Specialist Notification Quick Guide

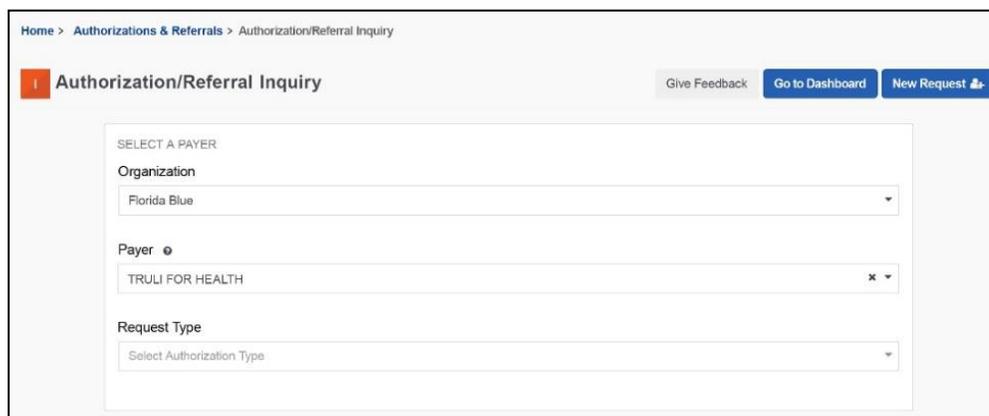Use this quick reference to help you submit a specialist notification.

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 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**

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**

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

5. Complete **Patient Information** and **Requesting Provider** information.
6. This will take you to **Add Service Information.**
   - Place of Service: **11 – Office** (Specialists must select 11 – Office)
   - Service Date: **At least two days after notification submission date**

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.

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

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