

Specialist Notification Quick Guide

Use this quick reference to help you submit a specialist notification.

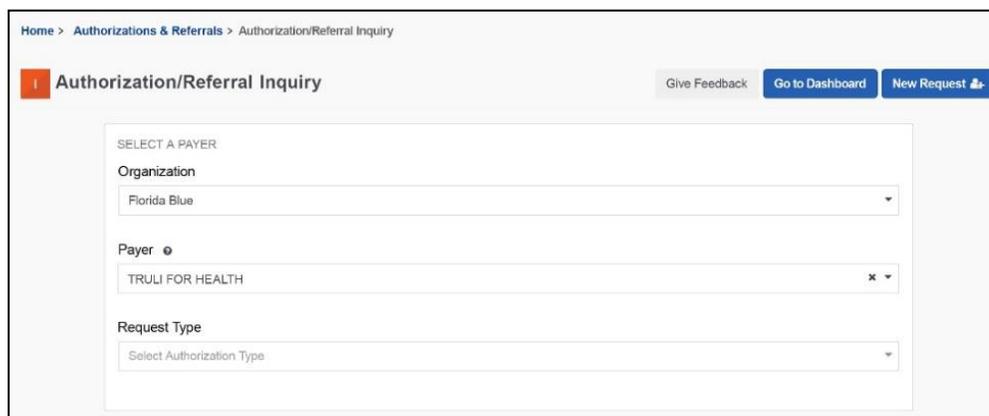
Specialist Notification Requirement

All specialists, including behavioral health practitioners, gynecologists and obstetricians, and specialists providing virtual health visits are required to submit specialist notifications.

When a Truli member schedules an appointment with a specialist, the specialist must go to Availity^{®1} at [availity.com](https://www.availity.com) to determine if there is a referral from the member's primary care physician (PCP). If there is no referral on file, the specialist must submit a notification to the PCP.

Follow this process in Availity:

1. Check to see if there is a referral on file.
 - Select **Patient Registration**
 - Go to **Authorizations & Referrals** and click **Authorization/Referral Inquiry**
 - Organization: **Florida Blue**
 - Payer: **TRULI FOR HEALTH**
 - Request Type: **Referral or Specialist Notification**

A screenshot of the Availity "Authorization/Referral Inquiry" form. The breadcrumb trail at the top reads "Home > Authorizations & Referrals > Authorization/Referral Inquiry". The form title is "Authorization/Referral Inquiry" with a red information icon to its left. To the right of the title are three buttons: "Give Feedback", "Go to Dashboard", and "New Request" with a plus icon. The form contains three dropdown menus: "SELECT A PAYER" with "Organization" selected and "Florida Blue" chosen; "Payer" with "TRULI FOR HEALTH" chosen; and "Request Type" with "Select Authorization Type" chosen. There is a small "x" icon to the right of the Payer dropdown.

2. If there is a PCP referral on file from the member's assigned PCP, a specialist notification is not required.
3. To submit a specialist notification, complete the following steps.
 - Go back to **Patient Registration**
 - Go to **Authorizations & Referrals** and click **Referral**
 - Organization: **Florida Blue**
 - Payer: **TRULI FOR HEALTH**

Home > Referral

R Referral Give Feedback Go to Dashboard New Request

SELECT A PAYER

Organization
Florida Blue

Payer
TRULI FOR HEALTH

Next

4. Select **Are you the specialist submitting a Specialist Notification?**

R Referral Give Feedback Go to Dashboard New Request

Transaction Type	Organization	Payer
Referral	Florida Blue	TRULI FOR HEALTH

truli for health

REFERRAL/NOTIFICATION REQUEST

Are you the specialist submitting a Specialist Notification?

Back **Next**

5. Complete **Patient Information** and **Requesting Provider** information.

6. This will take you to **Add Service Information**.

- o Place of Service: **11 – Office** (Specialists must select 11 – Office)
- o Service Date: **At least two days after notification submission date**

SERVICE INFORMATION SHOW OPTIONAL FIELDS

Service Type
Medical Care

Place of Service
11 - Office

Service Date
07/17/2020

7. Before submitting, you will be able to review the information. Please make sure the information is correct; then select **Submit**.

The specialist notification must be submitted at least 48 hours prior to the member’s scheduled visit. Each specialist notification is valid for one visit for up to 60 days.

To void a request, select **Authorizations & Referrals** in **Patient Registration**. Next, click on **Authorizations/Referral Inquiry**. After completing the Patient, Provider and Service Information, select **Submit**. There, you will see the **Void** option.

For more information about specialist notifications, refer to the Truli for Health Provider Manuals. Go to truliforhealth.com/providers, scroll down to Provider Manuals.

¹Availity, LLC is a multi-payer joint venture company. For more information or to register, visit availability.com.

Health coverage is offered by Truli for Health, an affiliate of Florida Blue. These companies are Independent Licensees of the Blue Cross and Blue Shield Association.