

Welcome to WebAssist - Optum Provider Portal (pages 1-23)
Welcome to WebAssist- For Humana Providers (pages 24-46)
Learn How to Submit PSF-750 online



Online submission of the Patient Summary Form (PSF-750) is required

The following directions will assist in making the online submission process easy and convenient for providers and their staff

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Obtain Your Optum ID & Password

- In order to access the web site to process the PSF-750 you must have a sixdigit Optum provider ID, which is also used as the login ID for the site, and the web site password.
- You can request the information at the login page through the option located directly underneath the "login" button. If Optum has your current office email on file the ID and password will be emailed to you directly. If Optum does not have the current email on file then your request will be mailed to your office.







Optum ID & Password

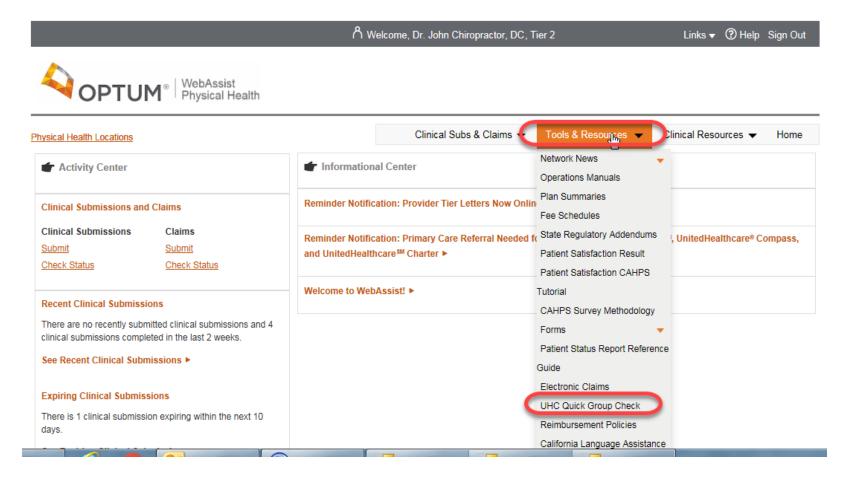
- You can also call our customer service center and they can assist you.
- Call 800-873-4575 or 888-676-7768





Determine If Clinical Submission is Required

 To determine whether your UHC member requires clinical submission, go to Tools & Resources and scroll down to "UHC Quick Group Check"

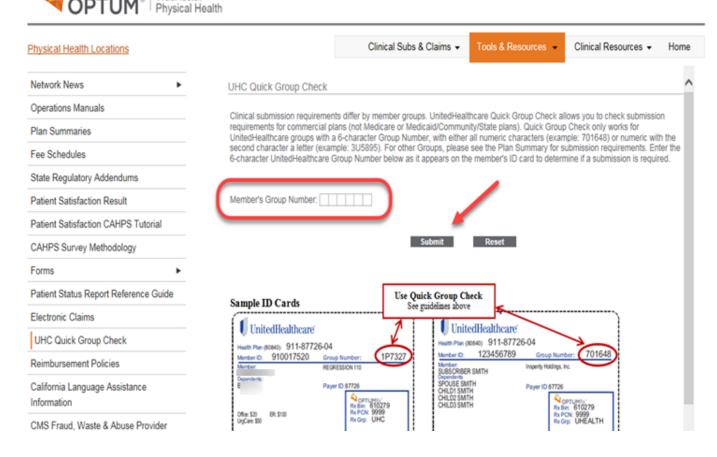




Determine If Clinical Submission is Required

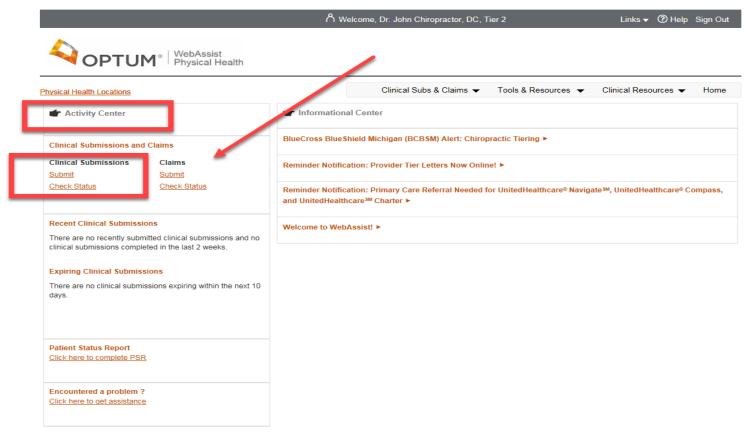
 The "UHC Quick Group Check" is for members with a 6-digit group number only, including Navigate and Compass. Type in the group number and hit "submit". You will receive an instant response whether clinical submission is

required





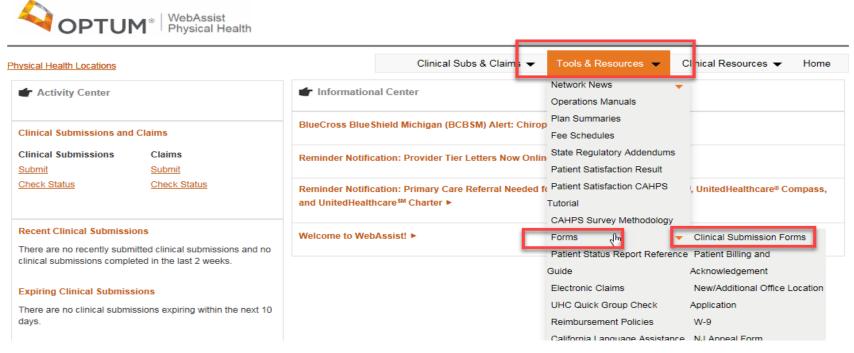
 The electronic form is then located under the "Activity Center" on the left or at the tool bar option on top "Clinical Subs & Claims".



