



Arizona
Priority CareTM

One Goal. One Priority. Your Healthcare.

EZ-Net

Online Portal

Welcome to Arizona Priority Care's EZ-Net System

EZ-Net is an online tool that serves to assist providers in accessing prior authorization, claims, and electronic remittance advices.

- Prior Authorization information allows providers to confirm a prior authorization request was received by Arizona Priority Care, verify its status and print capability when applicable.
- Claims information allows providers to view real-time status of claims received by Arizona Priority Care.
- Electronic Remittance Advice is available for all providers who would like access to a downloadable 835 file.

You can access our site using only **INTERNET EXPLORER** versions **11 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)*

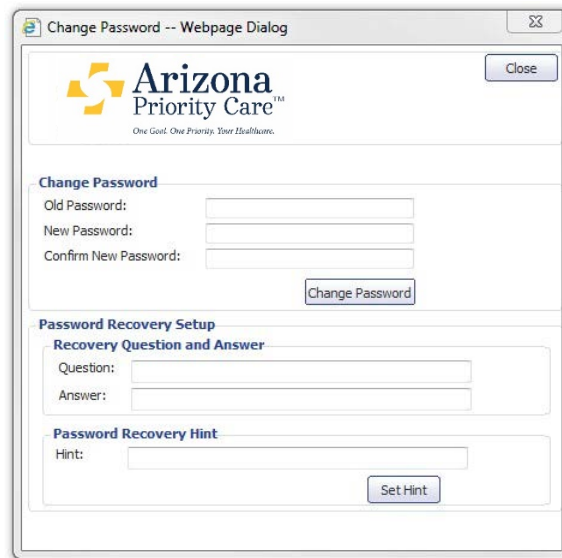
1. Log-In

- Using Internet Explorer version 11
- Enter EZ-Net User ID and password, this information will be supplied to you from your PR Representative or other designated AZPC personnel.

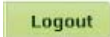


New Users ONLY: During the initial log in process, you will be prompted to change your password **immediately**.

If you do not see the password change screen and cannot login, your system or network may have “Pop-ups” disabled. You will need to contact your practice’s IT Support to change this option before you can proceed.



2. Log-Out

- Select the “Log Out” button, 
- This is located in the top left hand side of the menu
- Finish the log out process with one more prompted



3. Main Tab

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** assigned.

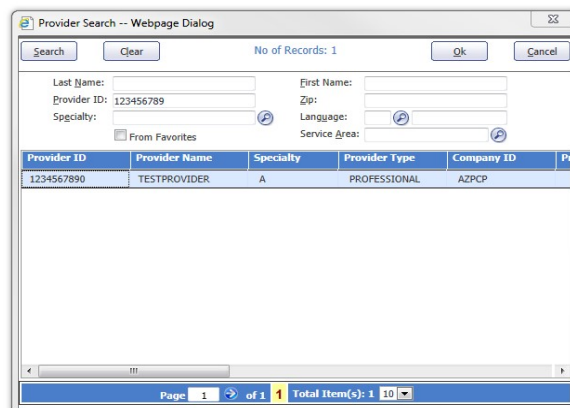


4. Review a Prior Authorization

- When searching for a **Prior Authorization** click on the **Auth/Referrals** option on the menu bar.



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



- 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	Referral
	R				FEMALE		HNSP	MUT
	R				FEMALE		HNSP	MUT

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

[Home](#) >> [Main Menu](#) >> [Auth/Referrals](#) >> [Inquiry](#)

Authorization Details

Authorization Information	
Authorization # :	2020
Status:	APPROVED
Processed By:	AZCONNECT
Place Of Service:	AMBULATORY SURG CENTER
LOS:	0
Priority Status:	0 - ROUTINE
HP Authorization #:	
Request Category:	
Service Type:	
Decision Date:	2/21/2020
Admit Source:	
Facility Code:	
Company ID:	AZPCP
Requested Date:	02/19/2020
Time:	15:25:15
Auth Action:	02/21/2020
Expiration Date:	05/21/2020
Authorized Units:	3
Requested Units:	1
Certification Type:	
Auth Service Pkg:	
Admit Type:	
Patient Status:	

[Additional Master Info](#)

Patient Information		Diagnosis Information	
Patient Name:		Code	Version Description LOINC Code
DOB:		D48.1	10 NEO UNCERT BHV CONN & OTH SOFT TISS
Age:	63 YEARS		
Gender:	FEMALE		
Memb ID:			
Healthplan:			
PCP OV Co-Pay:	\$0.00		
Service Area:			

Additional Information	
Referring Physician Information	
Name:	
Specialty:	OPHTHALMOLOGY
Fax:	(480)833-6000
Provider ID:	
Phone:	
Service Area:	
Performing Physician Information	
Name:	
Specialty:	
Fax:	(480)833-6000
Provider ID:	
Phone:	
Service Area:	
Facility Provider Information	
Name:	
Specialty:	
Fax:	
Provider ID:	
Phone:	

Services																			
Status	Additional Dtl Info	Auth Action	Auth Expiration	Auth Proc Grp	Service Type	Description	Mod1	Mod2	Mod3	Mod4	Auth Co	Coinsurance	Admit Date	Discharge Date	Admit Type	Admit Source	Req Qty	Req Catg	Cert Type
	ADDITIONAL DTL INFO				57840 P	REMOVE EYELID LESION					3.0	0.00							

5. Claims

- 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.

