

Provider Portal User Guide

Welcome to the EyeQuest Provider Portal! Use the Provider Portal to check member eligibility, submit claims and prior authorization requests, or order glasses from Classic Lab (when applicable).

Registering in the Portal

Provider Resources

Checking a Member's Eligibility

Submitting an Exam Claim

Submitting an Order for Eyeglasses (Classic Lab only)

Submitting a Claim for Eyeglasses (Non-Classic Lab)

Submitting a Claim for Contact Lenses

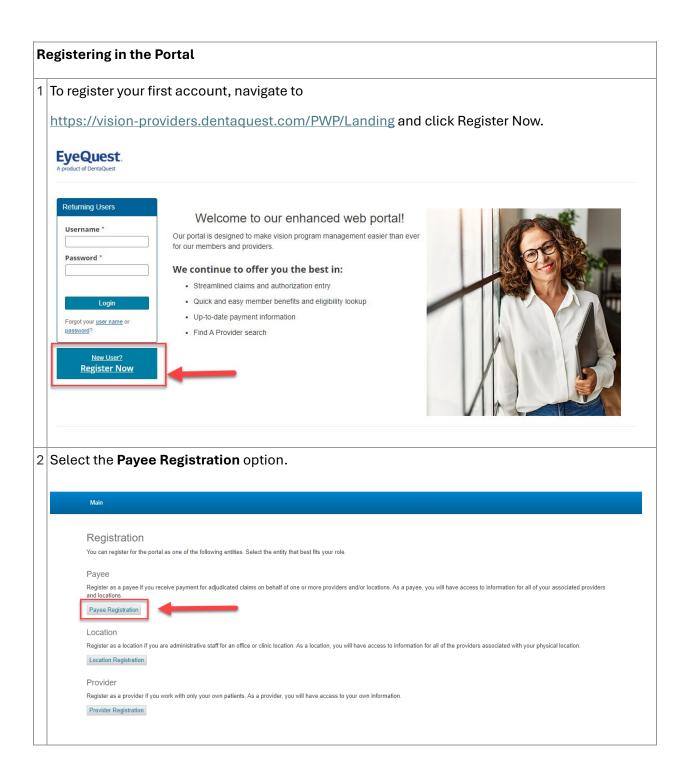
Checking Claim Status

Viewing an Explanation of Payment (EOP)

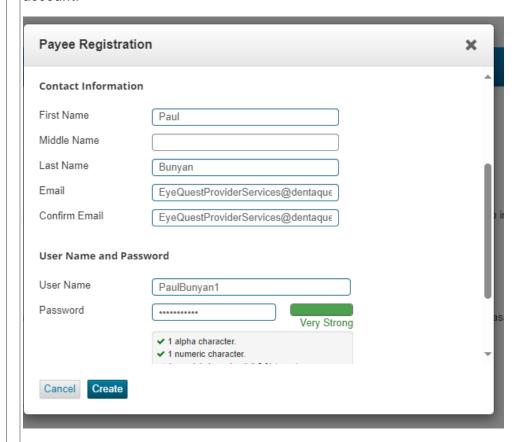
Submitting a Prior Authorization (PA) Request

Checking an Authorization Status

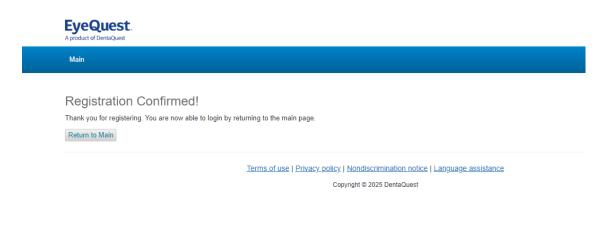
The portal designates the first user to register as the account holder for any users under your tax ID. After the first user has claimed the main account, all additional accounts will need to be created as subaccounts following the Add New Users directions below. Before registering, please check with your team to determine the best person to register as the main account holder. We recommend using an email address that will be accessible in the event the main account holder leaves the practice.



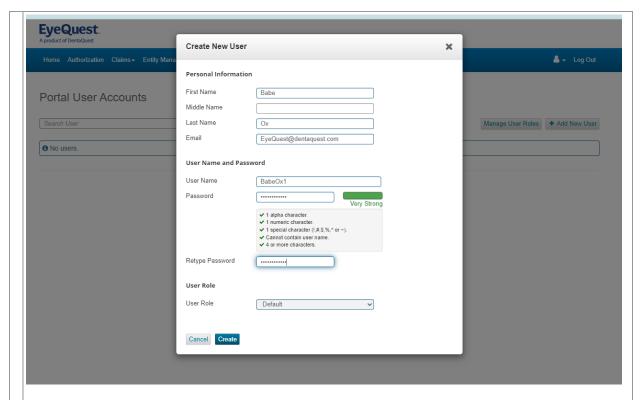
A Payee Registration popup will generate. Fill in the Payee ID, Company Name, and your billing city, state, and ZIP that we have provided for you. Enter your name and email and then create a username and password. When you have filled in the required fields, click Create to create your account.



4 Once your profile is created, you will see a registration confirmation page. Click Return to Main to return to the login page and log in using your credentials.

