

## ONLINE EXTENSION OF AUTHORIZATIONS FOR NON-BEHAVIORAL HEALTH OFFICE VISITS

Primary care physicians and specialists can now extend a current BlueChoice HealthPlan authorization for non-behavioral health office visits (CPT 99201-99255) on our Web site at [www.BlueChoiceSC.com](http://www.BlueChoiceSC.com).

In order to use this service, you must first create a profile on *My Insurance Manager*<sup>SM+</sup>. Once you have created your profile, you can start the referral extension process by clicking on “Authorization/Pre-Certification/Referral.” Enter the patient’s Member ID and date of birth. Then you can use either the “Check Status” or “Request Extension” option on the Patient Selection screen to locate the referral you wish to extend.

- If you select the “Check Status” option and click on “Continue,” you’ll see a complete list of all past and current authorizations related to the selected patient. Scroll through the list and click on the referral you wish to extend. Then click the “Extend” button. Follow the instructions until your extension is confirmed with a new authorization number.
- If you select the “Request Extension” option and click on “Continue,” you’ll see a list of only those authorizations that are currently eligible for extension. Click on the referral you wish to extend and follow the instructions until your extension is confirmed with a new authorization number. This option may be a quicker way to identify the authorization you wish to extend.

If you have questions or would like more information, please contact your Health Network Services Representative at 1-800-327-3183.