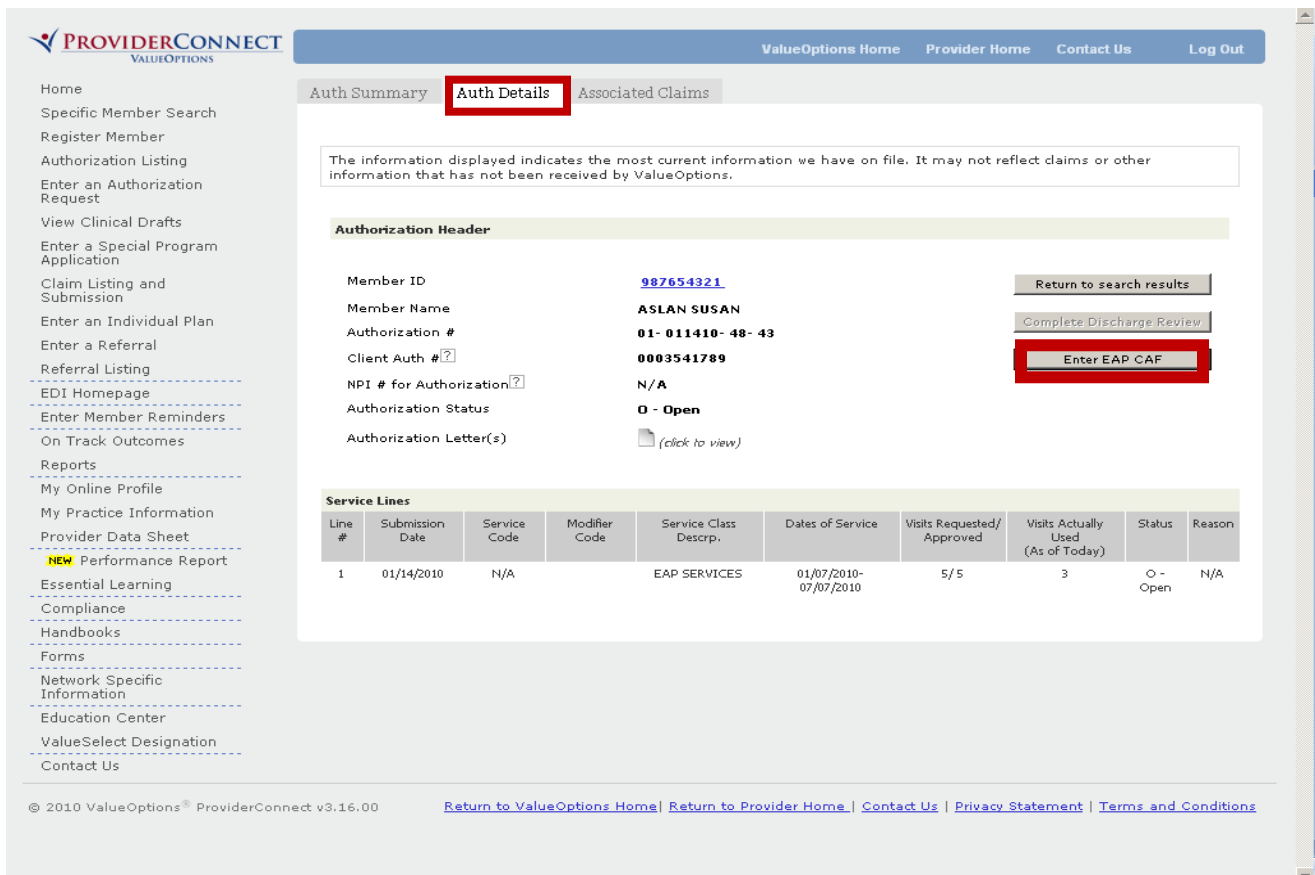


THE EAP CASE ACTIVITY AND BILLING FORM (CAF) CAN NOW BE SUBMITTED THROUGH PROVIDERCONNECTSM

Network providers authorized to perform EAP Services can now submit their one-page version of the CAF-1 / billing forms via ProviderConnect. This enhancement reduces the time it takes to submit these forms as providers no longer have to fill out the paper version of the CAF by hand and will no longer have to fax the form.

Following are the steps for submitting the CAF via ProviderConnect:

- Log into ProviderConnect with your User ID and Password
 - If you have not already registered for ProviderConnect please register by going to www.ValueOptions.com
 - Read the User Agreement page, and if you agree, select the “yes” button
- On your ProviderConnect Home page select “Review an Authorization”
- Enter the member ID, authorization number and/or authorization dates on the “Search Authorizations” screen and select “search”
- On the “Authorizations Search Results” page click on the blue hyperlink for the authorization number that corresponds with the services provided; this will bring you to the “Auth Summary” page
- Select “Auth Details” tab at the top of the “Auth Summary” page
- Select the “Enter EAP CAF” button to start the CAF entry process



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Specific Member Search
Register Member
Authorization Listing
Enter an Authorization Request
View Clinical Drafts
Enter a Special Program Application
Claim Listing and Submission
Enter an Individual Plan
Enter a Referral
Referral Listing
EDI Homepage
Enter Member Reminders
On Track Outcomes
Reports
My Online Profile
My Practice Information
Provider Data Sheet
NEW Performance Report
Essential Learning
Compliance
Handbooks
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Network Specific Information
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Auth Summary **Auth Details** Associated Claims

The information displayed indicates the most current information we have on file. It may not reflect claims or other information that has not been received by ValueOptions.

Authorization Header

Member ID	987654321	Return to search results
Member Name	ASLAN SUSAN	Complete Discharge Review
Authorization #	01- 011410- 48- 43	Enter EAP CAF
Client Auth #?	0003541789	
NPI # for Authorization?	N/A	
Authorization Status	O - Open	
Authorization Letter(s)	(click to view)	

Service Lines

Line #	Submission Date	Service Code	Modifier Code	Service Class Descrp.	Dates of Service	Visits Requested/ Approved	Visits Actually Used (As of Today)	Status	Reason
1	01/14/2010	N/A		EAP SERVICES	01/07/2010-07/07/2010	5/5	3	O - Open	N/A

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