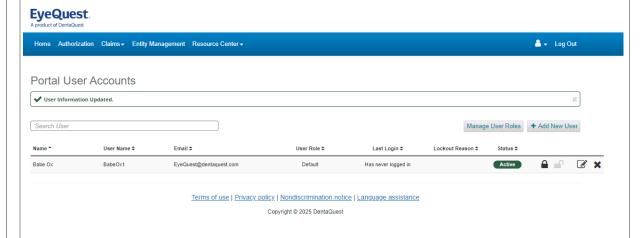


5 Before signing in for the first time, you will need to verify the email address you used to register the account. Click Send Code to have a code sent to your email, then enter and click Submit to sign in. EyeQuest. Two-Factor Authentication Your security is important to us. Two-factor authentication provides an additional layer of security to your account. Before updating critical account information, we'll verify your identity using something you know (your password) and something you have (your email or mobile phone). Verify your email address To get started, we'll send a verification code to the email address associated with your account. *************es@de*******.com Send Code If you no longer have access to the contact information above, please contact Customer Service. 🛕 An email has been sent. Enter the verification code from that email to complete the process. Codes will be valid for 15 minutes. Enter Two - Factor verification code * Didn't receive a verification code? Resend code Terms of use | Privacy policy | Nondiscrimination notice | Language assistance Copyright @ 2025 DentaQuest 6 If you need to create subaccounts for other users at your practice, navigate to Resource Center>Management>Portal User Accounts. Click Add New User to generate the Create New User popup. EyeQuest. Home Authorization Claims → Entity Management Resource Center → ♣ - Log Out Portal User Accounts Manage User Roles + Add New User Search User 7 Enter the user's name, email address, and create a unique username and password.



After the account has been created, you will return to the Portal User Accounts list with the new account appearing.

You can manage or edit the account as needed by selecting the Edit icon to the right, or if the user has left your practice you can delete their account with the X icon.



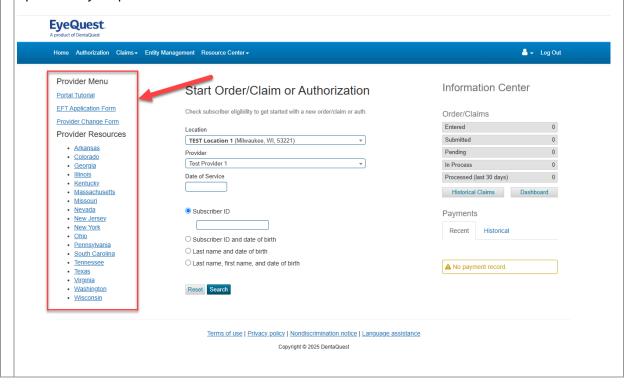
If you are leaving the practice and want to transfer the main account to another employee, contact EyeQuestProviderServices@dentaquest.com.

Provider Resources

The Provider Menu includes links to important forms and documents and links to a page for programs in each state. Navigate to your state to view EyeQuest's programs there, along with Office Reference Manuals, Classic Optical frame brochures, and other documents and information related to each program.

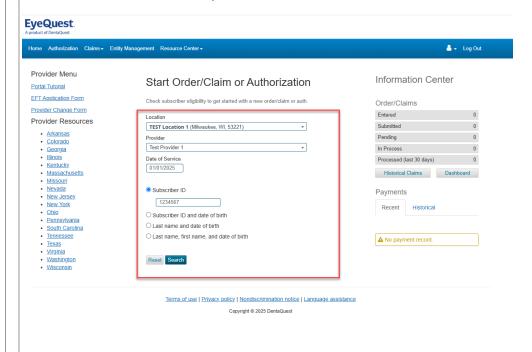
Use the **EFT Application Form** to sign up for direct deposit and/or electronic remittance advice. You can return the completed form along with a copy of a voided check or bank letter to EyeQuestProviderServices@dentaquest.com or 888-696-9552.

Use the **Provider Change Form** to submit requests to add new providers or make any other updates to your practice information.

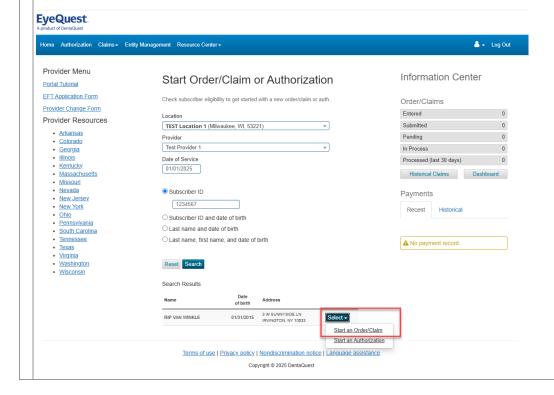


Checking a Member's Eligibility

On the Home page, select the applicable Location and Provider from the dropdowns (if your practice has more than one). Enter the Date of Service and search for the member by Subscriber ID or one of the other search options.

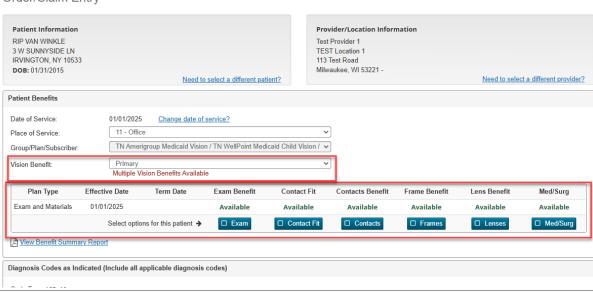


2 Click Select, then click Start an Order/Claim.



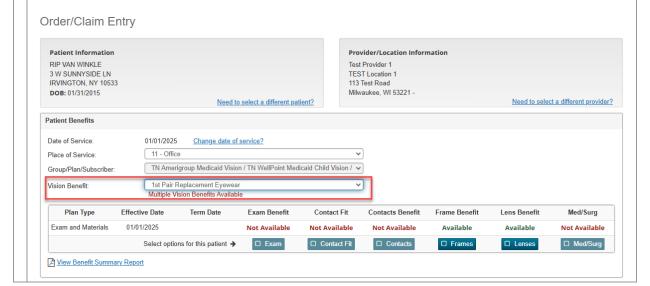
The member's primary benefit eligibility will show by default. If the member is eligible for routine services covered by the plan, they will show as Available. Use the Benefit Summary Report and Office Reference Manual to cross-reference covered services for the member's plan and subgroup to determine eligibility, as the available services and Benefit Summary may not accurately reflect all covered services.

