

PROVIDER PORTAL USER'S GUIDE

Claim Status

CareFirst Direct provides detailed claim status information for our providers in real time. The following walks through the steps to take when reviewing the status of a claim.



Log in to the Provider Portal at provider.carefirst.com.

CareFirst Direct Prior Auth / Notifications Referrals Programs/Services Resources CareFirst Direct Member Search Eligibility / Benefits & Claims Status Remittance / NOP Fee Schedules Member Search Sep 14, 201 Find by Member ID Member ID ABC123456789 2 Date of Birth mm/dd/yyyy Date Of Service De/14/2017	
Eligibility / Benefits & Claims Status Remittance / NOP Fee Schedules Member Search Sep 14, 201 Find by Member ID Member ID ABC123456789 Date of Birth * mm/ddyyyy Date Of Service *	
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Member ID * ABC122456789 Date of Birth * mmiddyyyy Date Of Service *	017, 12:01 PM News!
Date of Birth * mm/dd/yyyy Date Of Service *	Colleague, did you know that you should verify your patient ID cards at every vist? Learn why in this issue of BlueLink CACH Proview Integration with CareFirst Systems Has Begun What helps you identify patients for care coordination?
mm/dd/yyyy Date Of Service *	Check out this new issue of BlueLink t learn how to update your provider information from now on
	 Colleague, are you available on May 11? Join us at Johns Hopkins Bayview for a refresher seminar
09/14/2017	Quick Links
	• Help
* Required	Update Dental Provider Information
* Required Next	Manuals & Guides Forms

Once logged in, you will see the CareFirst Direct home page and the 'Member Search' screen.

The tabs across the top will appear based on the access you have within CareFirst Direct.

To begin the process of checking the status of a claim ensure the 'Eligibility/Benefits & Claims Status' tab is selected and then enter the following information in the field provided:

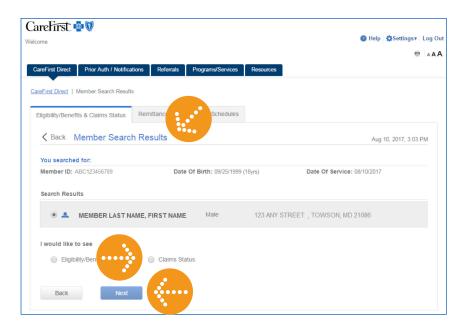
- Member ID
- Date of Birth
- Date of Service (this will automatically default to today's date)

and click 'Next'.

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CFD002-1E (9/17)



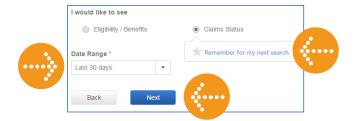
The results of your search will then display.

Select the correct Member by clicking on the next to his/her name.

Under 'I would like to see', select 'Claim Status'.

Note: You can set Claim Status as your default selection for future searches by clicking on

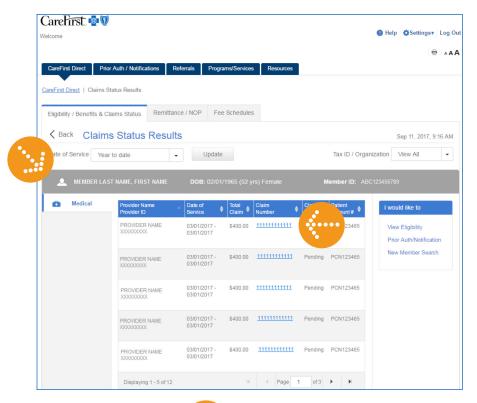




Once you select *Claim Status*, a drop down will appear allowing you to enter a Date Range. You have the following options:

- Last 30, 60 or 90 days
- Year to Date
- Custom Range

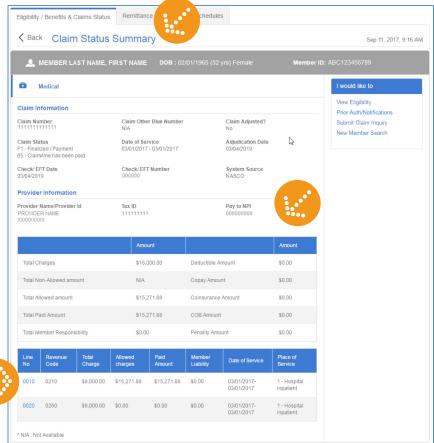
Make your selection and click 'Next'.



Based on your search criteria, general claim status results will display, including:

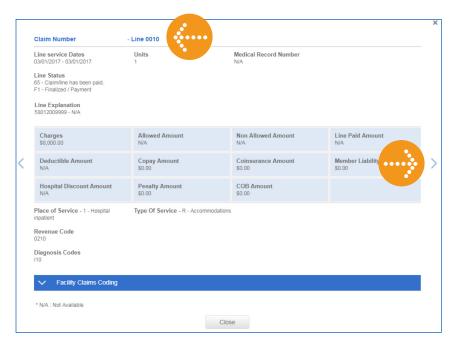
- Provider Name and ID
- · Date of Service
- Total Claim
- Claim Number
- Claim Status
- Patient Account #

To view a specific claim, click on the corresponding 'Claim Number' hyperlink.



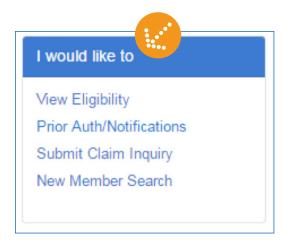
Clicking on the 'Claim Number' hyperlink will open more detailed information, which includes:

- Claim Information (Claim Number, if it was adjusted, Status, Date of Service, Adjudication Date, Check/ EFT Date and Number)
- Provider Information
- Summary of Payment Information (Total Charges, Total Non-Allowed and Allowed amount, Total Paid amount, Deductible, Copay, Coinsurance, etc.)



From here, you can click on the line number hyperlink to view the details of that line.

You can also navigate to any additional lines of information for the claim by clicking on the >.



'I would like to' Navigation

You will notice throughout the Claim Status search screens you are provided helpful navigation options under the 'I would like to' heading. From there, you are able to do the following:

- View Eligibility for the Member you have searched for
- Go directly to the Prior Authorization/Notifications page
- Submit a Claim Inquiry
- Complete a search for a New Member