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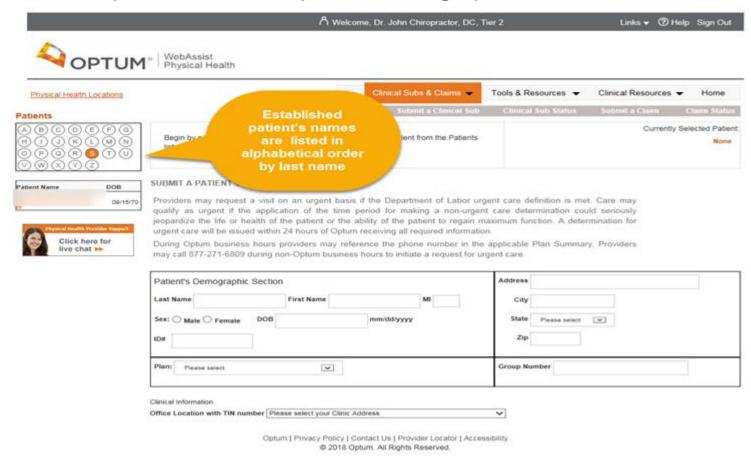


- Many offices print the hard copy of the forms first, have the provider and the patients fill out their sections, and then transfer the information over to the electronic form on the Optum web site
- You can find the hard copies to print under "Tools & Resources" to "Forms" then "Clinical Submission Forms" and print the PSF-750.
- Functional Outcome Measure forms are also available on the Web site.





 For established patients, pick their name off the patient list which is in alphabetical order by last name, their demographics will then populate the form.
 For a new patient fill out the patient demographics in the blank form.



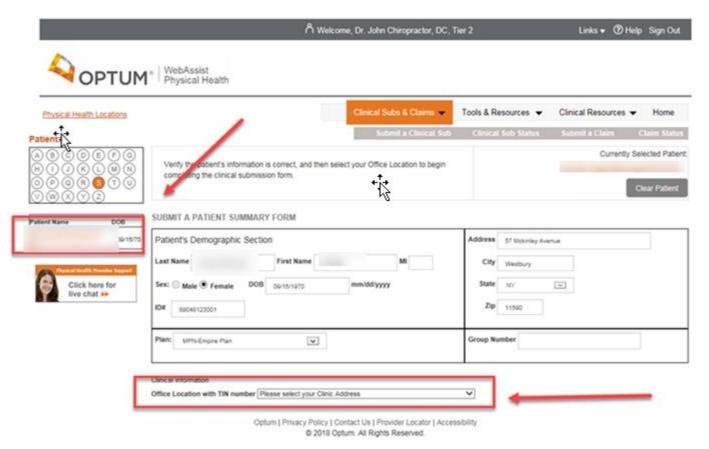


Patient Demographic Changes

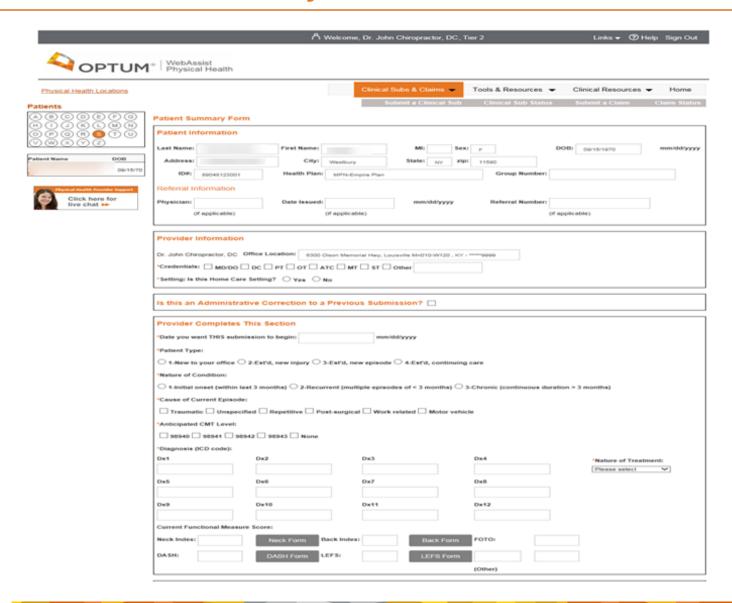
- If you have an established patient who has had a change in their demographics, either name, address, health insurance plan, or any item, complete a **new submission**, include the new information as you would for a new patient.
- Once the PSF is processed the patient's name with the new information will show up on the patient list.



 After you pick your patient, or type in the information for a new patient, click on your office address in the "Office Location" option and the remainder of the form will open.



