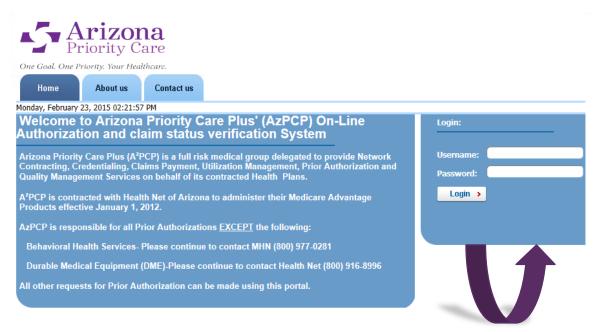
## Arizona Priority Care EZ-Net Quick Reference Guide

Version 1.11.2017



Thank you for your interest in the use of Arizona Priority Care's EZ-Net system. You can access our site using only Internet Explorer versions 10 in Compatibility Mode only. This can be done by simply clicking on the link: <a href="https://mcnet.azprioritycare.com/ez-net60/login.aspx">https://mcnet.azprioritycare.com/ez-net60/login.aspx</a>. (You will need to make sure to disable any pop up blockers in order to successfully log into EZ-Net)

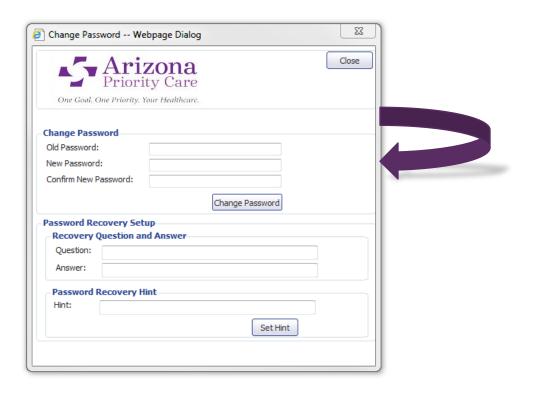
You will need your EZ-Net User ID and your Password; this information will be supplied to you from your representative.



## New Users Only:

To log in to EZ-Net, type your user name and password in the appropriate fields above and then click the Login button. At your first time logging in, you will get your prompt to change your password immediately. Please see below for example of the pop up. If you do not see this password change screen and cannot login, your system or network most likely has disabled Internet "Pop-ups". You will need to contact your practice's IT support to change this option before you can proceed.





## To continue, click the Main Tab:





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EZ-NET v6.5.2.1

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The approval of the service(s) indicated on the attached Authorizations refer only to the medical appropriateness of the requested service(s) and does not represent a guarantee of payment. Your acceptance of this authorization to provide services to the above referenced member/patient constitutes your agreement to accept payment in accordance with your contract with AzPCP, or Health Net, or if non-contracted in accordance with the AzPCP reimbursement schedule for fee-for-service, as payment in full, and to look to the member/patient only for payment of applicable co-payment and or deductibles. Payment is limited to those services specifically authorized. Any additional services require further authorization from AzPCP. You further agree to abide by AzPCP Claims, Quality and Utilization Management policies as are currently in effect. Claims for authorized services must be received within 90 days of the date of service to be considered for payment.

Reimbursement is subject to the member's eligibility to receive benefits on the date of service. In order to be eligible for reimbursement, provider must verify eligibility with the member's health plan immediately prior to the provision of any/all prior authorized services and no later than the same date of service. For each subsequent date of service, provider agrees to verify eligibility with the member's health plan immediately prior to providing any service(s) and no later than the same date of services.