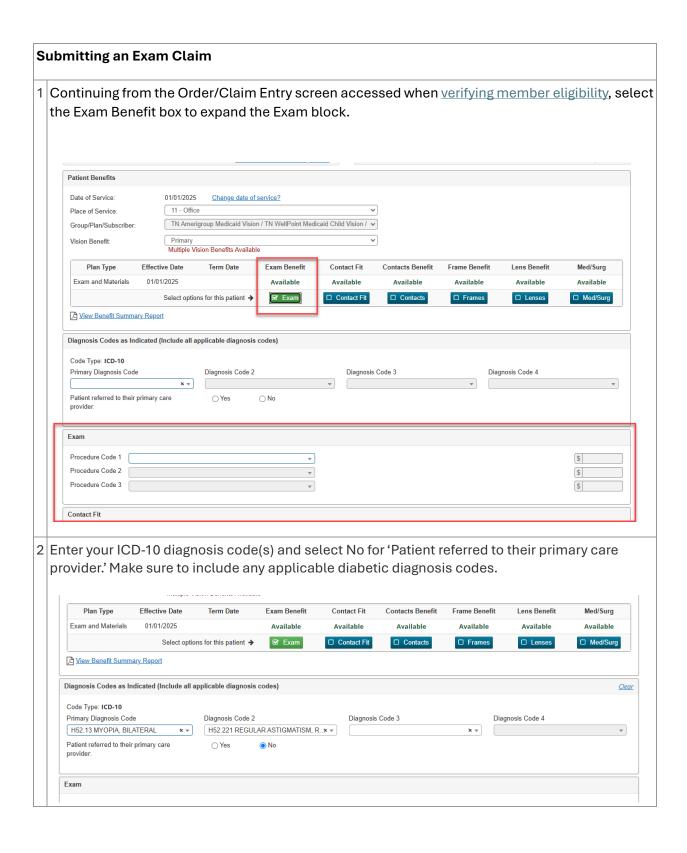
Order/Claim Entry



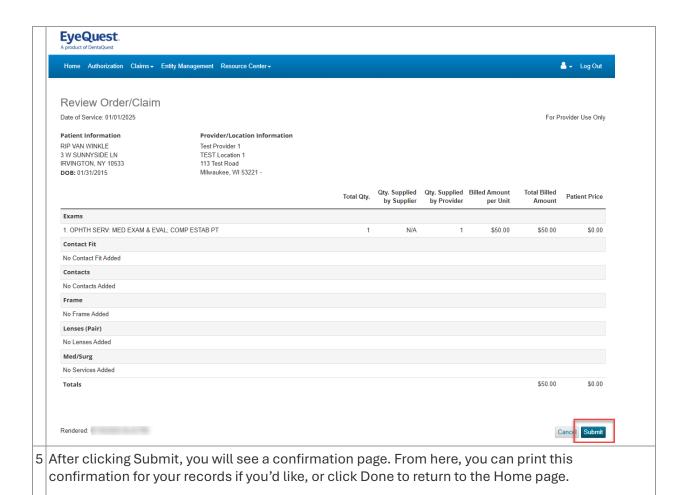
4 If the member's primary benefits have been used, you can select the Replacement Eyewear option from the Vision Benefit dropdown. This will show if the member has coverage for replacement eyewear.

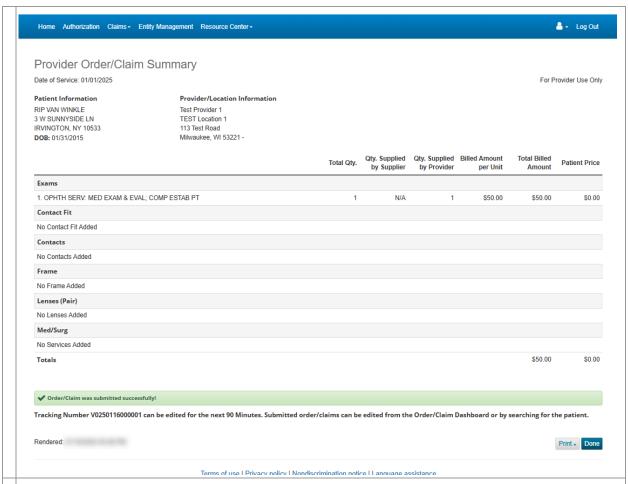
If the member's primary and replacement benefits have been utilized and the member needs another replacement, contact EyeQuest@dentaquest.com.



