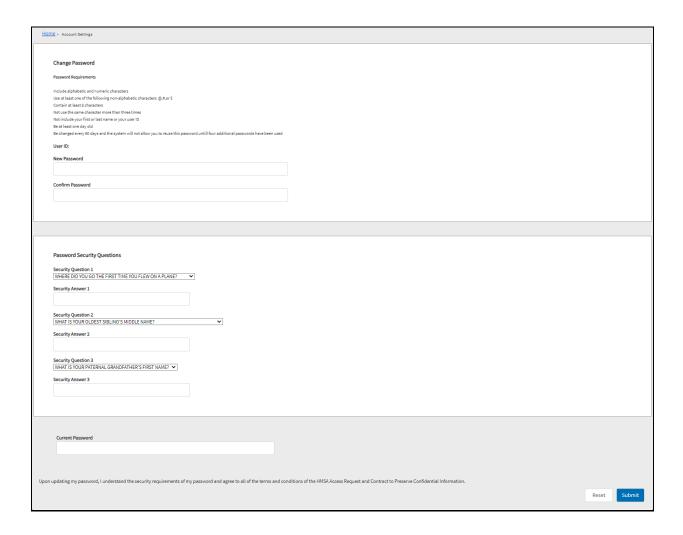


Account Settings

Account Settings page allows users to update their password and security questions and answers.

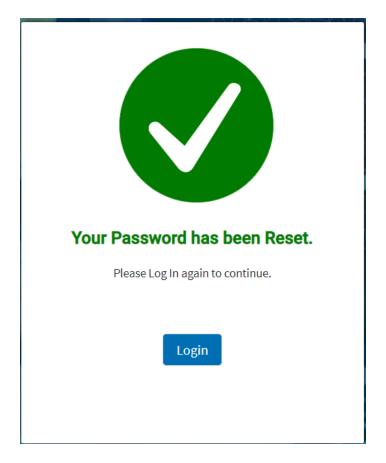
- Change Password Before Password Expiration: If password expiration date is less than or equal to 15 days, then redirect user to change password screen with "Change Password" and "Remind Me Later."
- Change SQA (Security Questions and Answers): A user can update their password and security questions and answers on the Account Settings page.

Account Settings



Account Settings

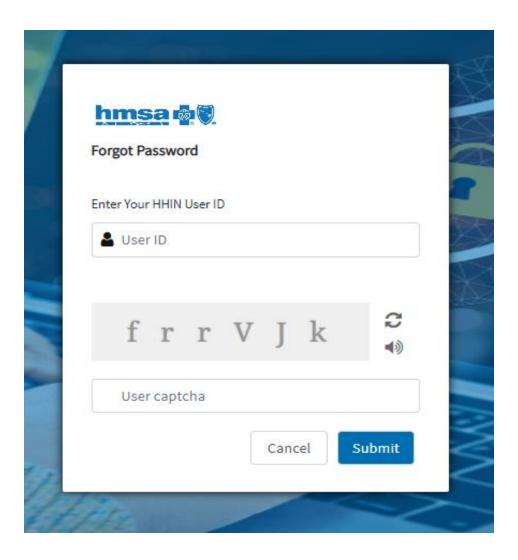
Message on successful reset of password.



Forgot/Reset Password

- Reset your password using the self-service option.
- Forgot Password? option will be available on the login page.
- Enter your user ID and real time CAPTCHA (as shown below).
- Upon successful validation of user inputs, it will show below options to change the new password.
- Enter a new password in the New Password field (see password requirements above the fields).
- Re-enter the new password in the Confirm Password field.
- Click Reset Password.
- If your inputs are correct and password change is successful, the message "Your password has been reset. Please log in again to continue." will appear in green as shown below.
- If your password changes failed, either a message explaining the reason will appear in red or you'll be taken back to the HHIN+ login page to start over.
- HHIN+ response messages will appear right below the log in section.

Forgot/Reset Password





Forgot Password

Please answer your security questions to reset your password.

Password Requirements

- Include alphabetic and numeric characters
- Use at least one of the following non-alphabetic characters: @,#,or \$
- Contain at least 8 characters
- Not use the same character more than three times
- Not include your first or last name or your user ID
- Be at least one day old
- Be changed every 60 days and the system will not allow you to reuse this password untill four additional passwords have been used

Security Question 1: WHAT WAS THE FIRST NAME OF YOUR OLDEST COUSIN?

Security Answer 1

Security Question 2: WHERE DID YOU GO THE FIRST TIME YOU FLEW ON A PLANE?

Security Answer 2

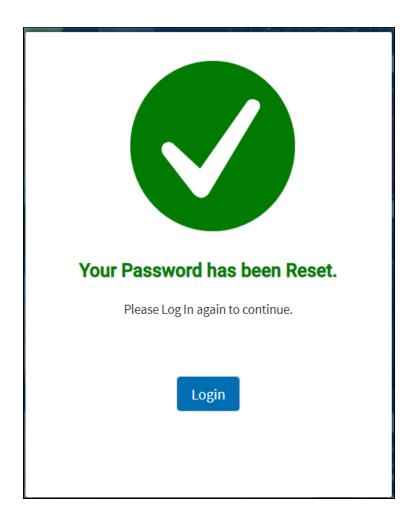
■ New Password

■ Confirm Password

Cancel

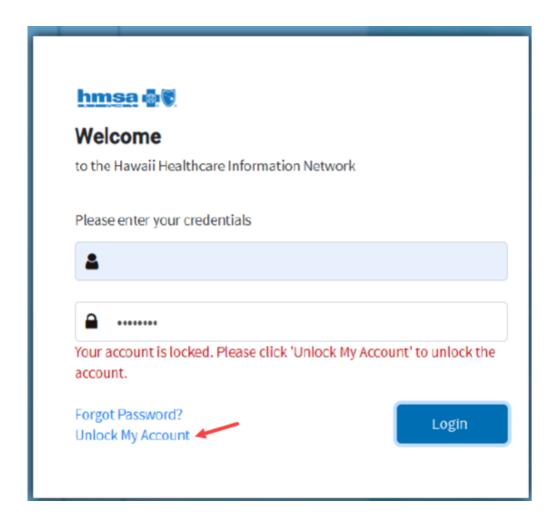
Reset Password

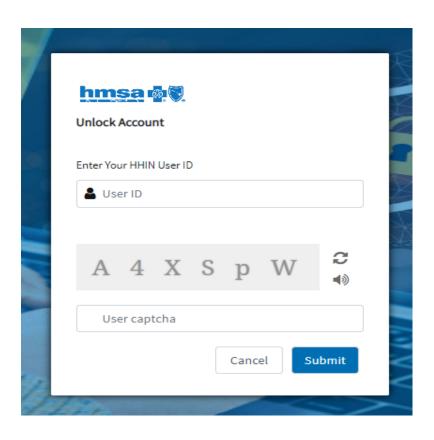
Forgot/Reset Password

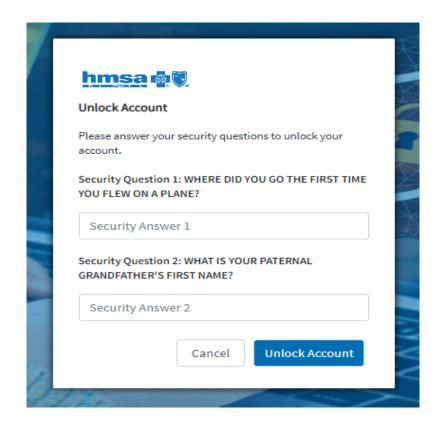


Unlock Account

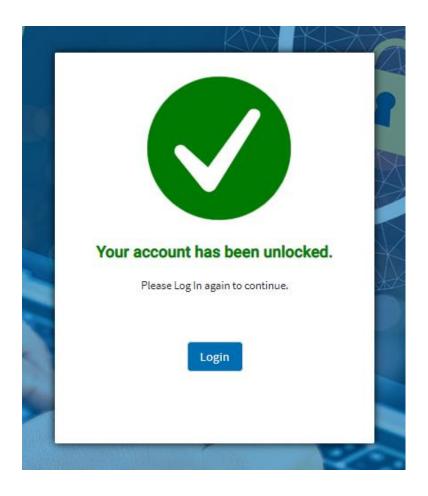
- Unlock your account using the self-service option available on the Login page.
- Upon successful validation, it will show below options to unlock the account.
- If the account unlock is successful, "Your account has been unlocked. Please log in again to continue." will appear.





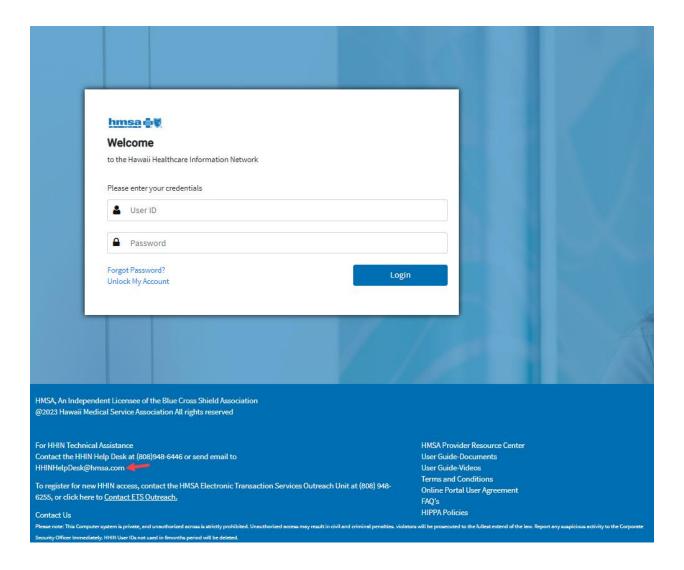


Unlock Account



Contact Us

• Clicking Contact Us allows users to send an email to hhinhelpdesk@hmsa.com





ELIGIBILITY AND BENEFITS

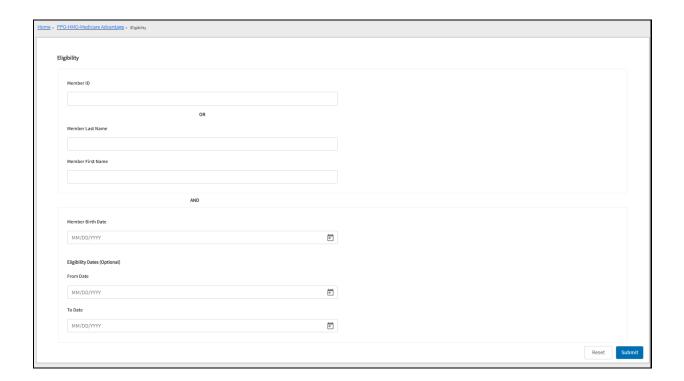
PPO-HMO-Medicare Advantage: Eligibility

In the eligibility section of HHIN+, users can verify coverage and benefit information for patients who have the following plans:

- HMSA PPO
- HMSA HMO
- HMSA Medicare Advantage

Finding a Member's Plan

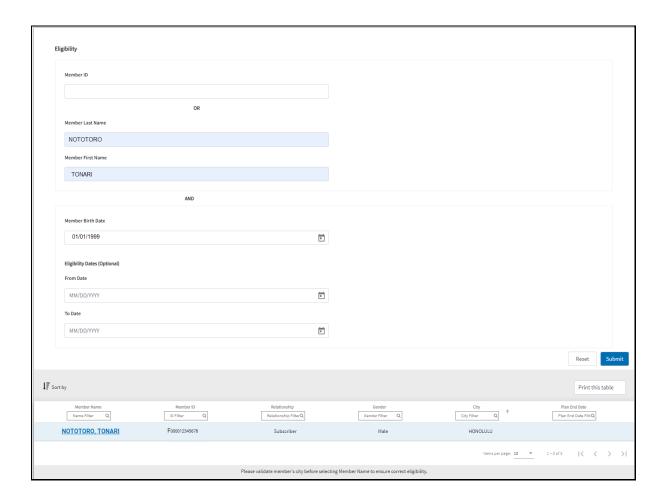
- On the homepage, under PPO-HMO-Medicare Advantage: Click Eligibility.
- Enter the Member ID and Member Birth Date **or** the member's last and first name and date of birth.
- Enter the member ID without the three-letter prefix and the set of zeroes. Example: For member ID XLHR000012345678, type R12345678.
- Enter member's birth date (Format: MMDDYYYY).
- Enter eligibility dates (optional).
- Click Submit.