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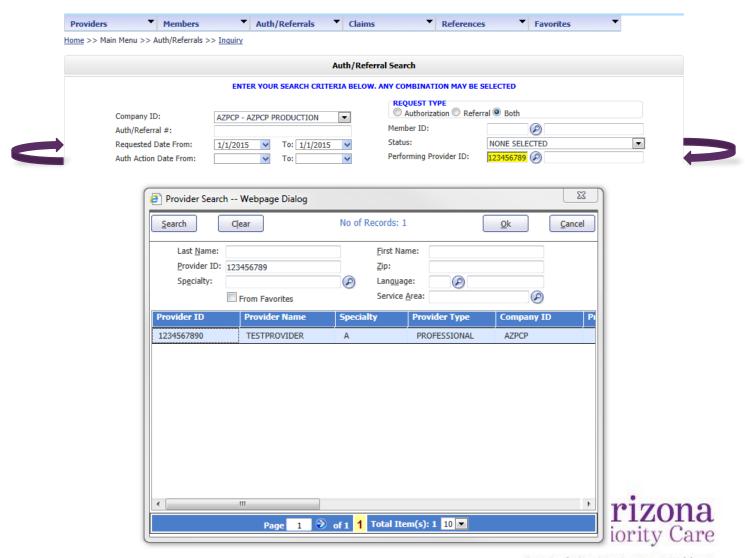
Once you click on the Main Tab you will see a new set of menu options appear below. You will be able to navigate through EZ-NET for an Authorization or Referral Inquiry, Claim Status, etc. From here, the functions of EZ-Net available to you will depend on your User rights that were assigned.

## Review a Referral or Authorization:



When searching for an Authorization or a Referral click on the Auth/Referrals option on the menu bar.

You can search by Provider, Patient, and Date Range when looking up an Authorization or Referral.



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Once the **Authorization** is found, you can view the details of the **Authorization** by clicking on the **Authorization Number**.



Details about the **Authorization** are seen in the example below: (Status of Authorization, Date Requested, Type of Service Rendered, etc.)

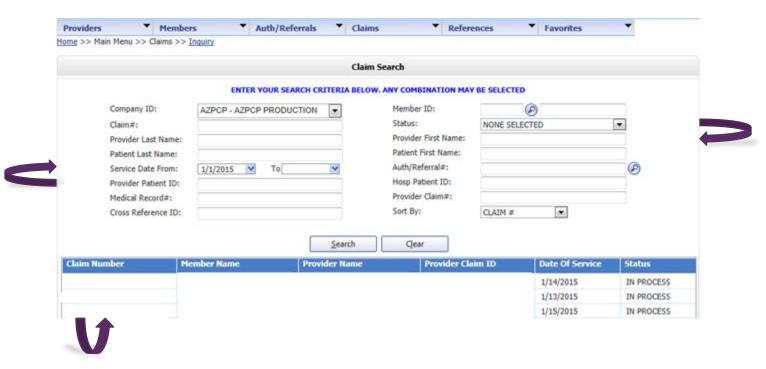




Provider Offices can also print out the Authorizations for their reference but clicking on the Printable Version button located at the bottom of the page.



To review the status of a Claim via EZ-Net click on Claims on the Menu Bar found at the top. The option of Claims Inquiry will take you to a screen where you can use similar search feature as described in the Authorization section, some of those being Date, Claim Number, Provider, etc.



You can view the Encounter Details of the claim by clicking on the Claim Number just as you would in the Authorization section.

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You can also view the Line Item Details by clicking on the Details.





Once you have finished the session, please do not forget to log off appropriately. For a user to Logout of EZ-Net click on the Logout option on the menu. You will be prompted on if you are sure you wish to log out one last time to insure you didn't miss-click the option. If you click on the Red X in the upper right hand corner of Internet Explorer 7, 8, 9, or 10 instead of logging out properly you will be locked out of EZ-Net for the next 30 minutes until the server times you out.



If you have any questions or need additional assistance using the **EZ-Net** tool, you can contact <a href="mailto:eznetsupport@azprioritycare.com">eznetsupport@azprioritycare.com</a>. If you need a new account to access **EZ-Net**, please contact our **Network Contracting** department at <a href="mailto:provider.network@azprioritycare.com">provider.network@azprioritycare.com</a>.