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 also view the **Line Item Details** by clicking on the **Details**.

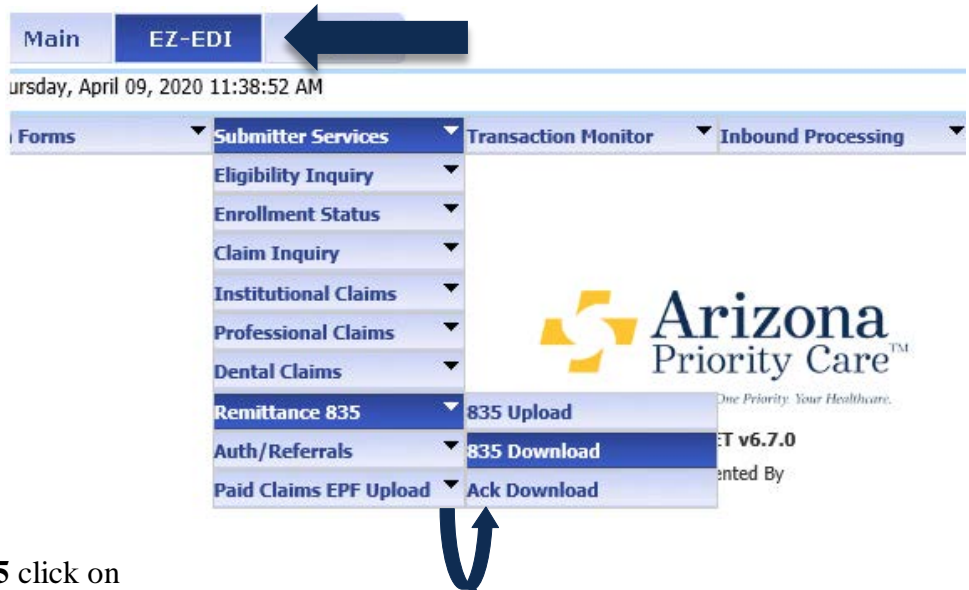
Details	Service Date	Service Code	Description	CPT Mod	Qty	Billed Amt	Cntc Amt	Copay	Coinsuran	WH Amt	Adj Amt
DETAILS	1/14/2015	87086	URINE CUL...		1.0	35.96	0.00	0.00	0.00	0.00	0.00
DETAILS	1/14/2015	87186	MICROBE 5...		1.0	90.00	0.00	0.00	0.00	0.00	0.00

6. Electronic Remittance Advice: 835 ERA File Access

- For users that have been granted access to **Arizona Priority Care’s ERA/835** file, the below information will provide the guidance on how to access & retrieve the information.

Note: Users assigned a unique **EZNet User ID** and **Password** as this account is to be used solely for the access to **PHI** sensitive data that can be used to in load into a user’s existing **EHR** environment as long as it has the ability to in load **835** data files.

****The format is standard 835 from AZPC, NO additional modifications can be made to accommodate additional field requests**



- To access the **Remittance 835** click on the **EZ-EDI** button. Then click on the **Submitter Services** drop down, **Remittance 835**, and finally **835 Download**.

Home >> EDI Menu >> Submitter Services >> [835 Download](#)

835 Outbound Download				
View Download	File Name	Date Created	Archive	
	835_AZPCP_ [REDACTED]	03/31/2020 04:58:38 PM	<input type="checkbox"/>	
	835_AZPCP_ [REDACTED]	03/24/2020 05:27:51 PM	<input type="checkbox"/>	

- Once the next payment cycle is completed the 835 file will be available for access within 24 hours of the completion date. The file can be picked up by clicking the **icon** below **View Download**.

7. Exiting the EZ-Net On-Line Portal

- Once you have finished the session, please be sure log out of the system appropriately.
- For a user to **Logout** of **EZ-Net** click on the **Logout** option on the menu.
- You will be prompted “are you sure you want to log out from EZ-Net?” Click Yes or No.
- Note: Clicking on the **Red X** in the upper right hand corner of **Internet Explorer 11** instead of logging out properly, you will be locked out of **EZ-Net** for **30 minutes** until the server times you out.



IMPORTANT NOTICE: You must request access to the ERA's specifically by noting on the EZ-Net Access Agreement & User Registration Form. To request access, use this link to download the form: <https://azprioritycare.com/for-providers/forms-and-reference-materials/>

If there are any problems accessing any of the directions on this walk through please reach out to your Provider Relations Representative or AZPC Designated contact person and we will address the issue in a timely fashion to confirm the account.