If the search is successful, a member summary will appear at the bottom of the page. If the member is covered under multiple HMSA plans, several line items will appear.

Click the link in the Member Name column to see the corresponding plan.

If the search is unsuccessful, users will see a message that says, "No matching members for the criteria entered. Please re-enter the criteria."



Eligibility Details

Clicked on the link for the selected plan' users will be taken to the Eligibility Details page.

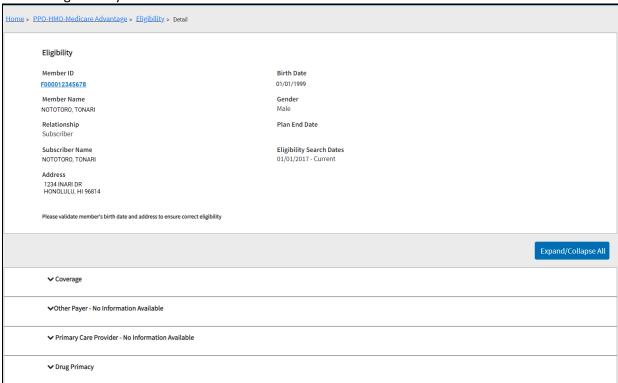
This page shows basic member information:

- Member ID
- Member Birth Date
- Member Name
- Gender
- Relationship to the Subscriber (e.g., self, spouse, child)
- Plan End Date
- Subscriber's Name
- Eligibility Search Dates
- Address
- Subscriber ID number for other HMSA plans the member may have

Member Eligibility Details include the following sections:

- Coverage
- Other Payer
- Primary Care Provider

Drug Primacy



Coverage Details

The coverage section on the page shows specific coverage information:

- Coverage Type (e.g., Medical, Pharmacy, Dental, Vision, Chiropractor, Comp Care)
- Eligibility Begin Date
- Eligibility End Date
- Plan Coverage Code
- Plan Type
- Benefit Detail

This section will have hyperlinks for "Plan Coverage Code" column values and redirects to Benefit Search page by pre-populating Coverage Code and other values as applicable.

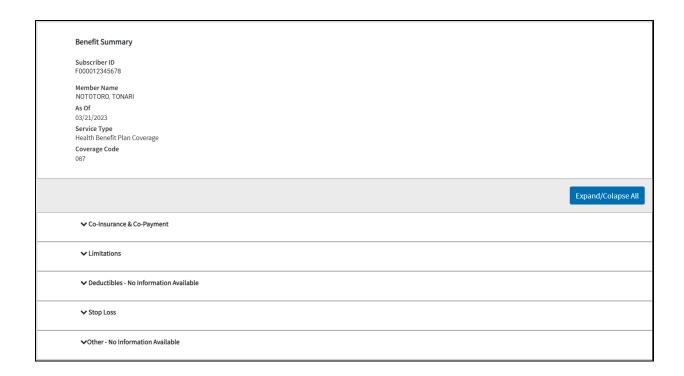
- Benefit Detail: Benefit Details will display the list of all benefits in drop down for each coverage as applicable:
 - o Medical
 - Chiropractic Medical Coverage



Benefit Detail

The Benefit Detail field lets you search for benefit information.

- Click to select the HIPAA service type for the benefit
- When users click a HIPAA service type, they'll be redirected to a details page that displays the member's benefit at the service level, including:
 - Co-Insurance and Co-Payment
 - Limitations
 - Deductibles
 - Stop-Loss
 - Other



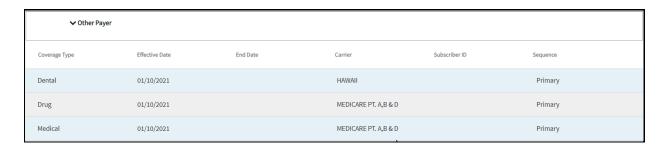
Information Tip

Not all HIPAA service types are listed in the Benefit Details field. You can see expanded benefit details in the Benefits section.

Other Payer

The Other Payer section on the page shows specific dates and other payer information.

- Coverage Type
- Effective Date
- End Date
- Carrier
- Subscriber ID
- Sequence



Primary Care Provider

Primary Care Provider section populates below details:

- Primary Care Provider Name
- National Provider ID
- Health Center
- PCP Begin Date
- PCP End Date
- Coverage Type

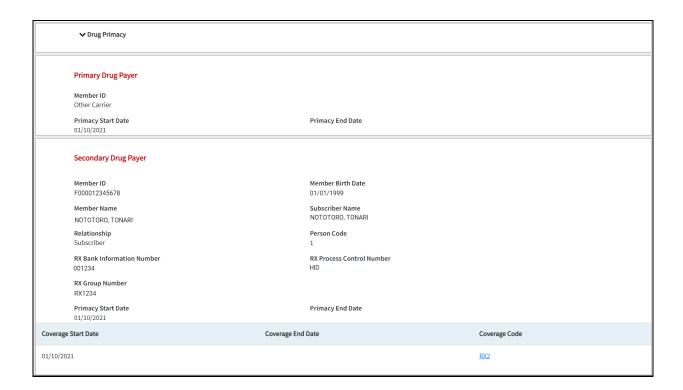


Drug Primacy

Drug Primacy section populates below details:

- Member ID
- Member Birth Date
- Member Name
- Subscriber Name
- Relationship

- Person Code
- RX Bank Information Number
- RX Process Control Number
- RX Group Number
- Primacy Start Date
- Primacy End Date
- Coverage Start Date
- Coverage End Date
- Coverage Code

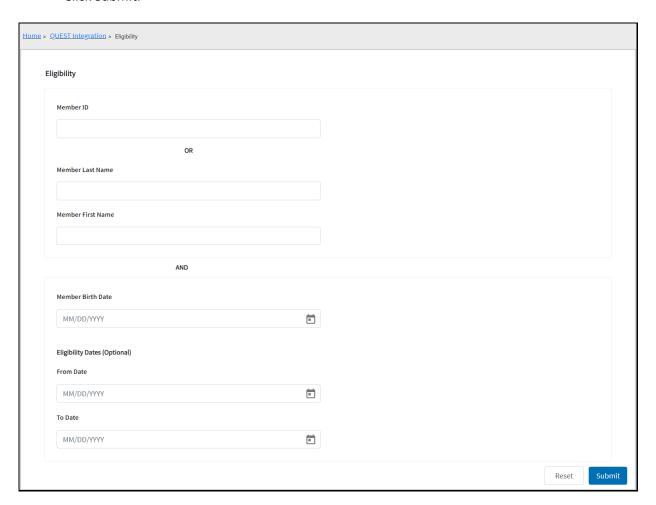


QUEST Integration: Eligibility

In the QUEST Integration eligibility section of HHIN+, users can verify coverage, third-party liability, and primary care provider information for patients.

Finding a Member's Plan

- From the homepage, click QUEST Integration Eligibility.
- Enter the Member ID and Member Birth Date or the Member's Last and First Name and Birth Date.
 - Enter the Member ID without the three-letter prefix and the set of zeroes. Example: For Member ID XLQ0000123456, type 123456.
 - o Enter the eight digits of the Birth Date without dashes or slashes (i.e., MMDDYYYY).
- Enter Eligibility Dates (optional).
- Click Submit.



Note: If there are multiple members that have a similar name and/or birth date or the member has multiple plans, HHIN+ may require users to enter additional information (Member ID) to pull up the member's plan.

If the search is successful, a member summary will appear at the bottom of the page. If the member is covered under multiple HMSA plans, several line items will appear.

- Click the link in the Member Name column to see the corresponding plan.
- If the search is unsuccessful, you'll see a message that says, "No matching members for the criteria entered. Please re-enter the criteria."



QUEST Integration: Eligibility

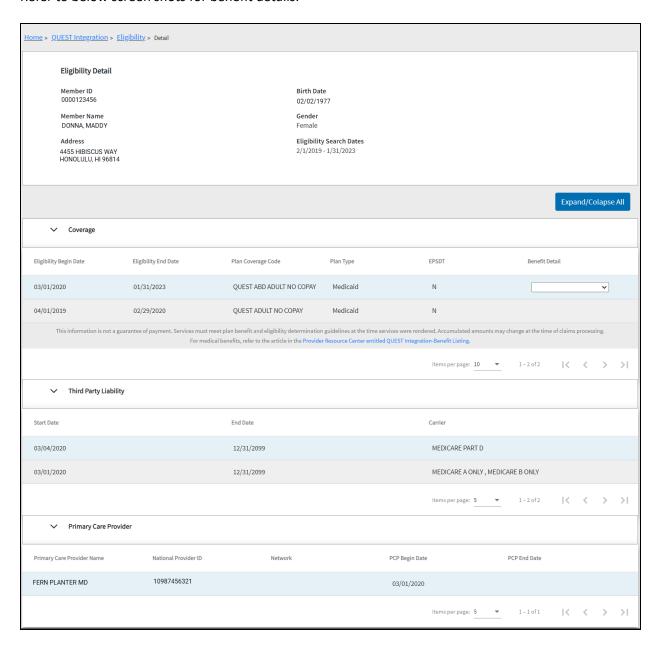
Click the link; users will be taken to the QUEST Integration Eligibility Detail page. The top of the page shows basic member information:

- Member ID
- Birth Date
- Member Name
- Gender
- Address
- Eligibility Search Dates

The bottom half of the page shows information about:

- Coverage:
 - Eligibility Begin Date
 - Eligibility End Date
 - o Plan Coverage Code
 - o Plan Type
 - o EPSDT (Early and Periodic Screening, Diagnostic and Treatment)
- Third-Party Liability: Other insurance plans the member may be covered under.
 - Start Date
 - o End Date
 - Carrier
- Primary Care Provider: All QUEST Integration members are assigned a primary care provider.
 - Primary Care Provider Name
 - National Provider ID
 - Network
 - o PCP Begin Date
 - PCP End Date

Refer to below screen shots for benefit details.