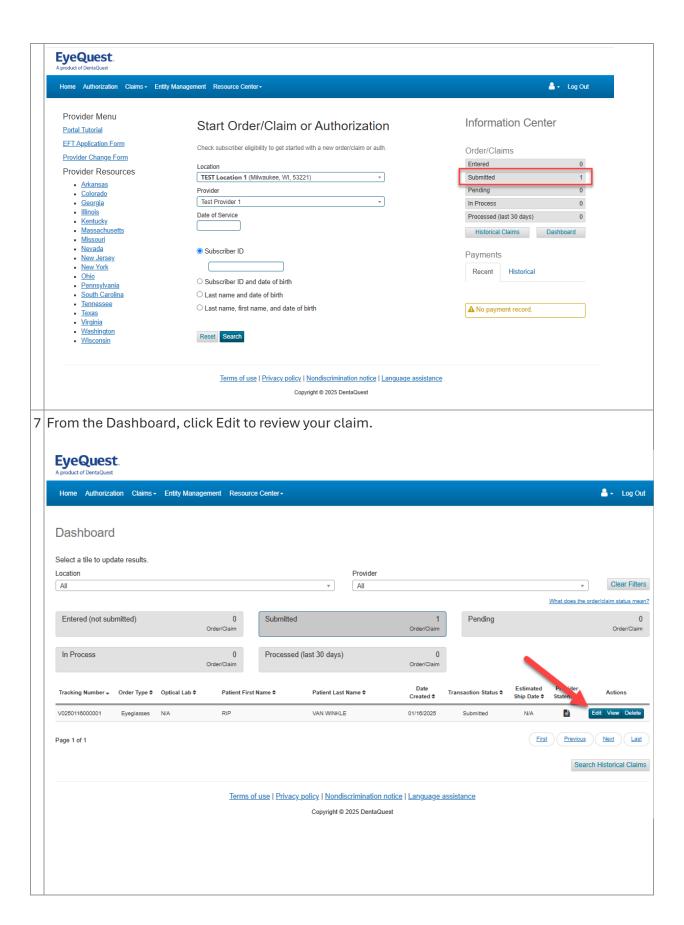


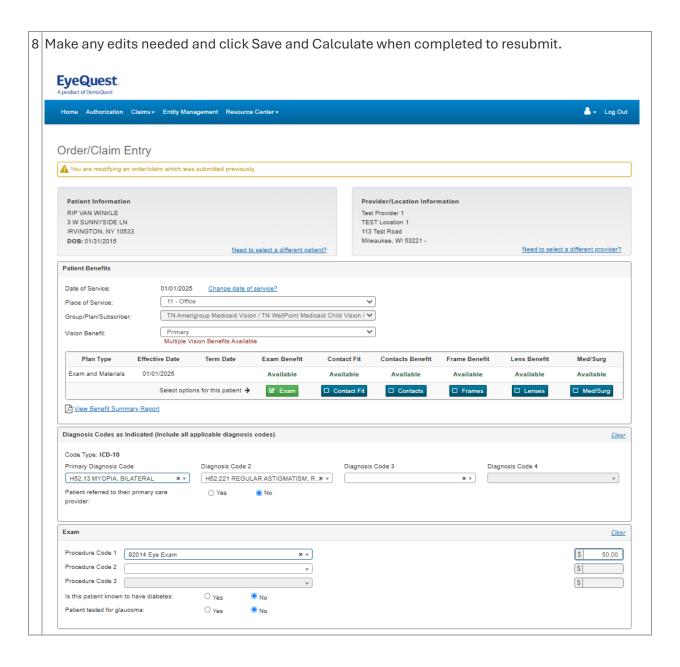
3 Enter your exam procedure code and a submitted cost. If the member is diabetic, make sure to indicate Yes and include the applicable codes from the Diagnosis Code and CPTII dropdowns. Diagnosis Codes as Indicated (Include all applicable diagnosis codes) Code Type: ICD-10 H52.13 MYOPIA, BILATERAL X Y H52.221 REGULAR ASTIGMATISM, R..X Y X v Patient referred to their primary care Yes Procedure Code 1 92004 Eye Exam ×Ψ 45.00 Procedure Code 2 Procedure Code 3 Is this patient known to have diabetes: O_{No} Yes Diagnosis Code: E11.9 TYPE 2 DIABETES MELLITUS W ▼ CPTII: 2023F Dilated retinal eye exam▼ Yes O No If you have additional codes to submit, select the Med/Surg box to expand the Medical/Surgical block and enter them there, along with any modifiers, diagnosis pointers, quantity, and your billed amount. Med/Surg 01/01/2025 92015 DETERMINATION OF REFRACTIVE..× * DOS From DOS To 01/01/2025 Modifier 1 Diag Ptr 1 Diag Ptr 2 Diag Ptr 3 Diag Ptr 4 Diag Ptr 5 NDC Qty NDC Unit NDC Num Qty 25.00 ? Clear Service Total Med/Surg Services Billed: S Add Another Service 4 After entering all procedure and diagnosis codes and information, click Save and Calculate to advance to the confirmation page. 5 Review your submission, then click Submit or Cancel if you need to edit your claim before submitting.





Claims will stay in Submitted status for 90 minutes to allow you time to catch and correct any errors. If you need to submit a correction to a claim within this period, you can navigate to the Claims Dashboard via the Home page. After the 90 minutes is up, claims will show as Pending and cannot be edited. If you need to submit a correction after this point, send a HCFA with the corrected claim information to EyeQuest@dentaquest.com or 888-696-9552 and indicate the original claim that you are correcting so we can update and reprocess your claim.