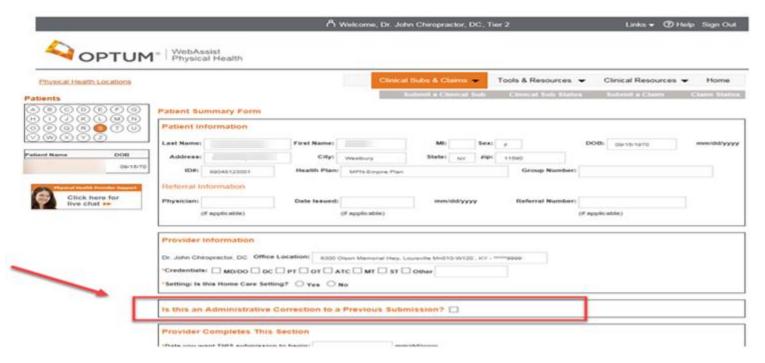






Administrative Corrections

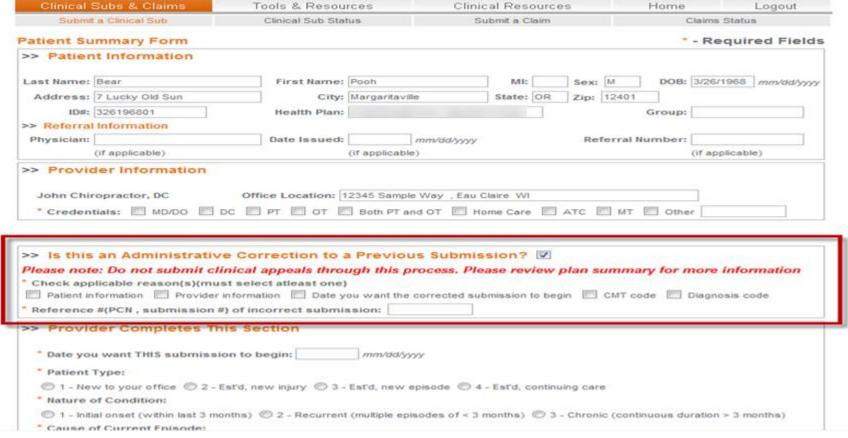
- If you need to make a change to your submission either before or after you receive the response letter on the submission, you can do so directly on the site.
- Simply pull up a new PSF-750 form, pick your patient or type in the patient's demographics and then click on the option "Is this an Administrative Correction to a Previous Submission?"





Administrative Corrections

 When the option opens, check off all that is applicable to your submission then type in a reference number, either the PCN from the electronic confirmation page, or the submission number from the response letter of the incorrect submission.





Current Functional Measure Score

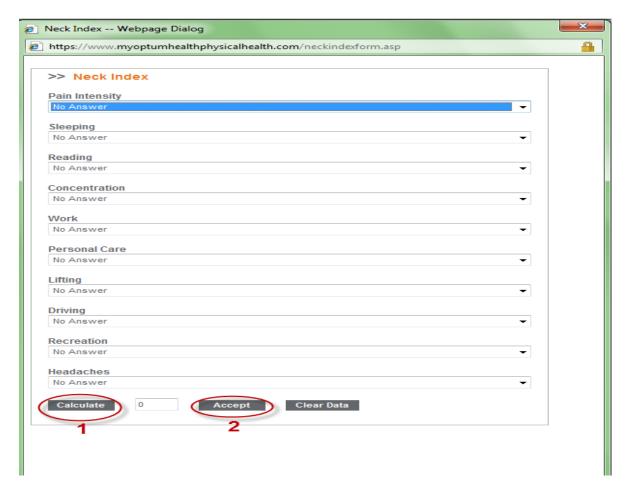
• To complete the Current Functional Measure Score, click on the form that your patient has completed, an electronic version of the form will open

Clinical Subs & Claims	Tools & Resources	Clinical Resources	Home	Logout
1 Tovider Completes 1	ilis Section			
* Date you want THIS submiss	sion to begin: mm/dd/yy	yy		
* Patient Type:				
□ 1 - New to your office □ 2 - Est'd, new injury □ 3 - Est'd, new episode □ 4 - Est'd, continuing care				
* Nature of Condition:				
1 - Initial onset (within last 3 n	nonths) 0 2 - Recurrent (multiple epis	sodes of < 3 months) 0 3 - Chronic	(continuous duration	> 3 months)
* Cause of Current Episode:				
☐ Traumatic ☐ Unspecified ☐ Repetitive ☐ Post-surgical ☐ Work related ☐ Motor vehicle				
* Anticipated CMT Level:				
98940 98941 98942 98943 None				
* Diagnosis (ICD code):				
Current Functional Measure S	core:			
Neck Index Neck Fo	rm Back Index Back F	orm Keele STarT Back Screening T	fool (SBST)	
DASH DASH Fo	orm LEFS LEFS F	orm	7	
		(other)	_	



Current Functional Measure Score

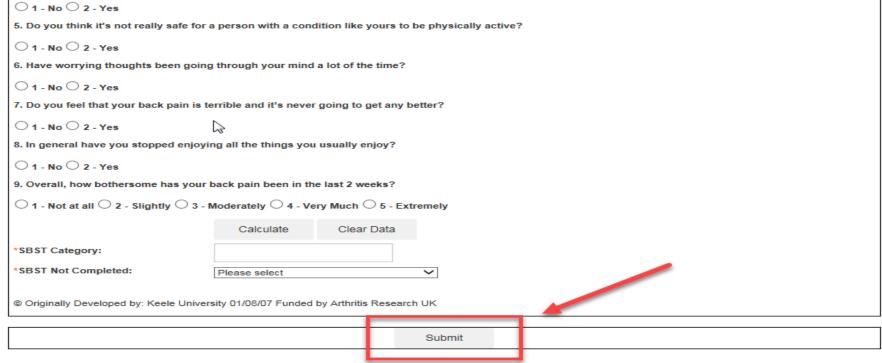
 When you have completed transferring the patient's scores, click on "Calculate" and then "Accept" and the score will be placed on the electronic PSF form