Blue Exchange: Eligibility

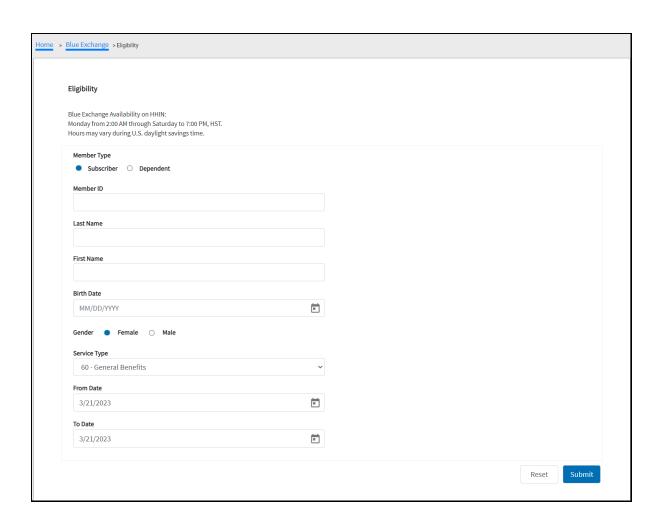
In the Blue Exchange Eligibility section of HHIN+, users can verify coverage and benefit information for a member covered under the following plans:

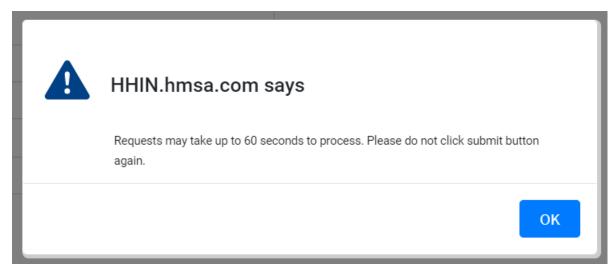
- Most Out-of-State Blue Cross and Blue Shield plans
- Federal Employee Program

Blue Exchange hours of availability: Monday from 2 a.m. through Saturday at 7 p.m. Hawaii time. Hours may vary during U.S. daylight savings time.

Finding a Member's Plan

- On the homepage, click Blue Exchange Eligibility.
- Complete all fields. Enter the information exactly as shown on the BCBS membership card, including any alpha prefix, except for the following:
 - o Enter the member ID without any of the spaces.
 - o Enter the eight digits of the birth date without dashes or slashes (i.e., MMDDYYYY).
- Click Submit.
- When a window appears notifying users that the "Requests may take up to 60 seconds to process. Please do not click submit button again." Click OK.
- The request for information will be sent to the national BCBS database. An error message may
 appear if any information was entered incorrectly. (Ex., Patient Birth Date Does Not Match That
 for the Patient on the Database. Please Correct and Resubmit. Invalid/Missing
 Subscriber/Insured name. Please Correct and Resubmit.)

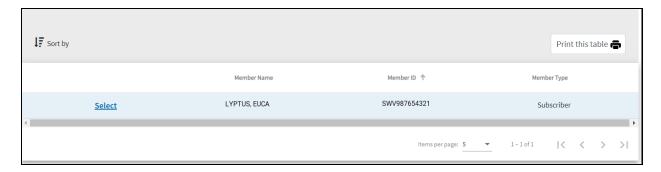




If the search is successful, the member's information will appear at the bottom of the page with the following columns:

- Member Name
- Member ID
- Member Type

Click Select to see the member eligibility summary page.



Blue Exchange Eligibility Summary

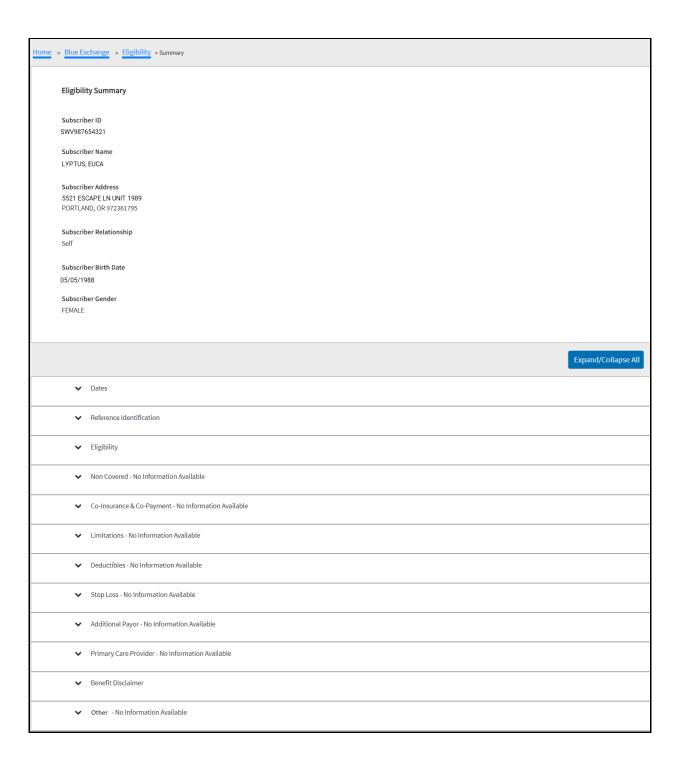
Once users click Select, the Blue Exchange eligibility summary page will appear with the following:

- Subscriber ID
- Subscriber Name
- Subscriber Address
- Subscriber Relationship
- Subscriber Birth Date
- Subscriber Gender

The following sections will expand when information is available:

- Dates
- Reference Identification
- Eligibility
- Non-Covered
- Co-Insurance & Co-Payment
- Limitations
- Deductibles
- Stop Loss
- Additional Payor
- Primary Care Provider
- Benefit Disclaimer
- Other

Hyperlinks maybe available with additional details.



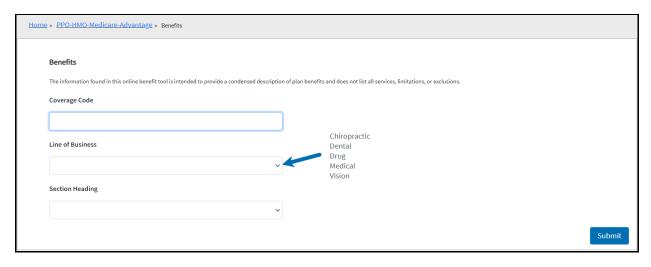
PPO-HMO-Medicare Advantage: Benefits

In the PPO-HMO-Medicare Advantage Benefits section of HHIN+, users can view plan benefit information for the member.

Benefit Search:

On the homepage under PPO-HMO-Medicare Advantage, click Benefits.

- To search for a benefit, complete the following fields:
 - Coverage Code
 - Line of Business
 - Chiropractic
 - Dental
 - Drug
 - Medical
 - Vision
 - Section Heading
- Click Submit



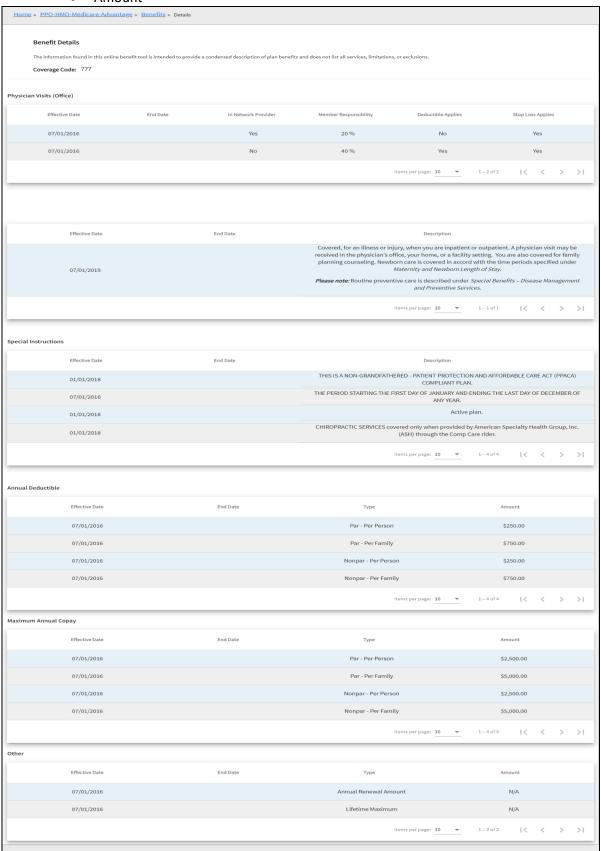
If the search is successful, Member Benefits page will open with the following details:

- Effective Date
- End Date
- In-Network Provider
- Member Responsibility
- Deductible Applies
- Stoploss Applies
- Benefit Description & Special Instructions
 - Effective Date
 - End Date
 - Description

Also, tables of Annual Deductible, Maximum Annual Copay, and Other contain the following items:

- Effective Date
- End Date
- Type

Amount



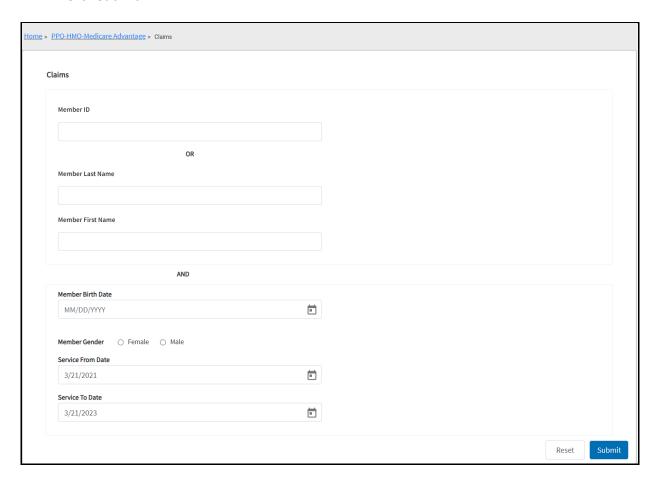
CLAIMS AND PAYMENTS

PPO-HMO-Medicare Advantage: Claims

In the PPO-HMO-Medicare Advantage Claim search section of HHIN+, users can verify claim information for the patient.

Claim Search

- On the homepage under PPO-HMO-Medicare Advantage, click Claims.
- Enter the Member ID and Member Birth Date, and Service Dates or the Member's Last and First Name and Birth Date, and Service Date.
- Click Submit.



If the search is successful, Member search results will appear at the bottom of the page.

