

# 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: <https://mcnet.azprioritycare.com/ez-net60/login.aspx>. (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

Presented By



This page has been visited 1247 times

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.

Providers Members Auth/Referrals Claims References Favorites

Home >> Main Menu >> Auth/Referrals >> Inquiry

**Auth/Referral Search**

ENTER YOUR SEARCH CRITERIA BELOW. ANY COMBINATION MAY BE SELECTED

Company ID: AZPCP - AZPCP PRODUCTION

Auth/Referral #:

Requested Date From: 1/1/2015 To: 1/1/2015

Auth Action Date From: To:

**REQUEST TYPE**  
 Authorization  Referral  Both

Member ID:

Status: NONE SELECTED

Performing Provider ID: 123456789

Provider Search -- Webpage Dialog

Search Clear No of Records: 1 Ok Cancel

Last Name: First Name:

Provider ID: 123456789 Zip:

Specialty: Language:

From Favorites Service Area:

Provider ID	Provider Name	Specialty	Provider Type	Company ID	Pr
1234567890	TESTPROVIDER	A	PROFESSIONAL	AZPCP	

Page 1 of 1 Total Item(s): 1 10

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



Auth/Referral Number	Request Type	Status	Memb ID	Memb Name	Gender	DOB	Healthplan	Refe
	R				FEMALE		HNSP	<a href="#">MUT</a>
	R				FEMALE		HNSP	<a href="#">MUT</a>

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

Home >> Main Menu >> Auth/Referrals >> Inquiry

### Referral Details

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#### Referral Information

Referral # :	Company ID:	AZPCP
Status:	Requested Date:	02/23/2015
Processed By:	Time:	00:00:00
Place Of Service: OFFICE	Auth Action:	02/23/2015
LOS: 0	Expiration Date:	05/24/2015
Priority Status: 0 - ROUTINE	Authorized Units:	3
HP Authorization #:	Requested Units:	3

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Patient Information	Diagnosis Information
Patient Name:	
DOB:	Code
Age:	Version
Gender:	Description
Memb ID:	706.2
Healthplan:	SEBACEOUS CYST
PCP OV Co-Pay:	

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#### Additional Information

##### Referring Physician Information

Name:	Provider ID:
Specialty:	Phone:
Fax:	

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##### Performing Physician Information

Name:	Provider ID:
Specialty:	Phone:
Fax:	

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#### Services

Status	Auth Action	Auth Expiration	Service	Type	Description	Mod1	Mod2	Mod3	Mod4	Auth Qty	Co-Pay	Coinsurance	Admit Date	Discharge Date	Admit Type	Admit Source	Req Qty
	02/23/2015	05/24/2015	99205	P	OFFICE/OUTPATIENT VISIT NEW					1.0	20.00	0.00					1.0
	02/23/2015	05/24/2015	99213	P	OFFICE/OUTPATIENT VISIT EST					2.0	40.00	0.00					2.0




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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.

Services																	
Status	Auth Action	Auth Expiration	Service	Type	Description	Mod1	Mod2	Mod3	Mod4	Auth Qty	Co-Pay	Coinsurance	Admit Date	Discharge Date	Admit Type	Admit Source	Req Qty
	02/23/2015	05/24/2015	99205	P	OFFICE/OUTPATIENT VISIT NEW					1.0	20.00	0.00					1.0
	02/23/2015	05/24/2015	99213	P	OFFICE/OUTPATIENT VISIT EST					2.0	40.00	0.00					2.0

Submit Request   Printable Version   Fax Cover



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.

Providers   Members   Auth/Referrals   Claims   References   Favorites

[Home](#) >> [Main Menu](#) >> [Claims](#) >> [Inquiry](#)




Claim Search

ENTER YOUR SEARCH CRITERIA BELOW. ANY COMBINATION MAY BE SELECTED

<p>Company ID: <input type="text" value="AZPCP - AZPCP PRODUCTION"/></p> <p>Claim#: <input type="text"/></p> <p>Provider Last Name: <input type="text"/></p> <p>Patient Last Name: <input type="text"/></p> <p>Service Date From: <input type="text" value="1/1/2015"/> To: <input type="text"/></p> <p>Provider Patient ID: <input type="text"/></p> <p>Medical Record#: <input type="text"/></p> <p>Cross Reference ID: <input type="text"/></p>	<p>Member ID: <input type="text"/></p> <p>Status: <input type="text" value="NONE SELECTED"/></p> <p>Provider First Name: <input type="text"/></p> <p>Patient First Name: <input type="text"/></p> <p>Auth/Referral#: <input type="text"/></p> <p>Hosp Patient ID: <input type="text"/></p> <p>Provider Claim#: <input type="text"/></p> <p>Sort By: <input type="text" value="CLAIM #"/></p>
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Search   Clear

Claim Number	Member Name	Provider Name	Provider Claim ID	Date Of Service	Status
				1/14/2015	IN PROCESS
				1/13/2015	IN PROCESS
				1/15/2015	IN PROCESS

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.

[Providers](#) ▾ [Members](#) ▾ [Auth/Referrals](#) ▾ [Claims](#) ▾ [References](#) ▾ [Favorites](#) ▾  
[Home](#) >> [Main Menu](#) >> [Claims](#) >> [Inquiry](#)

**Claim / Encounter Details**

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**Status Information**

Claim#:		Company ID:	AZPCP
Auth/Referral#:		Status:	IN PROCESS
Date Received:	02/23/2015	Provider Claim #:	65249142
Date Paid:		Check:	
Payment Status:		EFT Trace #:	
Vendor:	ZZZZ	Reference #:	
Payee:	VENDOR	Claim Type:	PROFESSIONAL
		Cross Reference ID:	

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<p><b>Patient Information</b></p> <p>Name:</p> <p>DOB:</p> <p>Gender:</p> <p>Age:</p> <p>Health Plan:</p> <p>Member ID:</p> <p>Benefit Plan:</p> <p>Prov Pat ID:</p> <p>Address:</p>	<p style="text-align: center;"><b>Diagnosis Information</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Version</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>599.0</td> <td></td> <td>URIN TRACT INFECTION NOS</td> </tr> </tbody> </table>	Code	Version	Description	599.0		URIN TRACT INFECTION NOS
Code	Version	Description					
599.0		URIN TRACT INFECTION NOS					

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**Provider Information**

Name:	PROVIDER ADD	Provider ID:	P
Specialty:	INTERNAL MEDICINE	Place Of Service:	INDEPENDENT LABORATORY
From Date:	01/01/2014	Through Date:	

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**Additional Information**

**Services**

Details	Service Date	Service Code	Description	CPT Mod	Qty	Billed Amt	Cntc Amt	Copay	Coinsuran	WH Amt	Adj Amt
<a href="#">DETAILS</a>	1/14/2015	87086	URINE CUL...		1.0	35.96	0.00	0.00	0.00	0.00	0.00
<a href="#">DETAILS</a>	1/14/2015	87186	MICROBE S...		1.0	90.00	0.00	0.00	0.00	0.00	0.00



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 [eznetsupport@azprioritycare.com](mailto:eznetsupport@azprioritycare.com). If you need a new account to access EZ-Net, please contact our Network Contracting department at [provider.network@azprioritycare.com](mailto:provider.network@azprioritycare.com).