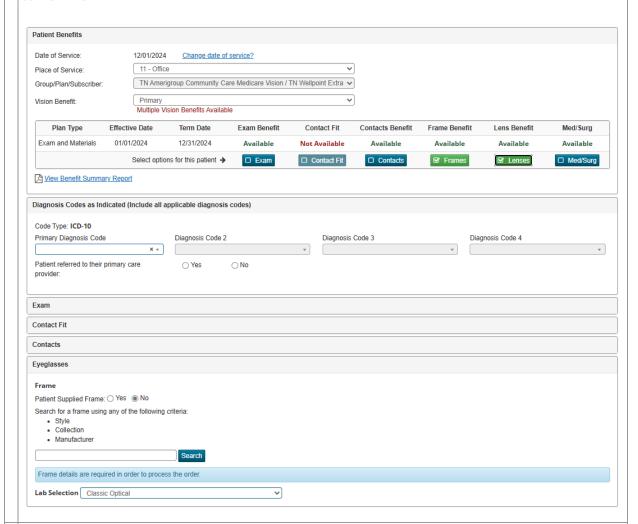




Submitting an Eyeglass Claim (Non-Classic Lab)

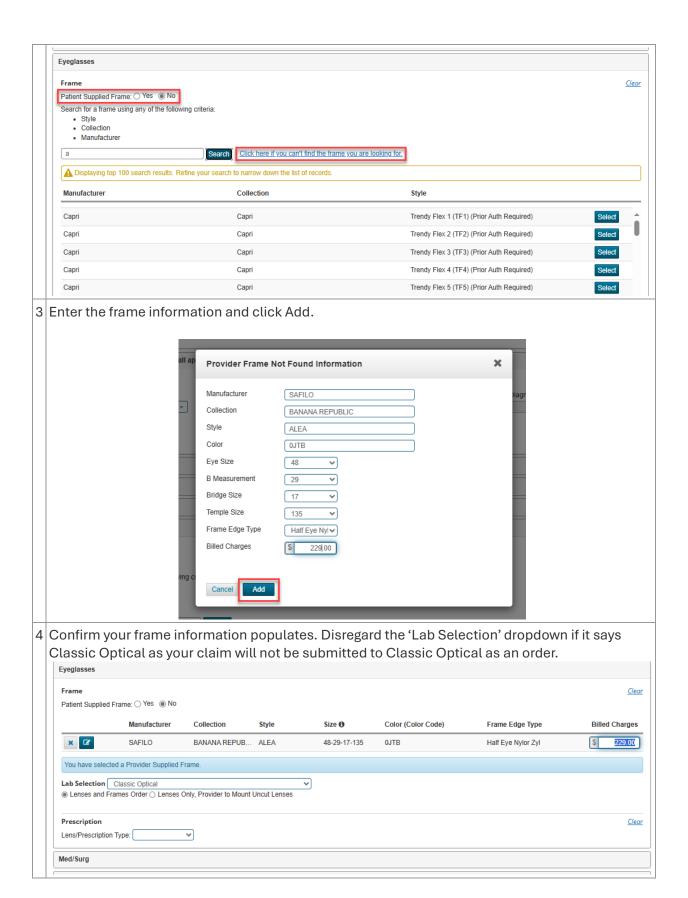
1 Continuing from the Order/Claim Entry screen accessed when <u>verifying member eligibility</u>, select the Frame and/or Lens Benefit boxes (or the Contact Fit/Benefit boxes if the member's plan covers these) to expand the Eyeglasses block.

Note: If you have <u>an exam claim to submit</u>, you can also select Exam and submit both at the same time.



2 Select Patient Supplied Frame as No.

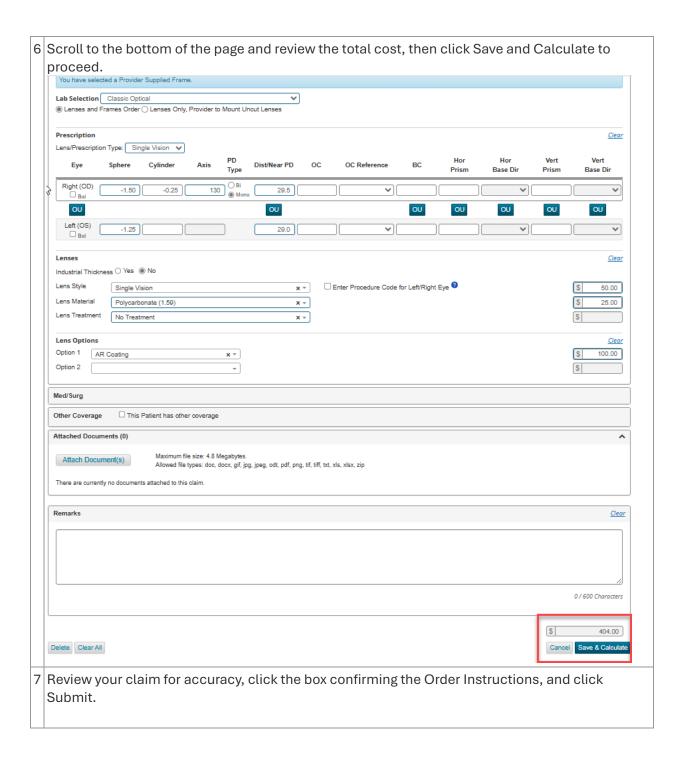
Enter anything in the Search field, then click Search and select "Click here if you can't find the frame you are looking for."