Member Search results populates the below fields:

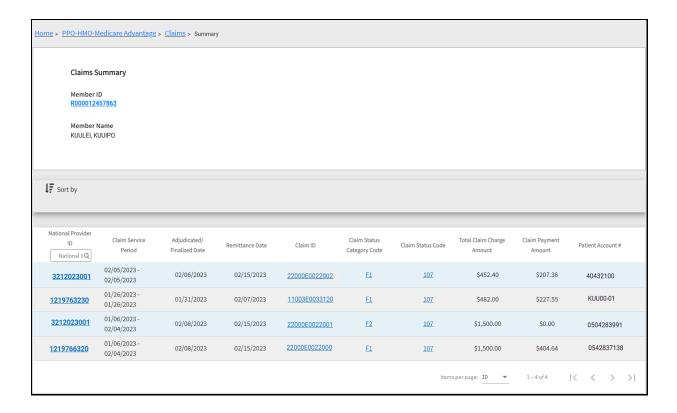
- Member Name Hyper link will redirect to Claim Summary page
- Member ID
- Relationship
- Gender
- City
- Plan End Date



Claims Summary Page

Below columns are included in the claim list:

- National Provider ID Hyper link will redirect to Claim Detail page
- Claim Service Period
- Adjudicated/Finalized Date
- Remittance Date
- Claim ID Tooltip Available
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available
- Total Claim Charge Amount
- Claim Payment Amount
- Patient Account #



Claim Details Page

The user will click the National Provider ID and will be taken to the Claim Details page.

Claim Detail:

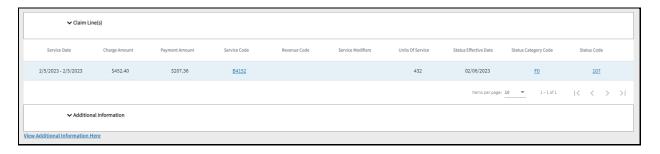
- Member ID Hyper link will redirect to Member Eligibility Search page by pre-populating the member details
- Member Gender
- Member DOB
- Patient Account Number
- Patient Name
- Provider Name
- Subscriber Name If different from the patient
- Claim Payment Amount
- National Provider ID
- Claim Service Period
- Total Claim Charge Amount
- Adjudicated/Finalized Date
- Remittance Date
- Adjusted Finalized Date
- Bill Type
- Check Number
- Claim ID
- Status Information Effective Date
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available



Claim Line(s)

Claim line items of that claim will populate in grid with the following columns listed:

- Service Date
- Charge Amount
- Payment Amount
- Service Code Tooltip Available
- Revenue Code Tooltip Available
- Service Modifiers
- Units of Service
- Status Effective Date
- Status Category Code Tooltip Available
- Status Code Tooltip Available



Claim Additional Information

Claim additional information hyper link will redirect to Claim Additional Details page with the following details:

- Additional Details.
- Additional Details Grid.
- Submit or View Inquiry or Payment Recovery for this Claim: This section redirects to Claim Inquiry page and allow user to submit claim inquiry.

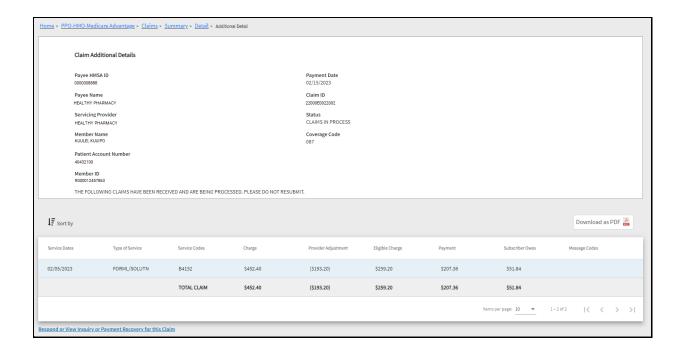
Additional Details:

- Payee HMSA ID
- Payment Date
- Payee Name
- Claim ID
- Servicing Provider
- Status
- Member Name
- Coverage Code
- Patient Account Number
- Member ID
- PDF Claim from Report to Provider

Additional Detail Grid:

- Service Dates
- Type of Service
- Service Codes

- Charge
- Provider Adjustment
- Eligible Charge
- Payment
- Subscriber Owes
- Message Codes Tooltip Available

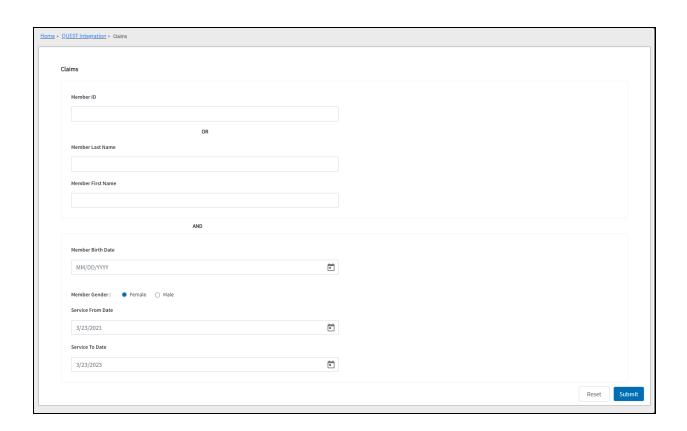


QUEST Integration: Claims

In the QUEST Integration Claims section of HHIN+, users can verify claim information for the patient.

Claim Search:

- On the homepage under QUEST Integration, click Claims.
- Enter the Member ID, Birth Date, and Service Dates or the Member's Last and First Names, Birth Date, and Service Dates.
- Click Submit.
- If the search is successful, the member will appear at the bottom of the page.



Member Search results populates the below fields:

- Member Name Hyperlink will redirect users to Claim Summary
- Member ID
- Gender
- City
- Plan End Date

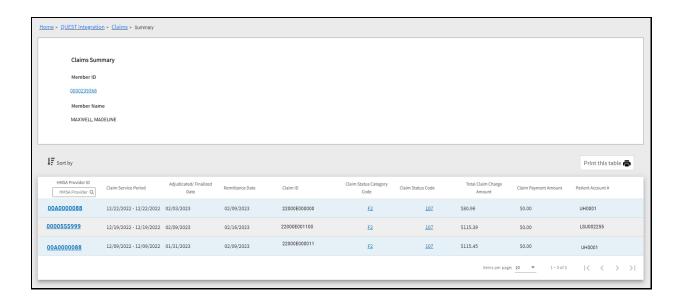


Claim Summary page populates all claims related to the selected member.

- Member ID
- Member Name

Below columns are included in the claims list:

- National Provider ID Hyper link will redirect to Claim Details page
- Claim Service Period
- Adjudicated/Finalized Date
- Remittance Date
- Claim ID
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available
- Total Claim Charge Amount
- Claim Payment Amount
- Patient Account Number



Coverage Details

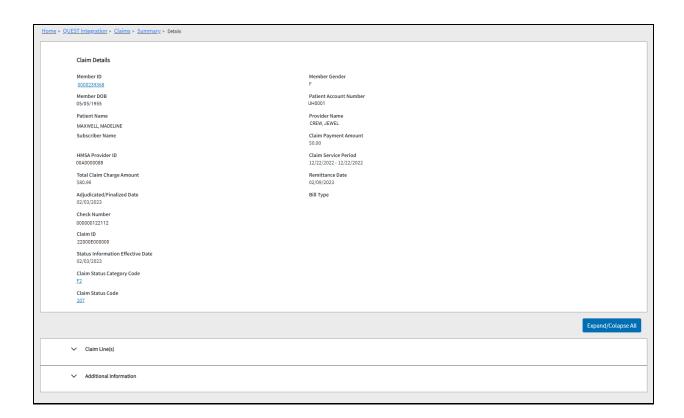
Once users click the National Provider ID, they'll be taken to the Claim Details page.

The top of the page shows basic claim information.

- Claim Data section contains the following fields:
 - Member ID Hyper link will redirect to Member Eligibility Search page by prepopulating the member details.
 - o Member Gender
 - Member DOB
 - o Patient Account Number
 - o Patient Name
 - Provider Name
 - Subscriber Name
 - Claim Payment Amount
 - o HMSA Provider ID
 - o Claim Service Period

-

- Total Claim Charge Amount
- o Remittance Date
- Adjudicated/Finalized Date
- Bill Type
- Check Number
- o Claim ID
- o Status Information Effective Date
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available



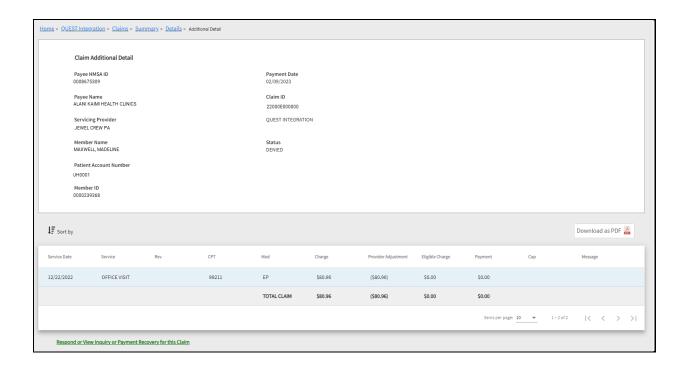
Claim Line Items of that claim will populate in grid with the following columns listed:

- Service Date
- Charge Amount
- Payment Amount
- Service Code Tooltip Available
- Revenue Code Tooltip Available
- Service Modifiers
- Units Of Service
- Status Effective Date
- Status Category Code Tooltip Available
- Status Code Tooltip Available



Additional Information: View Additional Information hyperlink will redirect user to the Claim Additional Details page with following details:

- Additional Details
 - o Payee HMSA ID
 - o Payment Date
 - o Payee Name
 - o Claim ID
 - Servicing Provider
 - Member Name
 - Status
 - o Patient Account Number
 - o Member ID
- Additional Details Grid
 - Service Date
 - Service
 - o Rev
 - o CPT
 - Mod
 - o Charge
 - o Provider Adjustment
 - o Eligible Charge
 - Payment
 - o Cap
 - Message
 - Submit or View Inquiry or Payment Recovery for this Claim: This section Redirects to
 Claim Inquiry page and allows user to submit claim inquiry



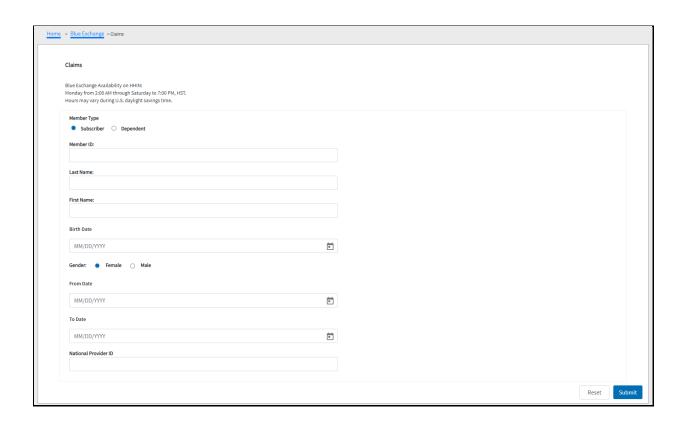
Blue Exchange: Claims

In the Blue Exchange Claims section of HHIN+, users can verify a member's claim information for a member covered under the following plans:

- Most Out-of-State Blue Cross and Blue Shield plans
- Federal Employee Program

Claim Search:

- On the homepage under Blue Exchange, click Claims.
- Enter the Member ID, Member's Last and First Names, Birth Date, Service Dates, and National Provider ID.
- Click Submit.
- When a window appears notifying users that their "Requests may take up to 60 seconds to process. Please do not click submit button again." Click OK.
- If the search is successful, member search results will appear on the Claims page.