Print and Submit

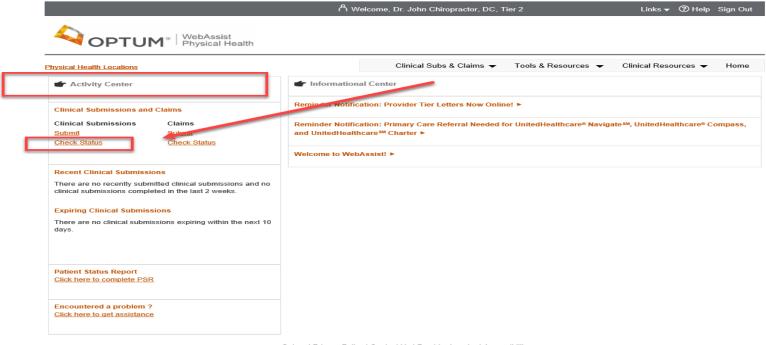
When the form is completed click the submit button. If you have forgotten to fill
out any required information the site will prompt you to complete that question.
You will then receive an electronic confirmation page that will include the
information you submitted on the PSF and a confirmation number. You may
write down that number or print out the page. The confirmation is your
guarantee that we have received the submission.





Processing

- It takes 24-48 business hours before you will see the submission as completed after you submit the PSF-750 for. Except when there is a possible issue with the submission. In which case it will be researched and Optum will contact you by mailing a letter.
- To check the status of your submission, go to the home page, to "Activity Center", "Clinical Submissions" to "Check Status"





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Check Status

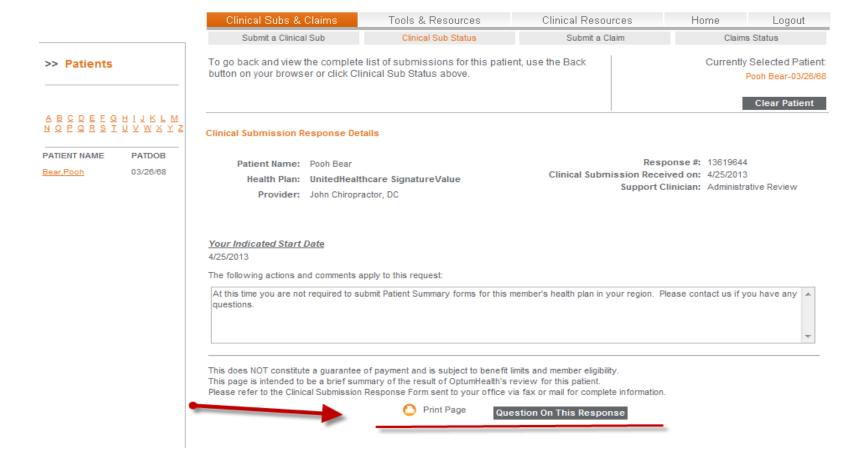
- Either click on the patient's name off the Patients List, or find the response through the office location or decision date.
- See "Status" for the patient which first will note pending followed in 1 to 2 business days as completed status and then the "Letter" will appear 24 hours following.





Check Status

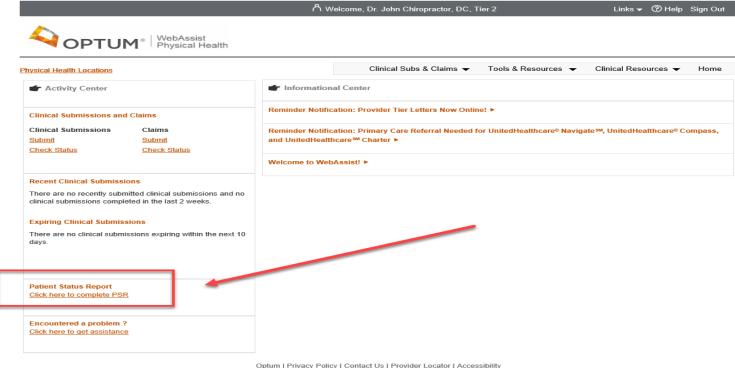
 Print a copy of the response or email us questions you have regarding that submission





Patient Status Report - PSR

 To access the Patient Status Report, see the option on the lower left side of the Home Page. A PDF will open offering a list of months and patients for that provider to chose. The list is updated regularly

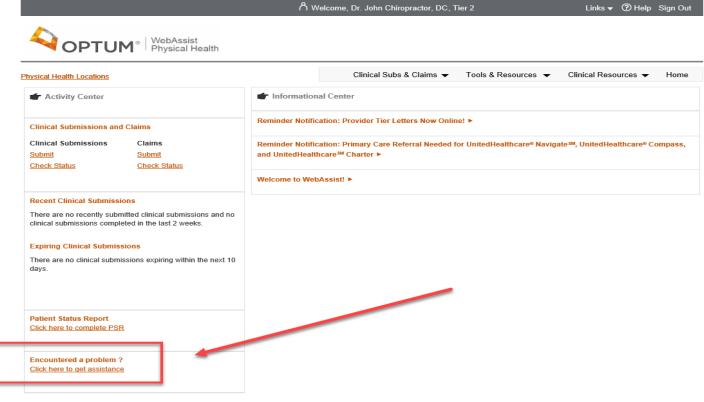




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Technical Assistance

 For technical questions, issues or concerns about our Web site please call our Electronic Connectivity Unit at 888-676-7768, and follow the prompt to leave a voice message for the unit or you can email us from the home page, bottom left "Encountered a Problem?"