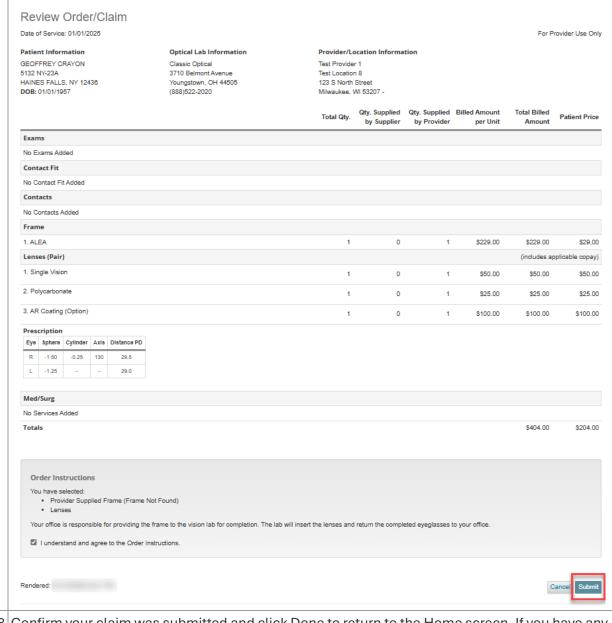


5 Select a Lens/Prescription Type and enter the Rx information. Enter the Lens Style, Material, Treatment, and any additional options along with submitted amounts in the cost fields. You have selected a Provider Supplied Frame. Lab Selection Classic Optical Prescription <u>Clear</u> Lens/Prescription Type: Single Vision 🔻 PD Hor Hor Vert Vert Eye Cylinder Dist/Near PD OC Reference BC Prism Base Dir Prism Base Dir Туре Right (OD) 29.5 **~**][Bal OU OU OU OU OU OU Left (OS) -1.25 29.0 **v**][~][TY. Lenses <u>Clear</u> Industrial Thickness O Yes

No Lens Style Single Vision ☐ Enter Procedure Code for Left/Right Eye 3 50.00 Lens Material [\$| Polycarbonate (1.59) **x** = 25.00 Lens Treatment No Treatment \$ **x** w **Lens Options** Clear Option 1 AR Coating \$ 100.00

\$





8 Confirm your claim was submitted and click Done to return to the Home screen. If you have any changes or corrections to make, you can make them within the next 90 minutes before the claim is submitted to EyeQuest. Refer to the instructions for editing a claim here.

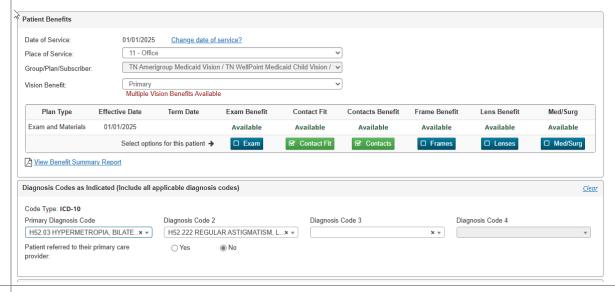
Patient Information Optical Lab Information Provider/Location Information GEOFFREY CRAYON Test Provider 1 Classic Optical 5132 NY-23A 3710 Belmont Avenue Test Location 8 HAINES FALLS, NY 12436 Youngstown, OH 44505 123 S North Street DOB: 01/01/1957 (888)522-2020 Milwaukee, WI 53207 -Total Qty. Supplied Qty. Supplied Billed Amount by Supplier by Provider per Unit Total Billed Patient Price Amount No Exams Added **Contact Fit** No Contact Fit Added Contacts No Contacts Added 1. ALEA \$229.00 \$229.00 \$29.00 Lenses (Pair) (includes applicable copay) 1. Single Vision \$50.00 \$50.00 1 0 1 \$50.00 2. Polycarbonate 1 0 1 \$25.00 \$25.00 \$25.00 3. AR Coating (Option) 1 0 1 \$100.00 \$100.00 \$100.00 Eye Sphere Cylinder Axis Distance PD R -1.50 -0.25 130 29.5 L -1.25 29.0 Med/Surg No Services Added \$404.00 \$204.00 ✔ Order/Claim was submitted successfully! Tracking Number V0250203000001 can be edited for the next 90 Minutes. Submitted order/claims can be edited from the Order/Claim Dashboard or by searching for the patient. Order Instructions You have selected: Provider Supplied Frame (Frame Not Found) Lenses Your office is responsible for providing the frame to the vision lab for completion. The lab will insert the lenses and return the completed eyeglasses to your office. I understand and agree to the Order Instructions. Rendered: Print - Done

Submitting a Contact Lens Claim

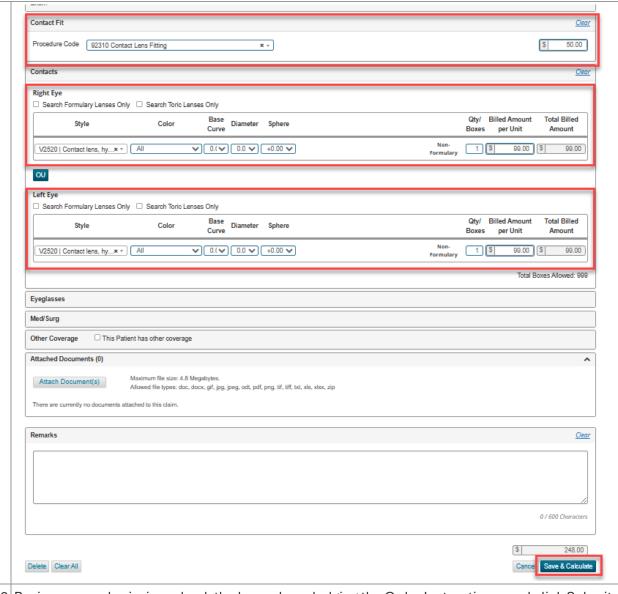
1 Continuing from the Order/Claim Entry screen accessed when <u>verifying member eligibility</u>, select or the Contact Fit/Benefit boxes if the member's plan covers these to expand the Contact block.