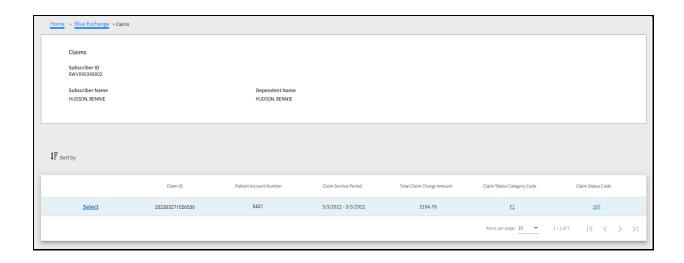


Member Search results will populate the following fields:

- Subscriber ID
- Subscriber Name
- Dependent Name

Below columns are included on the Claims list:

- Select Hyperlink will redirect to Claim Summary page
- Claim ID
- Patient Account Name
- Claim Service Period
- Total Claim Charge Amount
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available

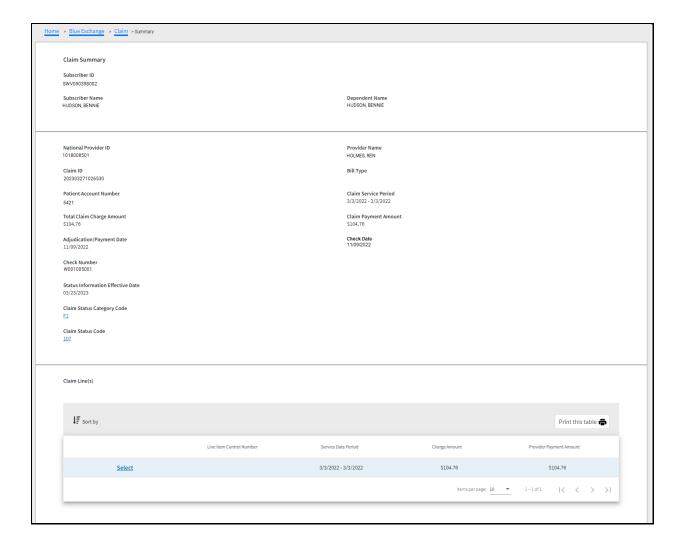


Claim Summary page will populate the following fields:

- Subscriber ID
- Subscriber Name
- Dependent Name
- National Provider ID
- Provider Name
- Claim ID
- Bill Type
- Patient Account Number
- Claim Service Period
- Total Claim Charge Amount
- Claims Payment Amount
- Adjudication/Payment Date
- Check Number
- Check Date
- Status Information Effective Date
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available

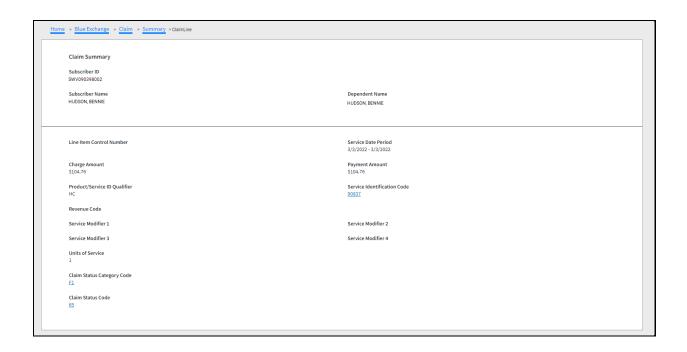
Below columns are included on the Claim Line(s):

- Select Hyperlink will redirect to Claim Line Summary page
- Line Item Control Number
- Service Date Period
- Charge Amount
- Provider Payment Amount



Claim Line Summary page will populate the following fields:

- Subscriber ID
- Subscriber Name
- Dependent Name
- Line-Item Control Number
- Service Date Period
- Charge Amount
- Payment Amount
- Product/Service ID Qualifier
- Service Identification Code
- Revenue Code
- Service Modifier 1
- Service Modifier 2
- Service Modifier 3
- Service Modifier 4
- Units of Service
- Claim Status Category Code Tooltip Available
- Claim Status Code Tooltip Available



Claim Inquiry Summary

In the Claim Inquiry Summary section of HHIN+, users can submit a Claim Inquiry (reprocess a claim or take back a claim payment). Providers can only submit Claim Inquiries for the following plans:

- Medicare Advantage
- Private Business
- QUEST Integration

Claims must have the following status for users to submit a Claim Inquiry:

- Paid
- Denied
- Reversed
- Adjusted

Claim Inquiry Summary: The Claim Inquiry page will have the following details:

- Claim Detail
- Claim Service Details Grid
- Claim Inquiry tab

Claim Detail: The Claim Detail section will have the following fields:

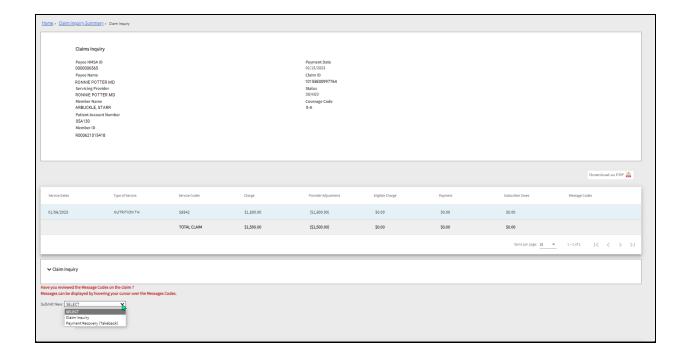
- Payee HMSA ID
- Payee Name
- Servicing Provider
- Member Name
- Patient Account Number
- Member ID
- Payment Date
- Claim ID
- Status
- Coverage Code

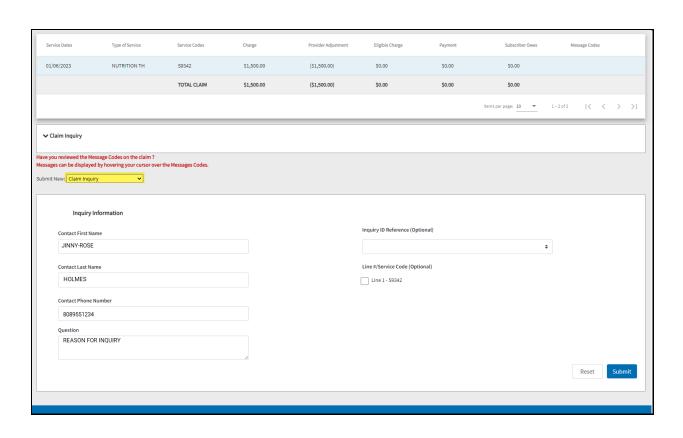
Claim Service Details Grid: The Claim Service Detail Grid will have the following fields:

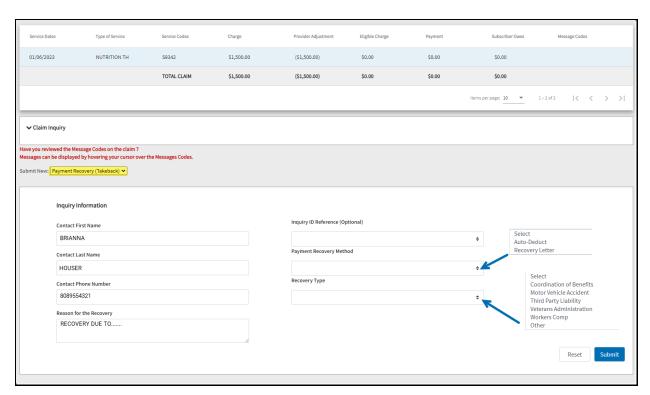
- Service Dates
- Type of Service
- Service Codes
- Charge
- Provider Adjustment
- Eligible Charge
- Payment
- Subscriber Owes
- Message Codes

Claim Inquiry: The Claim Inquiry tab will have a dropdown with following options to submit new inquiry:

- Claim Inquiry
- Payment Recovery (Takeback)







RTP (Report to Provider)

RTPs provide information specific to the member, service/item, eligible charges, payment made, denial reason, and other claim information.

In the RTP section of HHIN+, users can view their RTPs based on the following search criteria, then click Submit:

Check Dates

- From Date
- To Date

Optional Fields

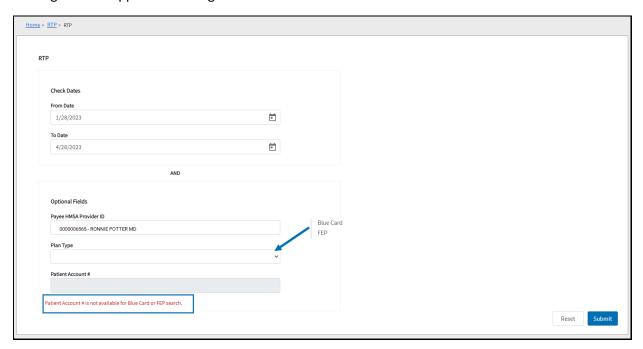
- Payee HMSA Provider ID
- Plan Type
- Patient Account#

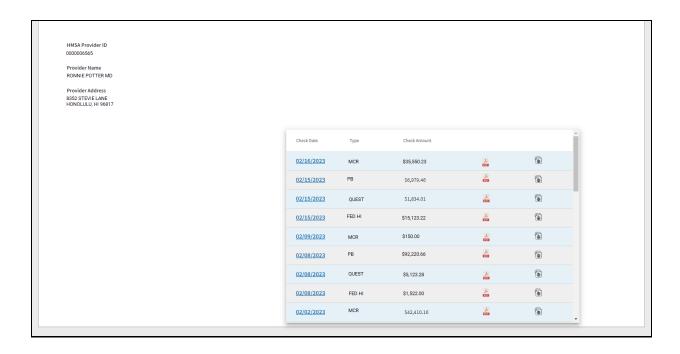


After clicking Submit, a list of the users RTPs will display with the following fields. Users can click the hyperlink in the Check Date to take them to that RTPs summary page:

- HMSA Provider ID
- Provider Name
- Provider Address
- Check Date Hyper link will redirect to RTP Summary
- Type
- Check Amount
- PDF
- XML

When Plan Type Blue Card & FEP is selected, RTP Optional Fields for search Patient Account #, a message should appear indicating Patient Account # is not available for Blue Card or FEP search.