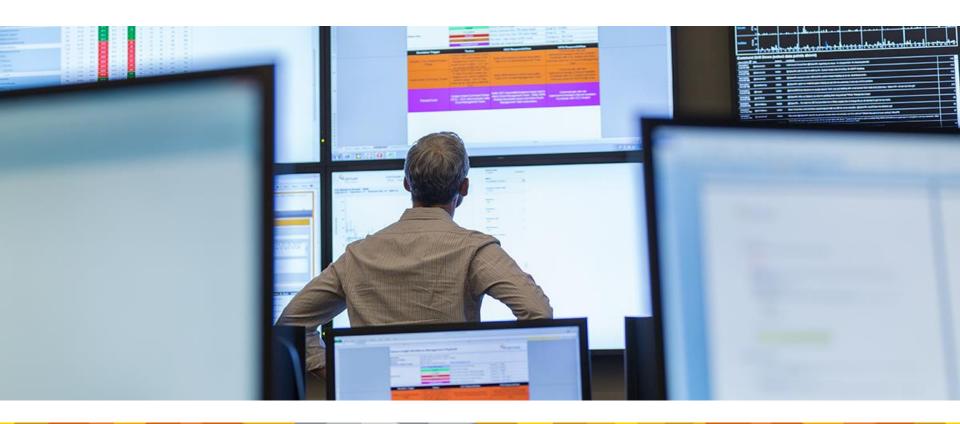


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Humana





Welcome to WebAssist for **Humana**-The Optum Provider Portal

Learn How to Submit PSF-750 online



Online submission of the Patient Summary Form (PSF-750) is required for:

- PT/OT/ST on Humana's network- note all specialties require individual authorization
- PM&R including hospital, multi-specialty and free-standing facility
- Includes Commercial, Medicare, HMO, PPO, Duals, Federal
- National in scope, including Puerto Rico
- Both par and non-par providers based on member plan benefit

The following directions will assist in making the online submission process easy and convenient for providers and their staff

Obtain Your Optum ID & Password- Humana

- In order to access the web site to process the PSF-750 you must have a sixdigit Optum provider ID, which is also used as the login ID for the site, and the web site password.
- You can request the information at the login page through the option located directly underneath the "login" button where it states "Humana Providers". Once you click the "click here" area, you will be prompted for practice demographic data. Once submitted, a ID and PW will be sent within 2 days.





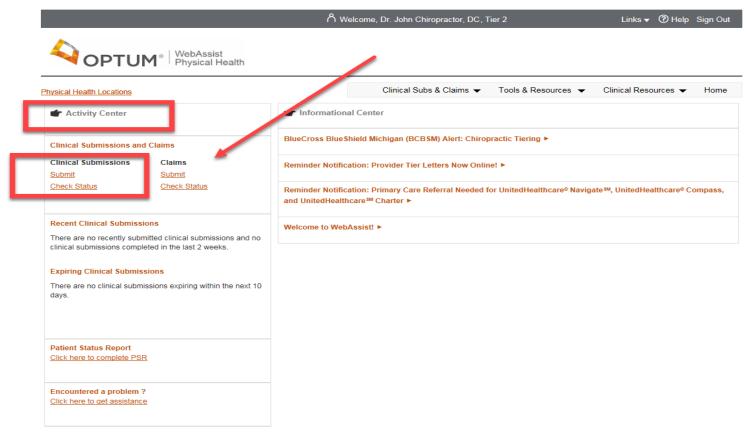
Optum ID & Password- Humana

- You can also call our customer service center and they can assist you.
- Humana Call 844-938-0346
- Humana Fax 844-938-0353





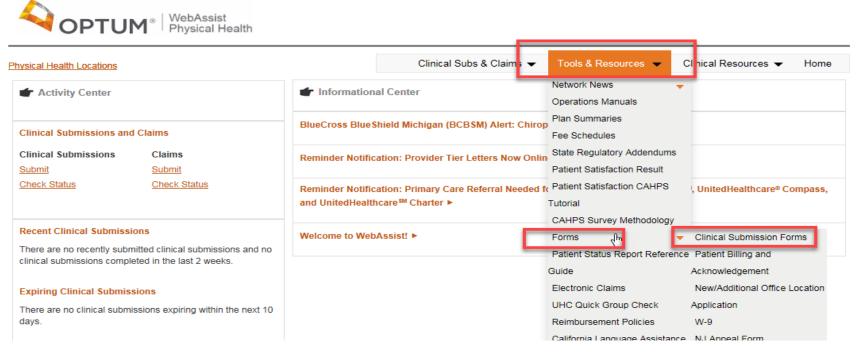
 The electronic form is then located under the "Activity Center" on the left or at the tool bar option on top "Clinical Subs & Claims".



