
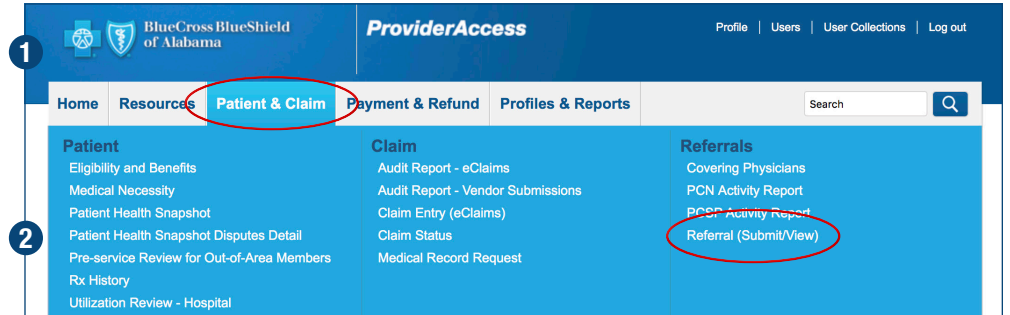


Since Primary Care Select physician referrals must be submitted online through **ProviderAccess**,  we have created these instructions to help you create, review and cancel referrals.

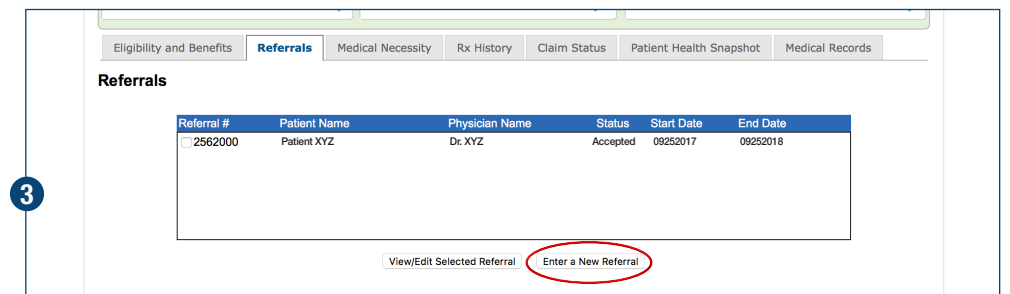
To Submit Referrals:

- 1 Visit **AlabamaBlue.com/providers** and hover over **Patient & Claim**.
- 2 Choose **Referral (Submit/View)**.
- 3 A list of existing referrals will be displayed. Select **"Enter a New Referral."**
- 4 Enter the National Provider Identifier (NPI) of the "Referred-To" provider and the referral begin and end dates. Click **Continue**.
- 5 Select the patient and enter the number of visits. Click **Continue**.
- 6 Confirm the information entered and click **Add Referral**.



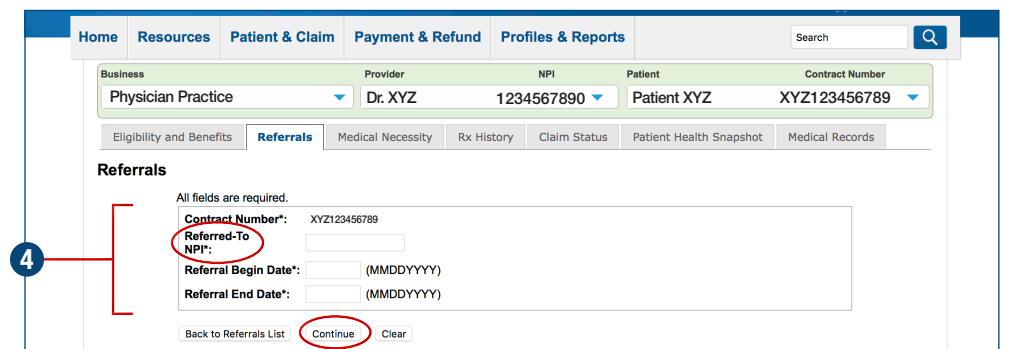
1. The navigation menu is shown with "Patient & Claim" circled in red.

2. The "Referrals" sub-menu is expanded, and "Referral (Submit/View)" is circled in red.



3. A table of existing referrals is displayed. The "Enter a New Referral" button is circled in red.

Referral #	Patient Name	Physician Name	Status	Start Date	End Date
<input type="checkbox"/> 2562000	Patient XYZ	Dr. XYZ	Accepted	09252017	09252018



4. The "Referrals" form is shown with the "Continue" button circled in red.

Business: Physician Practice | Provider: Dr. XYZ | NPI: 1234567890 | Patient: Patient XYZ | Contract Number: XYZ123456789

All fields are required.