RTP Summary will populate the following fields:

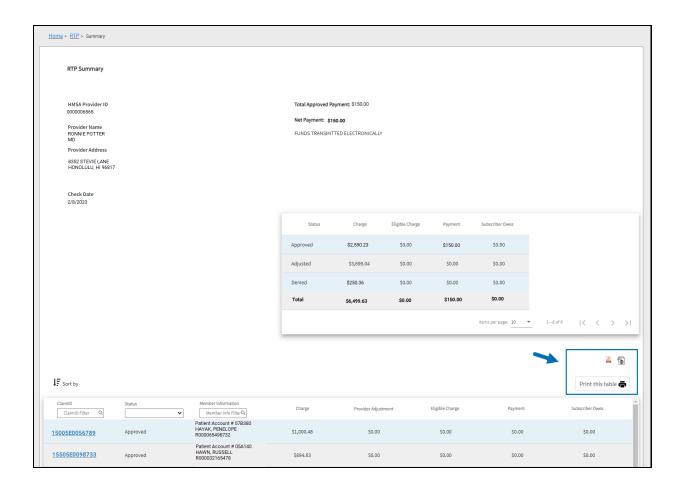
- HMSA Provider ID
- Total Approved Amount
- Provider Name
- Net Payment
- Provider Address
- Check Date
- The Total Amount Withheld For This Report Is (PTM providers)
- Status
- Charge
- Eligible Charge
- Payment
- Subscriber Owes

Claim grid will populate the following fields. Users click the hyperlink under Claim ID to take them to the RTP Claim Details page:

- Claim ID Hyperlink will redirect to the RTP Claim Details page
- Status
- Member Information
- Charge
- Provider Adjustment
- Eligible Charge
- Payment
- Subscriber Owes

RTP summary allows user to print in PDF format.

- Provider Name and Demographic
- Total Payment Summary and Status
- Detailed Payments list by:
 - o Claim ID
 - o Patient #
 - o Payment status to view the payment details



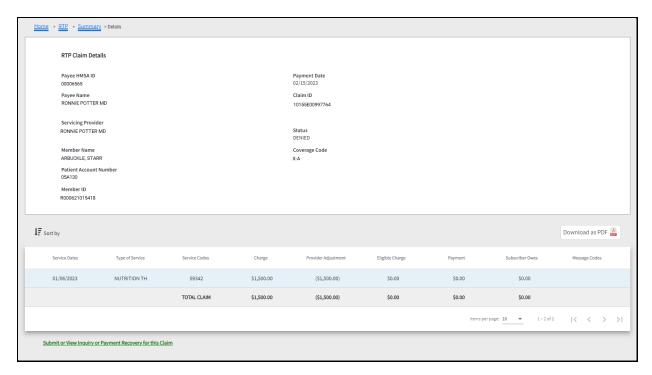
RTP Claim Details will populate the following fields:

- Payee HMSA ID
- Payment Date
- Payee Name
- Claim ID
- Servicing Provider
- Status
- Member Name
- Coverage Code
- Patient Account Number
- Member ID

The Claim grid will populate the following fields. Users can select the hyperlink to submit and view inquiry or payment recovery for the specific claim selected:

- Service Dates
- Type of Service
- Service Codes
- Charge
- Provider Adjustment

- Eligible Charge
- Payment
- Subscriber Owes
- Message Codes



The Submit or View Inquiry or Payment Recovery hyperlink will take user to the Claims Inquiry, which will populate the following fields:

- Payee HMSA ID
- Payment Date
- Payee Name
- Claim ID
- Servicing Provider
- Status
- Member Name
- Coverage Code
- Patient Account Number
- Member ID

The Claim grid will populate the following fields:

- Service Dates
- Type of Service
- Service Codes
- Charge
- Provider Adjustment

- Eligible Charge
- Payment
- Subscriber Owes
- Message Codes

The Claim Inquiry will populate the following messages:

- Have you reviewed the Message Codes on the claim?
- Messages can be displayed by hovering the cursor over the Message Codes
- Submit New Select
 - o Claim Inquiry
 - o Payment Recovery (Takeback)



If Claim Inquiry is selected the Inquiry Information below will be populated. Users will click Submit to send their Inquiry:

- Contact First Name
- Inquiry ID Reference (Optional)
- Contact Last Name
- Contact Phone Number
- Question
- Line#/Service Code (Optional)

If Payment Recovery (Takeback) is selected the Inquiry Information below will be populated. Users will click Submit to send their Inquiry:

- Contact First Name
- Inquiry ID Reference (Optional)
- Contact Last Name
- Payment Recovery Method
- Contact Phone Number
- Recovery Type
- Reason for the Recovery

Note: If needed, refer to screenshots in the Claim Inquiry section for reference.

Fee Schedule

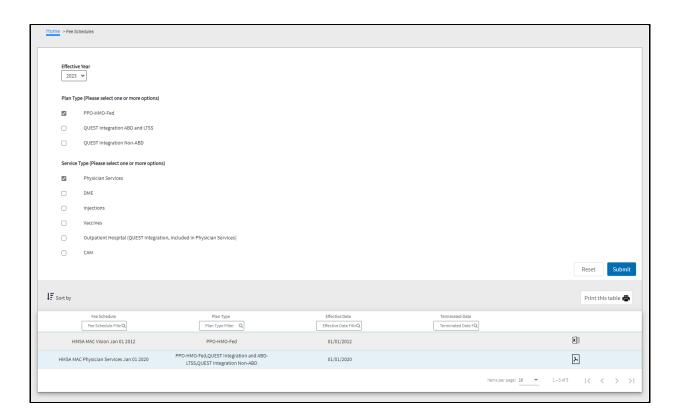
In the Fee Schedule section of HHIN+, users can access HMSA approved fee charges for various service and plan types.

- Select Effective Year (Allows for past five years)
- Plan Type (Select one or more options)
 - o PPO-HMO-Fed
 - o QUEST Integration ABD and LTSS
 - o QUEST Integration Non-ABD
- Service Type (Select one or more options)
 - Physician Services
 - o DME
 - o Injections
 - Vaccines
 - o Outpatient Hospital (QUEST Integration, included in Physician Services)
 - o CAM
- Click Submit



Search Results populates in grid with the following columns. Each Fee Schedule record will be populated in PDF and Excel formats:

- Fee Schedule
- Plan Type
- Effective Date
- Terminated Date



OTHERS

1099 Tax Form

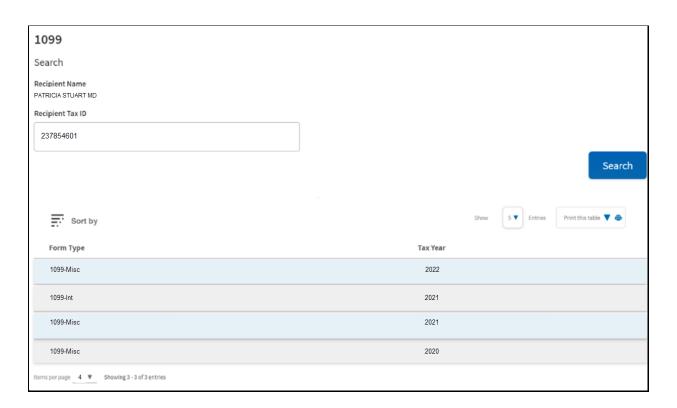
In the 1099 section of HHIN+, users can browse, view, and print their 1099 forms by entering their Recipient Tax ID and selecting Search.

Note: A separate user ID and password is required to access the 1099 information. Contact the HHIN Help Desk at 808-948-6446 for assistance regarding the user ID and password.



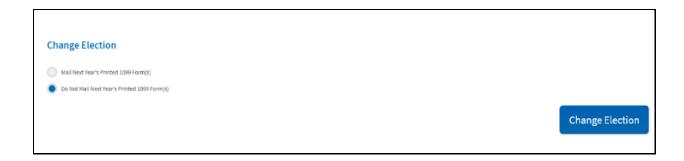
After selecting Search, the grid will populate the following fields:

- Form Type
- Tax Year



In the Change Election section, users can do the following:

- Mail Next Year's Printed 1099 Form(s)
- Do Not Mail Next Year's Printed 1099 Form(s)



PTM (Payment Transformation Monthly Payment Summary)

In the PTM section of HHIN+, users search PTM records by selecting report dates and payee provider ID. The PTM module gives users a detailed report of payment made to providers that they can download in PDF format.

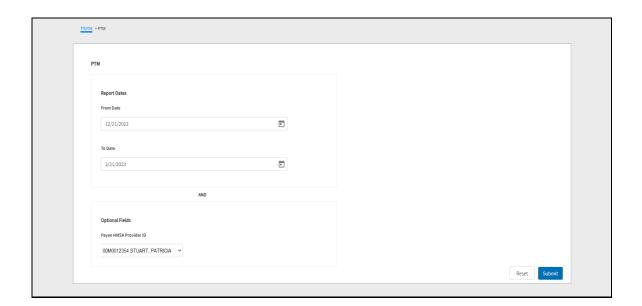
In the below screen, enter the following and click Submit:

Report Dates:

- From Date
- To Date

Optional Fields

• Payee HMSA Provider ID



The PTM details are displayed as below.



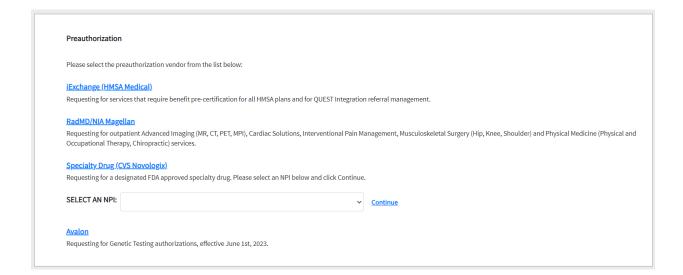
Clicking the PDF icon will download the PDF version of the transaction details for that particular provider.

PPO-HMO-Medicare Advantage: Preauthorization

In the PPO-HMO-Medicare Advantage Preauthorization section of HHIN+, users request/submit preauthorizations through one of the below vendors.

Users can also print Preauthorization details in PDF format.

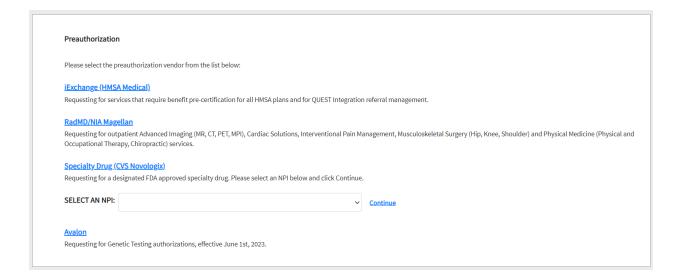
- **iExchange (HMSA Medical):** Requesting for services that require benefit pre-certification for all HMSA plans and for QUEST Integration referral management.
 - o SSO Login with HMSA User ID and Password.
- RadMD/NIA Magellan: Requesting for outpatient Advanced Imaging (MR, CT, PET, MPI), Cardiac Solutions, Interventional Pain Management, Musculoskeletal Surgery (Hip, Knee, Shoulder), and Physical Medicine (Physical and Occupational Therapy, Chiropractic) services.
 - o Redirect to RadMD.Com: User needs to register with RadMD.com website.
- **Specialty Drug (CVS Novologix):** Requesting for a designated FDA-approved specialty drug. Select an NPI below and click Continue.
 - Redirects to HMSA CVS Novologix.
- Avalon: Requesting for Genetic Testing authorization effective June 1st, 2023



QUEST Integration: Preauthorization

In the QUEST Integration Preauthorization section of HHIN+, users request/submit preauthorizations through one of the below vendors:

- **iExchange (HMSA Medical):** Requesting for services that require benefit pre-certification for all HMSA plans and for QUEST Integration referral management.
 - o SSO Login with HMSA User ID and Password.
- RadMD/NIA Magellan: Requesting for outpatient Advanced Imaging (MR, CT, PET, MPI), Cardiac Solutions, Interventional Pain Management, Musculoskeletal Surgery (Hip, Knee, Shoulder), and Physical Medicine (Physical and Occupational Therapy, Chiropractic) services.
 - Redirect to RadMD.Com: User needs to register with RadMD.com website,
- **Specialty Drug (CVS Novologix):** Requesting for a designated FDA-approved specialty drug. Select an NPI below and click Continue.
 - Redirects to HMSA CVS Novologix.
- Avalon: Requesting for Genetic Testing authorization effective June 1st, 2023



Blue Exchange: Pre-service Review (Out of area)

The Blue Exchange Pre-service Review of HHIN+ is a SSO out bound to availability.