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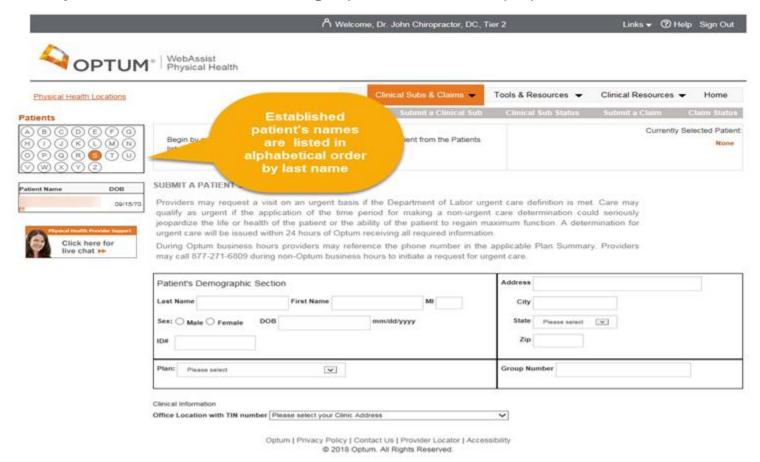


- Many offices print the hard copy of the forms first, have the provider and the patients fill out their sections, and then transfer the information over to the electronic form on the Optum web site
- You can find the hard copies to print under "Tools & Resources" to "Forms" then "Clinical Submission Forms" and print the PSF-750.
- Functional Outcome Measure forms are also available on the Web site.





 For a new patient fill out the patient demographics in the blank form. For established patients, pick their name off the patient list which is in alphabetical order by last name, their demographics will then populate the form.



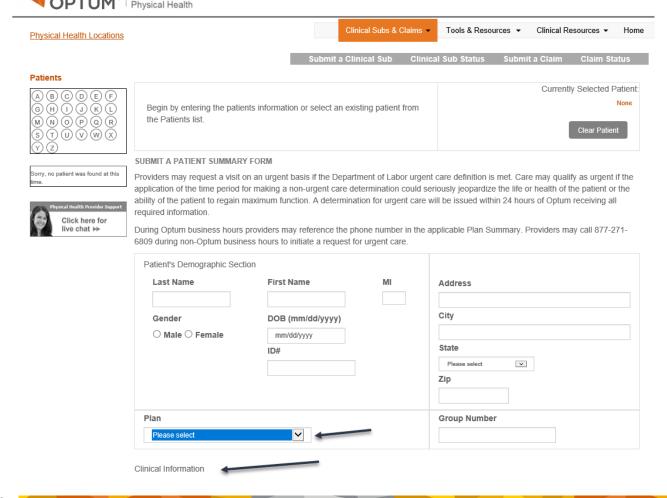


Patient Demographic Changes

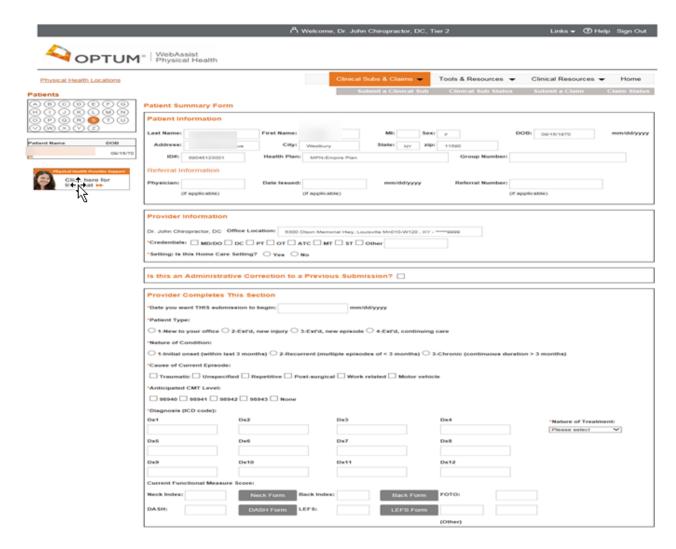
- If you have an established patient who has had a change in their demographics, either name, address, health insurance plan, or any item, complete a **new submission**, include the new information as you would for a new patient.
- Once the PSF is processed the patient's name with the new information will show up on the patient list.



 After you pick your patient, or type in the information for a new patient, click on the "Plan" and your "Clinic information" option and the remainder of the form will open.