Note: If you have <u>an exam claim to submit</u>, you can also select Exam and submit both at the same time.

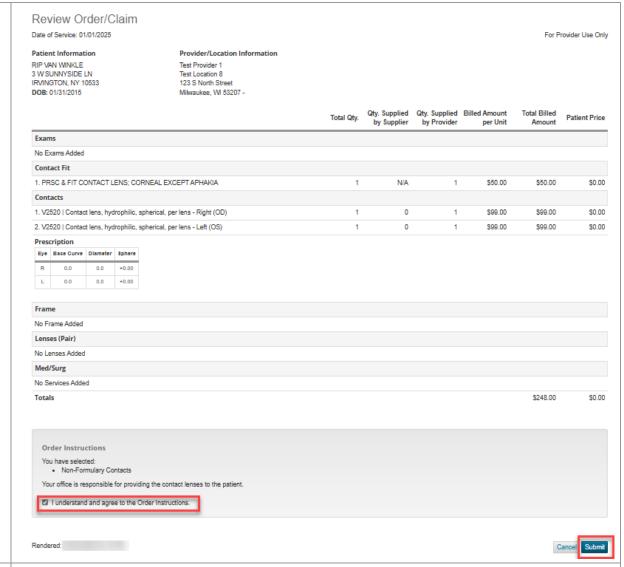
Enter diagnosis codes and check No for 'Patient referred to their primary care provider.'



2 Enter the Contact Fit procedure code (if submittable to EyeQuest), then select the applicable lens code from the Style dropdown. Enter the applicable quantity and Billed Amount Per Unit. Click Save and Calculate to advance to the Review stage.



3 Review your submission, check the box acknowledging the Order Instructions, and click Submit.



4 As with other claims, you will be able to edit this claim for 90 minutes after submitting if you need to make any corrections. Refer to the instructions for editing a claim here.

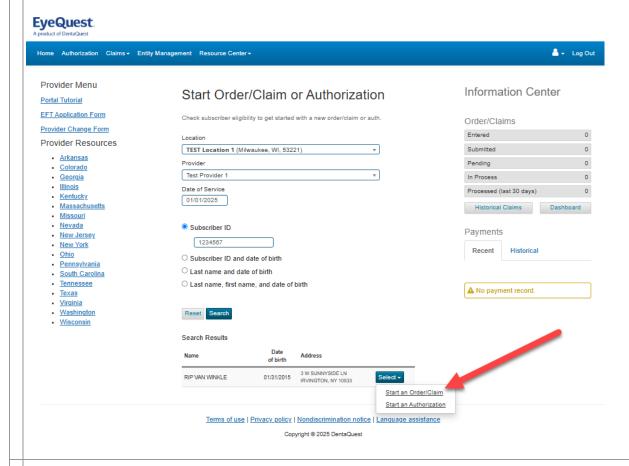
Submitting an Order to Classic Optical (Select Medicaid Programs Only)

1 Typically, EyeQuest's Medicaid programs utilize Classic Optical for eyewear and pay a dispensing fee to the provider instead of frame and lens reimbursement. Consult your Provider Agreement and Office Reference Manual to determine if you should place an order to Classic Optical.

From the Home page, select the applicable Location and Provider from the dropdowns. This will determine where your order is shipped so make sure to select the correct address.

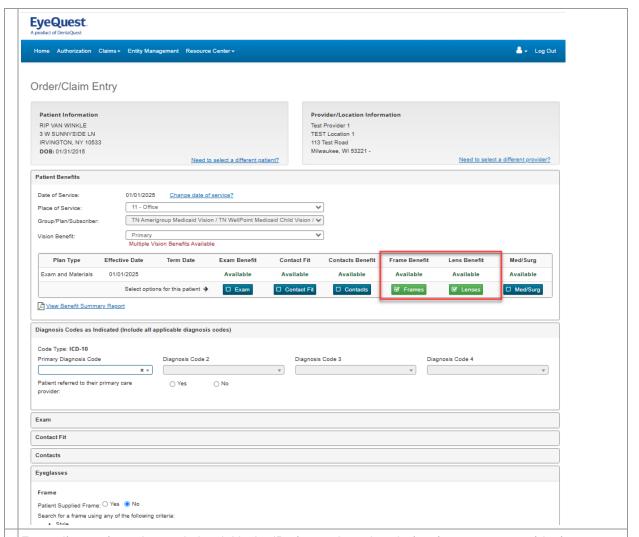
Enter the current date as the Date of Service.

Key in Subscriber ID or another search option to pull up the member and click Search, then Start an Order/Claim.



2 Select the Frames and/or Lenses option to expand the order block.

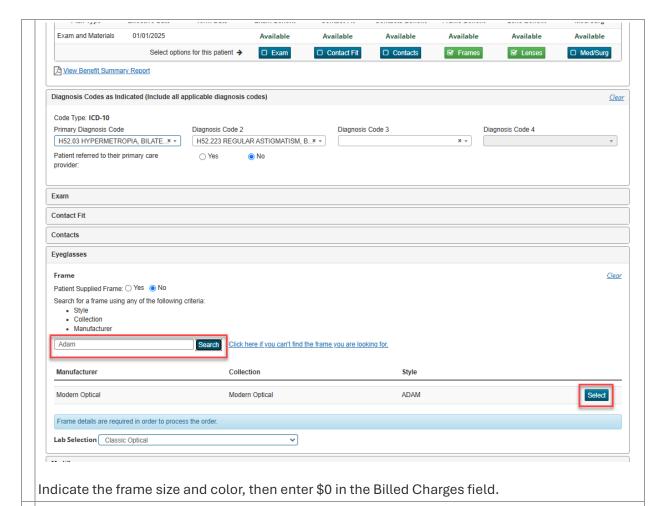
Note: Do not submit an order with a claim for an exam or other services. If you do, your order will not be received by Classic Optical.