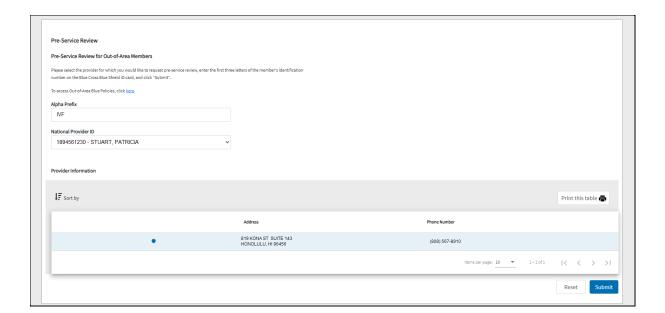
Enter the following information:

- Alpha Prefix
- National Provider ID
- Click Search to find Provider's details

Upon searching, the grid displays the following details. Users need to select one radio button to proceed to view detail:

- Address
- Phone number

Upon selecting the provider record from the search results, click Submit. System should redirect to availability through SSO Login.



QUEST Integration: Roster

In the QUEST Integration Roster section of HHIN+, users can view the list of QUEST Integration members assigned to their practice.

Member Roster of a Provider: Member Roster details populate the grid with the following columns, which users can then export to an Excel spreadsheet, PDF file, or Word document:

- Member Name
- Member Number
- Provider Prefix
- Gender
- Birth Date
- Provider Start Date

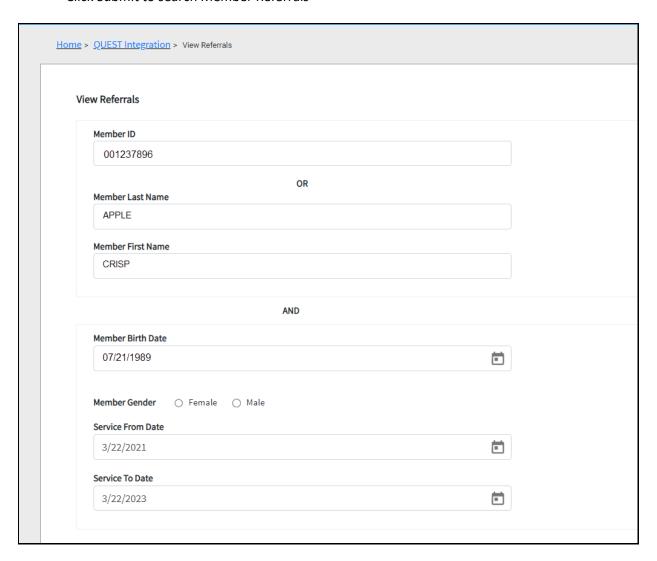


QUEST Integration: View Referrals

In the QUEST Integration View Referrals section of HHIN+, users can search and view member Referrals.

Below are the search criteria:

- Criteria 1: Search by Member ID and Birth Date
- Criteria 2: Search by Member First and Last Name and Birth Date
- Select Service From and To Dates
- Click Submit to search Member Referrals



Grid will be displayed after the successful search with the following details:

- Member Name Hyperlink redirects to Referral Summary
- Member ID
- Gender
- City
- Plan End Date



The Referral Summary will display with the following:

- Health Plan ID
- Member Name
- Member Birth Date

Grid will be displayed with all Referrals on file with the following details:

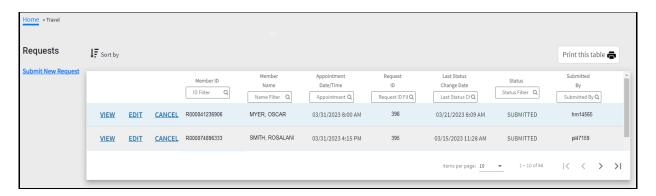
- Authorization ID
- Service Period
- PCP
- Referred To
- Status
- Service

Travel Request

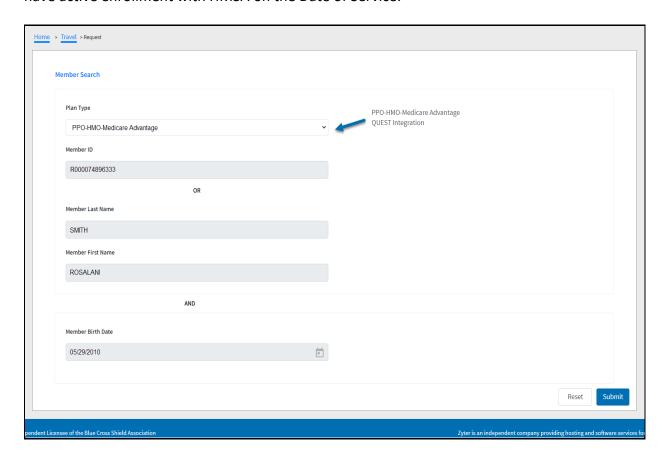
On HHIN+, you can find the Travel Request module as a tile on the main page or under the Others menu. Here, HMSA providers can submit travel requests for members who need transportation to receive medical services. Travel requests are viewable by HMSA travel coordinators as soon as they are submitted. Providers can also view the status of previously submitted requests and make edits or revisions as needed.

Completing a Travel Request:

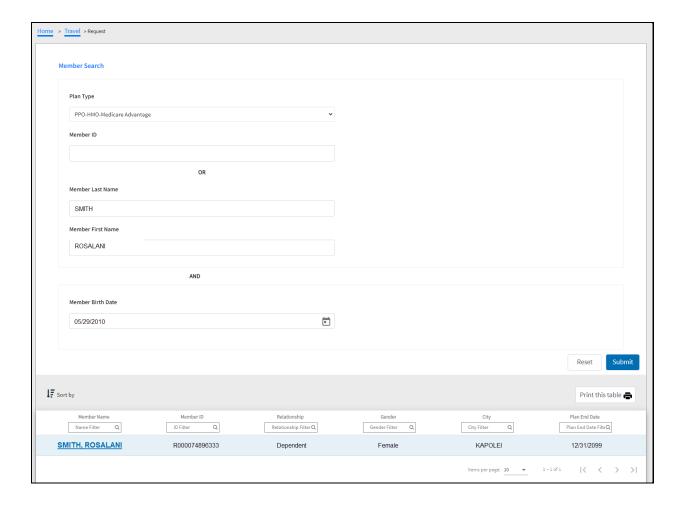
- Member Search
- Member Information
- Appointment Details
- Provider Information
- Reason(s) for Travel Request
- Comments
- Preview and submit



Commercial Member Search: Enter PPO/HMO Member details in the search fields below. Use Member Name **and** Date of Birth **or** Member ID **and** Date of Birth. Traveling member should have active enrollment with HMSA on the Date of Service.



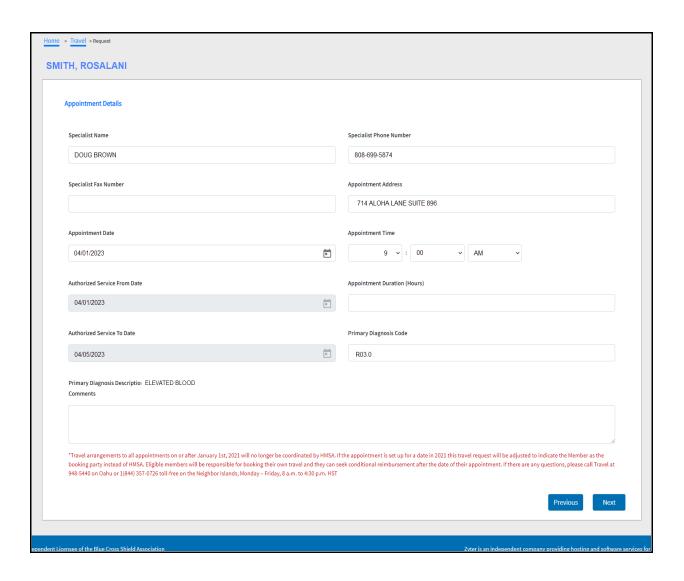
Member Search Results: Select the member's name that appears in the search results.



Member Information: Member Name and Birth Date should auto populate from previous step. Enter the Member's Phone Number and click Next.



Appointment Details: Fill in the Appointment Details with the mandatory information. PPO/HMO Appointment date should be set within one year. ICD10 code will automatically generate diagnosis description.

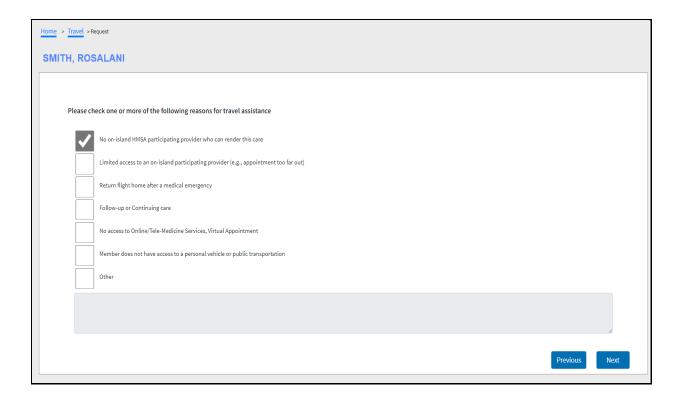


Provider Information: Enter the ordering Provider ID. Once the 10-digit ID is entered, the Provider Name is populated from HMSAs database if the provider has active affiliation (contract). Enter current contact number for the provider and click Next.

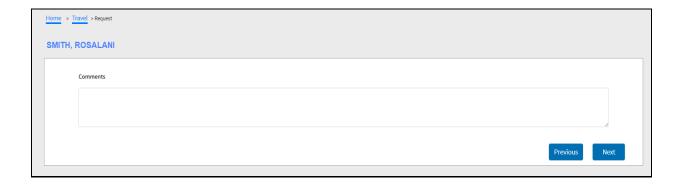


Reason(s) for **Travel**: Select one or more reasons for the travel request and click Next. If "Other" is checked, provide a detailed description of the reason transportation is needed in the comment box.