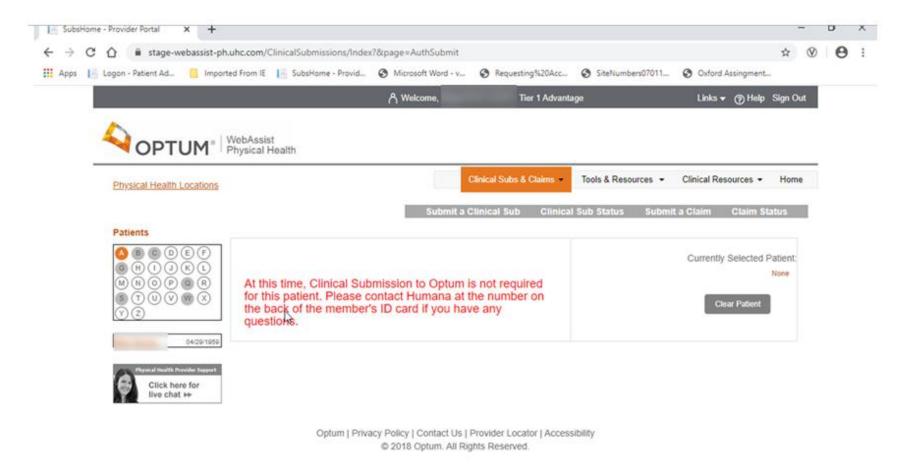






Patients not Requiring Clinical Submission

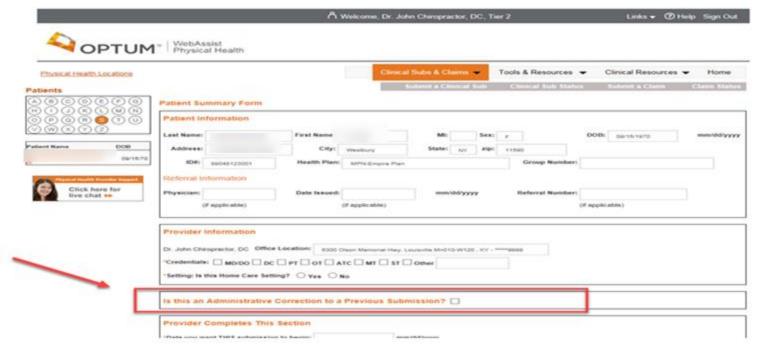
 In the event you receive the note below (in red), the clinical submission is NOT required and no further action need be taken. Follow billing instructions for the member as indicated on their ID card.





Administrative Corrections

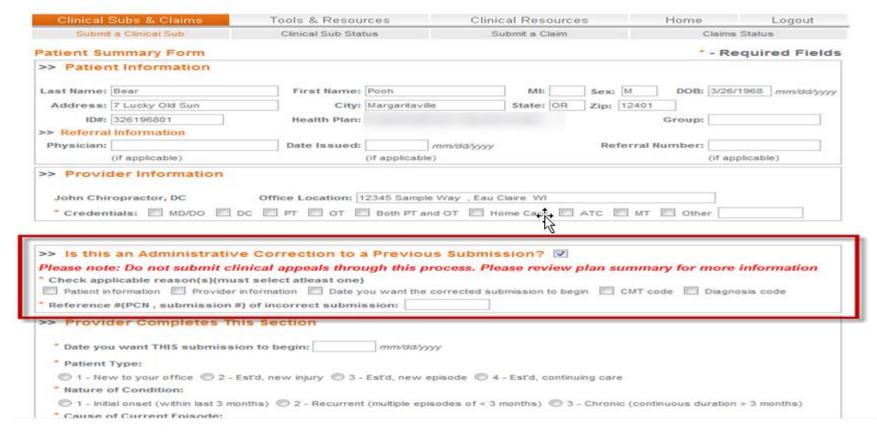
- If you need to make a change to your submission either before or after you receive the response letter on the submission, you can do so directly on the site.
- Simply pull up a new PSF-750 form, pick your patient or type in the patient's demographics and then click on the option "Is this an Administrative Correction to a Previous Submission?"





Administrative Corrections

 When the option opens, check off all that is applicable to your submission then type in a reference number, either the PCN from the electronic confirmation page, or the submission number from the response letter of the incorrect submission.





Current Functional Measure Score

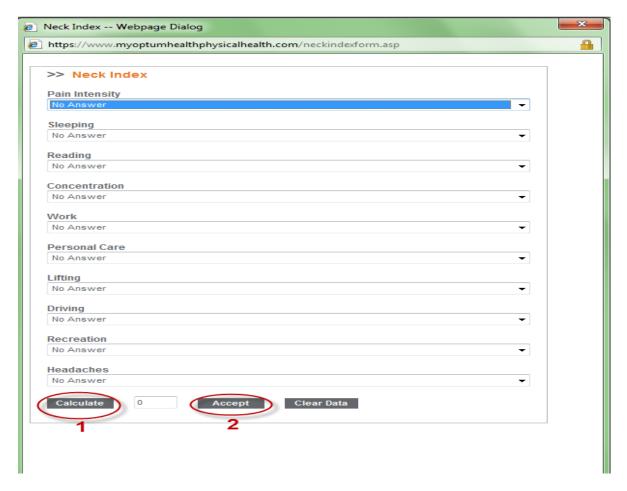
• To complete the Current Functional Measure Score, click on the form that your patient has completed, an electronic version of the form will open

Clinical Subs & Claims	Tools & Resources	Clinical Resources	Home	Logout
1 Tovider Completes 1	ms section			
* Date you want THIS submission to begin: mm/dd/yyyy				
* Patient Type:				
□ 1 - New to your office □ 2 - Est'd, new injury □ 3 - Est'd, new episode □ 4 - Est'd, continuing care				
* Nature of Condition:				
1 - Initial onset (within last 3 months) 2 - Recurrent (multiple episodes of < 3 months) 3 - Chronic (continuous duration > 3 months)				
* Cause of Current Episode:				
☐ Traumatic ☐ Unspecified ☐ Repetitive ☐ Post-surgical ☐ Work related ☐ Motor vehicle				
* Anticipated CMT Level:				
98940 98941 98942 98943 None				
* Diagnosis (ICD code):				
			_	
Current Functional Measure Score:				
Neck Index				
DASH DASH Fo	orm LEFS LEFS F	Form		
		(other)		



