

Specialist Notification Quick Guide

The following outline provides the steps to help you submit a specialist notification.

Specialist Notification Requirement

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

When a Truli for Health 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 referral on file from the member's assigned PCP, a specialist notification is not required.
3. If there is no PCP referral, the specialist must submit a specialist notification by completing the following steps:
 - Return to **Patient Registration**
 - Go to **Authorizations & Referrals** and click **Referral**
 - Organization: **Florida Blue**
 - Payer: **TRULI FOR HEALTH**
4. To indicate you are submitting a notification, check the box: **Are you the specialist submitting a Specialist Notification?**
5. Complete the **Patient Information** and **Requesting Provider** information.
6. Complete the **Add Service Information** section by selecting Place of Service and Service Date.
 - a. Place of Service: **11 – Office** (Specialists must select 11 – Office)
 - b. 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 click **Submit**.

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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 within 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 sections, select **Submit**. There, you will see the **Void** option.

For more information about specialist notifications, refer to the Truli for Health Provider Manuals. Visit TruliforHealth.com/Providers and scroll down to Provider Manuals.

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