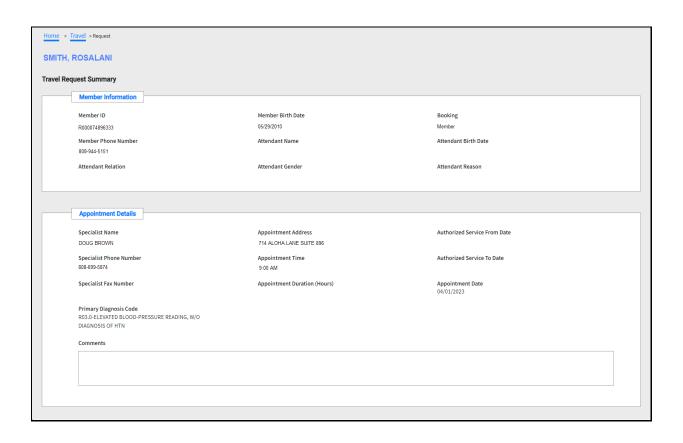
NOTE: Options for home island treatment should be explored first before sending member off island.



Comments: Enter additional comments and click Next.

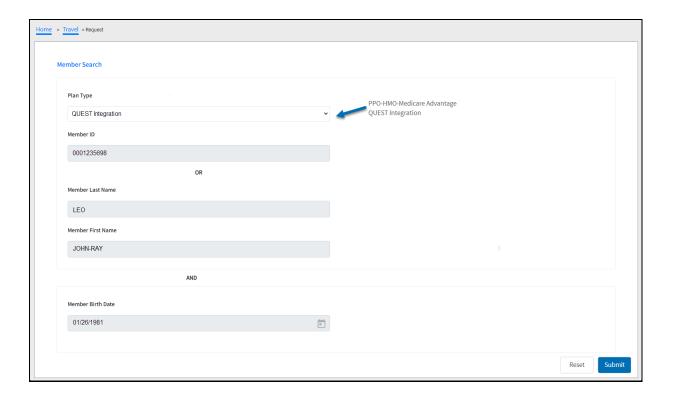


Preview and Submit: Verify the details entered and submit the travel request.

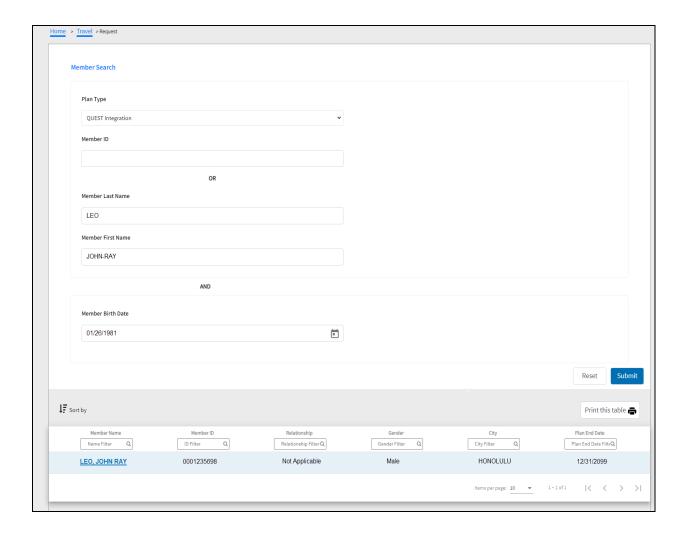




QUEST Integration Member Search: Enter QUEST Member details in the search fields below. Use Member Name **and** Date of Birth **or** Member ID **and** Date of Birth. Traveling member should have active enrollment with HMSA on the Date of Service.

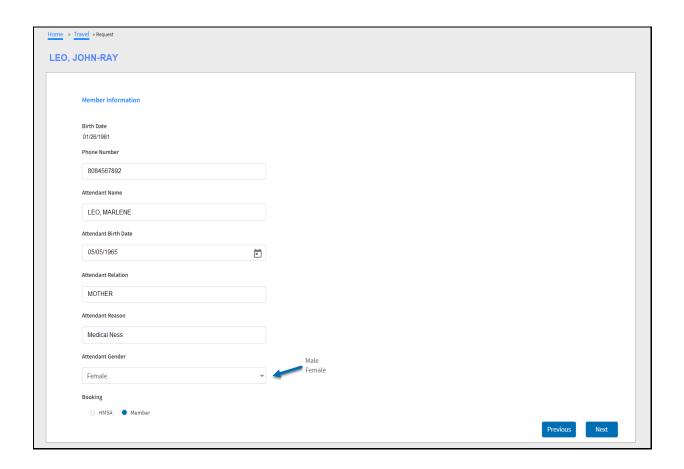


Member Search Results: Select the member's name that appears in the search results.

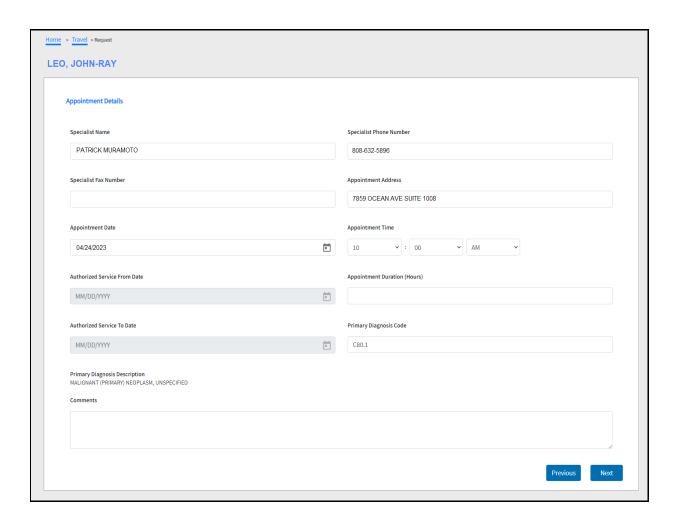


Member Information: Member Name and Birth Date should auto populate from previous step. Enter the Member's Phone Number and, if medically necessary, enter information for the member's attendant as well.

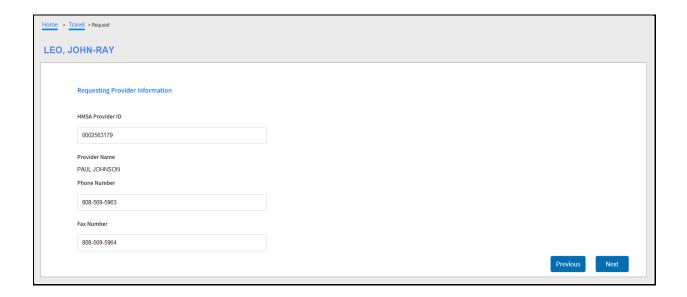
NOTE: All attendant requests are subject to review and confirmation of medical necessity from the servicing provider.



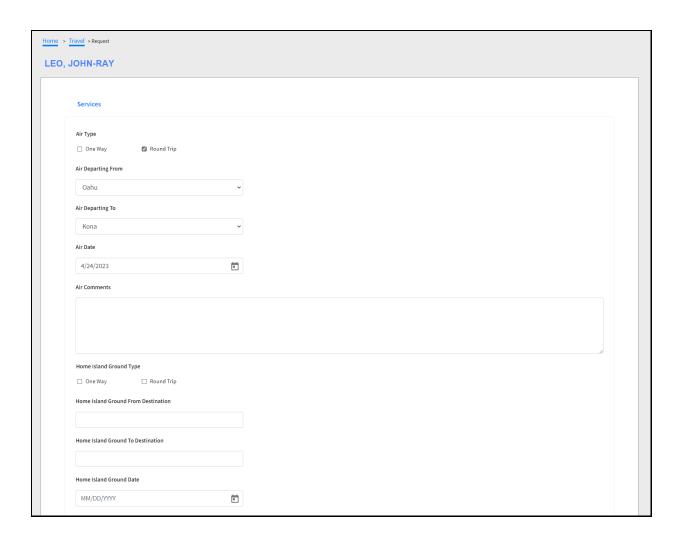
Appointment Details: Fill in the Appointment Details with the mandatory information. Appointment should be a future date set within one year. ICD10 code will automatically generate diagnosis description.

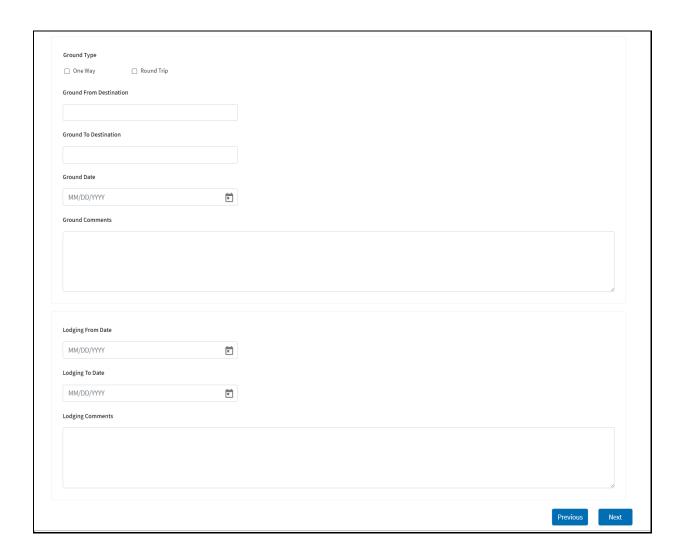


Provider Information: Enter the ordering Provider ID. Once the 10-digit ID is entered, the Provider Name is populated from HMSA's database if the provider has active affiliation (contract). Enter current contact number for the provider and click Next.



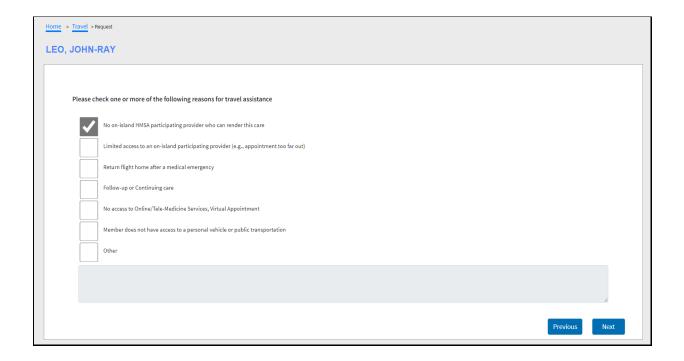
Transportation Services: Enter details for all necessary travel. If a Service Type is checked, the rest of the fields for that service are required.



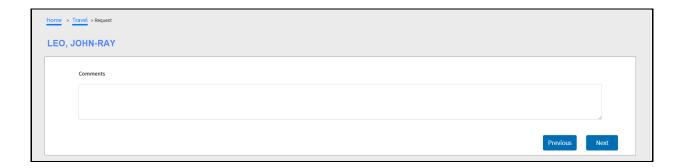


Reason(s) for Travel: Select one or more reasons for the travel request and click Next. If "Other" is checked, provide a detailed description of the reason transportation is needed in the comment box.

NOTE: Options for home island treatment should be explored first before sending member off island.



Comments: Enter additional comments and click Next.



Preview and Submit: Review and confirm all the details entered and click Submit to send the travel request to HMSA.