Current Functional Measure Score

 When you have completed transferring the patient's scores, click on "Calculate" and then "Accept" and the score will be placed on the electronic PSF form





Print and Submit

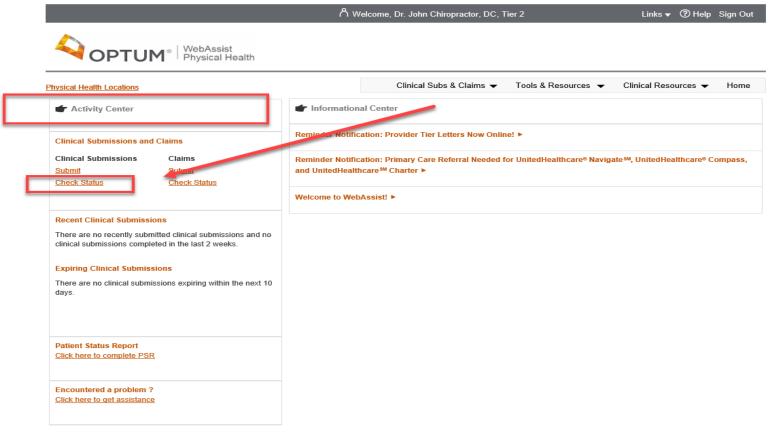
When the form is completed click the submit button. If you have forgotten to fill
out any required information the site will prompt you to complete that question.
You will then receive an electronic confirmation page that will include the
information you submitted on the PSF and a confirmation number. You may
write down that number or print out the page. The confirmation is your
guarantee that we have received the submission.

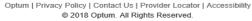
	○ 1 - No ○ 2 - Yes					
	5. Do you think it's not really safe for a person with a condition like yours to be physically active?					
	○1 - No ○ 2 - Yes					
	6. Have worrying thoughts been going through your mind a lot of the time?					
	○ 1 - No ○ 2 - Yes					
	7. Do you feel that your back pain is terrible and it's never going to get any better?					
	○1-No○2-Yes 🖟					
	8. In general have you stopped enjoying all the things you usually enjoy?					
	○ 1 - No ○ 2 - Yes					
	9. Overall, how bothersome has your back pain been in the last 2 weeks?					
○ 1 - Not at all ○ 2 - Slightly ○ 3 - Moderately ○ 4 - Very Much ○ 5 - Extremely						
	Calculate Clear Data					
	*SBST Category:					
	*SBST Not Completed:					
	© Originally Developed by: Keele University 01/08/07 Funded by Arthritis Research UK					
	Submit					



Checking Status of Your Clinical Submission

 To check the status of your submission, go to the home page, to "Activity Center", "Clinical Submissions" to "Check Status"







Check Status of Your Clinical Submission

- Either click on the patient's name off the Patients List, or find the response through the office location or decision date.
- See "Status" for the patient which first will note pending followed in 1 to 2 business days as completed status and then the "Letter" will appear 24 hours following.
- Note that responses must be obtained here and are not mailed to the provider.

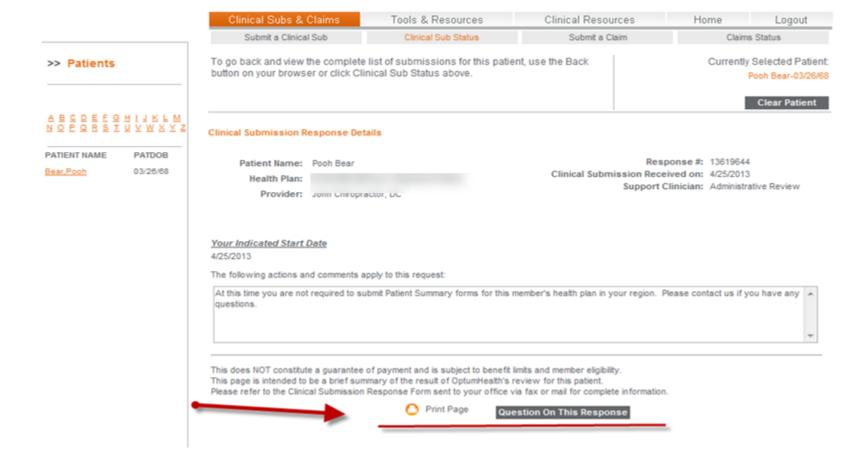






Check Status

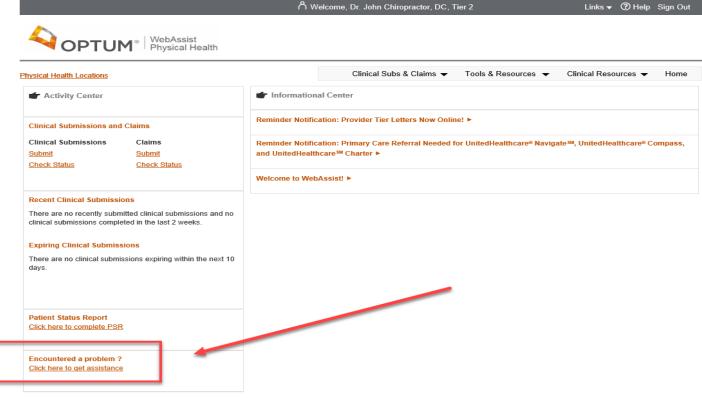
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Technical Assistance

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Thank you

Deborah Travers

Electronic Connectivity Unit

February 2020