

# Quick Reference Guide

## Simplify Office Administrative Tasks



Keep our Quick Reference Guide nearby to make pre-visit planning and post-visit tasks quick and easy.

### Website:

[wellcare.sunflowerhealthplan.com](https://www.wellcare.sunflowerhealthplan.com)

- Patient care forms
- Pre-Auth Needed tool
- Sunflower Health Plan news
- Provider Manual
- Preferred Drug List
- Member resources

### Secure Provider Portal:

[provider.sunflowerhealthplan.com](https://provider.sunflowerhealthplan.com)

- Verify member eligibility
- Access patient health records
- View patient care gaps
- Manage prior authorizations
- Submit and manage claims
- And more!

### Check Member Eligibility

- Secure Web Portal
- Provider Services:  
HMO 1-855-565-9519    DSNP 1-833-402-6707  
PPO 1-833-696-0634    TTY: 711

### Patient Care Gaps

Find recommended services that a member has not completed.

1. Visit the Secure Provider Portal.
2. Review patient information for any gaps in care.
3. Plan to address care gaps during future appointment.

## Pre-Visit Planning Checklist

- ✔ Verify member eligibility.
- ✔ Check for patient care gaps and address them during upcoming office visit.
- ✔ Use Pre-Auth Needed tool to determine if prior authorization is needed before appointment.

## Prior Authorization

Use the Pre-Auth Needed tool on our website to determine if prior authorization is required.

Submit prior authorization requests via:

- Secure Provider Portal
- Medical Fax: 1-844-885-3724
- Behavioral Health Fax:  
1-877-725-7751
- Phone:  
HMO 1-855-565-9519  
DSNP 1-833-402-6707  
PPO 1-833-696-0634 TTY: 711

## Claims

Timely Filing guidelines: 180 days from date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses:  
Medical EDI Payor ID 68069  
Behavioral Health Payor ID 68068
- Mail paper claims to:  
  
Wellcare  
Attn: Claims P.O. Box 3060  
Farmington, MO 63640-3822

## Other Partners

To contact our other health services partners:

- Dental: 1-855-565-9519
- Vision: 1-855-565-9519
- Behavioral Health: 1-855-565-9519

**Questions? Call Provider Services at**  
**HMO 1-855-565-9519 | DSNP 1-833-402-6707**  
**PPO 1-833-696-0634 | (TTY: 711)**  
**[wellcare.sunflowerhealthplan.com](http://wellcare.sunflowerhealthplan.com)**