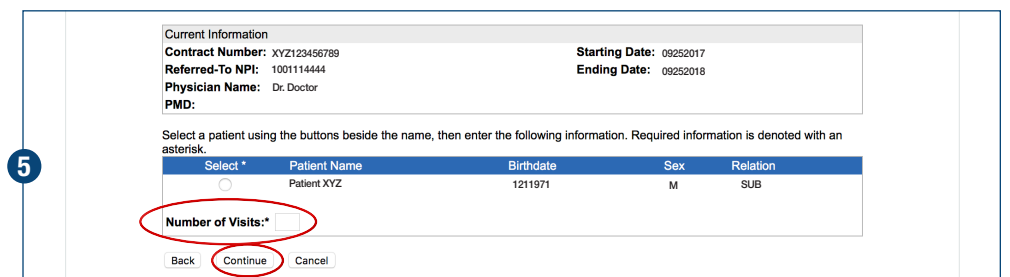
Contract Number*: XYZ123456789

Referred-To NPI*:

Referral Begin Date*: (MMDDYYYY)

Referral End Date*: (MMDDYYYY)

Buttons: Back to Referrals List, Continue, Clear



5. The "Current Information" section is shown with the "Number of Visits" field circled in red.

Contract Number: XYZ123456789 | Starting Date: 09252017 | Ending Date: 09252018

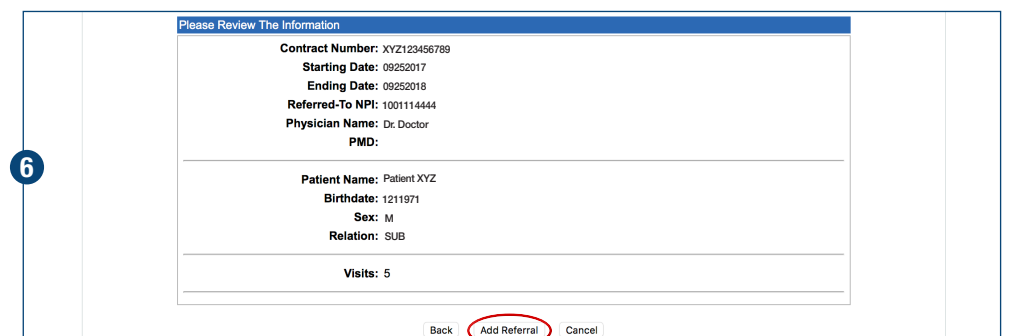
Referred-To NPI: 100114444 | Physician Name: Dr. Doctor | PMD:

Select a patient using the buttons beside the name, then enter the following information. Required information is denoted with an asterisk.

Select *	Patient Name	Birthdate	Sex	Relation
<input type="radio"/>	Patient XYZ	1211971	M	SUB

Number of Visits*:

Buttons: Back, Continue, Cancel



6. The "Please Review The Information" screen is shown with the "Add Referral" button circled in red.

Contract Number: XYZ123456789 | Starting Date: 09252017 | Ending Date: 09252018

Referred-To NPI: 100114444 | Physician Name: Dr. Doctor | PMD:

Patient Name: Patient XYZ | Birthdate: 1211971 | Sex: M | Relation: SUB

Visits: 5

Buttons: Back, Add Referral, Cancel

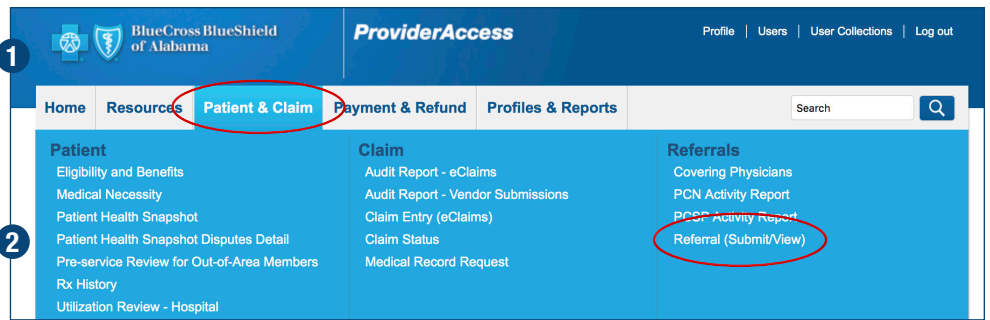
To Review Existing Referrals:

1 Visit **AlabamaBlue.com/providers** and hover over **Patient & Claim**.

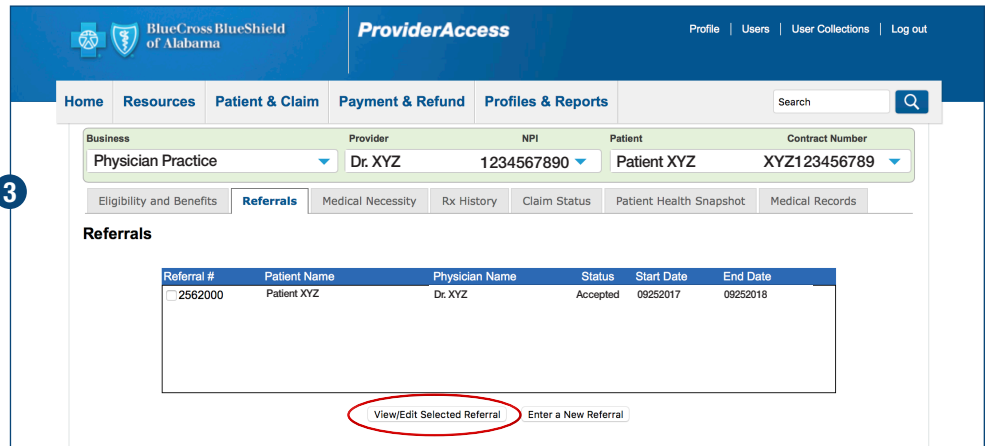
2 Choose **Referral (Submit/View)**.

3 Select the referral you would like to review. Click **View/Edit Selected Referral**.

4 The referral details will be displayed for review. If you wish, the referral may be cancelled by clicking **Cancel Referral**, or you may edit the number of visits by entering the new total.

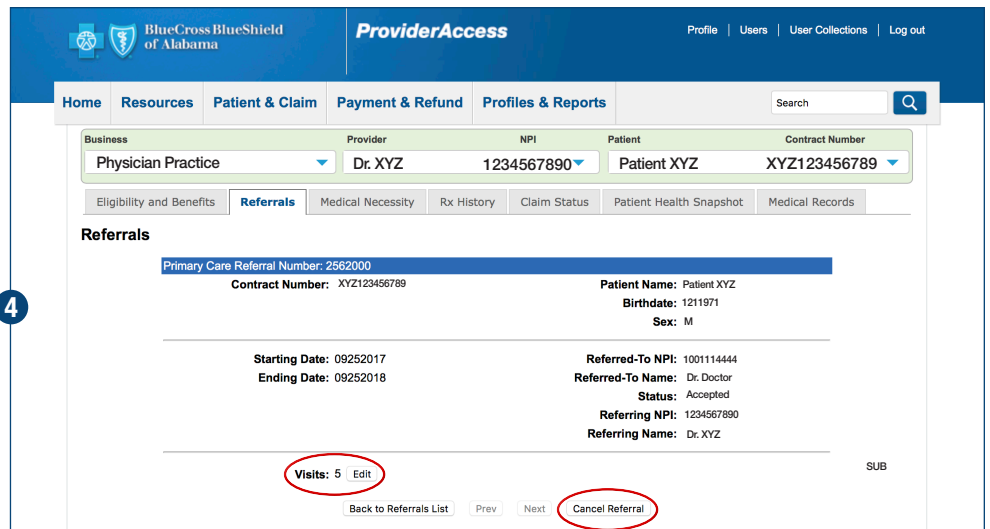


This screenshot shows the ProviderAccess home page. The 'Patient & Claim' menu item is circled in red. The 'Referrals' link under the 'Referrals' section is also circled in red.



This screenshot shows the Referrals list page. The 'View/Edit Selected Referral' button is circled in red. Below is a table of referrals:

Referral #	Patient Name	Physician Name	Status	Start Date	End Date
<input type="checkbox"/> 2562000	Patient XYZ	Dr. XYZ	Accepted	09252017	09252018



This screenshot shows the details for a selected referral. The 'Visits: 5' text and the 'Cancel Referral' button are circled in red. Below is the referral information:

Primary Care Referral Number: 2562000
 Contract Number: XYZ123456789
 Patient Name: Patient XYZ
 Birthdate: 1211971
 Sex: M
 Starting Date: 09252017
 Ending Date: 09252018
 Referred-To NPI: 100114444
 Referred-To Name: Dr. Doctor
 Status: Accepted
 Referring NPI: 1234567890
 Referring Name: Dr. XYZ



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