3 Enter diagnosis codes and check No for 'Patient referred to their primary care provider.'

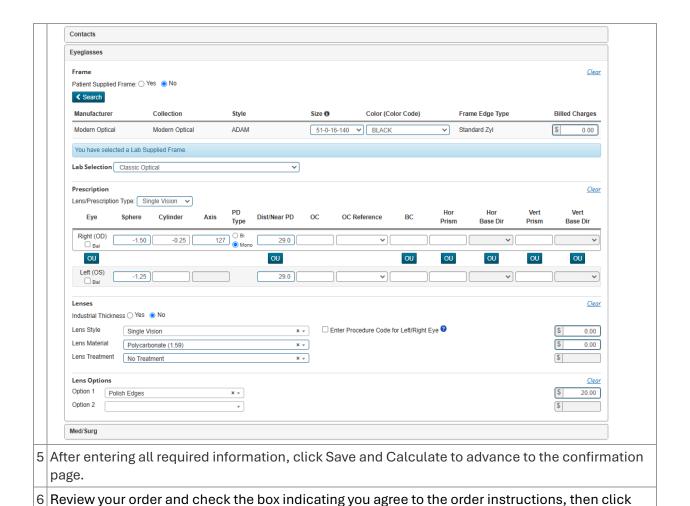
Select 'Patient Supplied Frame' as No for a lab-supplied frame. If you are sending a Frame to Follow to Classic Optical, follow the directions <u>here</u>.

In the Eyeglasses block, enter the name of the frame and click Search to populate results, then click Select when you locate the correct frame.

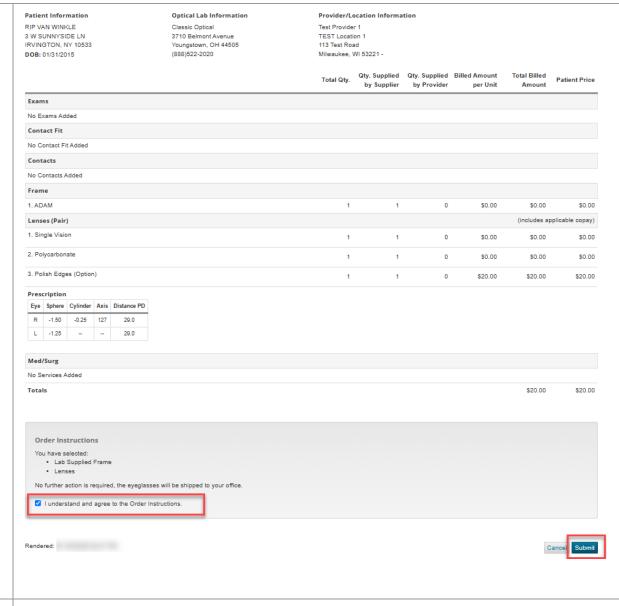


4 | Select your Lens/Prescription Type to expand the Prescription block.

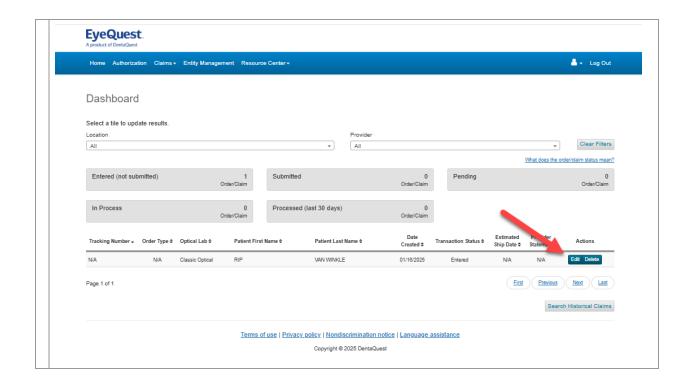
Enter the Rx and select a Lens Style, Lens Material, and any Lens Treatment or Lens Options. Consult the Office Reference Manual for covered services by member subgroup and charge amounts for any buy-up options. Enter 0 for services covered per the ORM and the buy-up charge for any elective non-covered services the member wishes to add. As a reminder, members should always sign a waiver specifically acknowledging any out of pocket costs for buy-up options. This can be a waiver provided by your office or one available in the program's Office Reference Manual.



Submit.

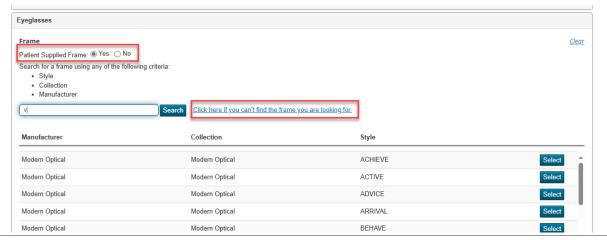


Orders will stay in Submitted status for 90 minutes to allow you time to catch and correct any errors. If you need to submit a correction to an order within this period, you can navigate to the Order Dashboard via the Home page and edit your order. After the 90 minutes is up, orders will show as Pending and cannot be edited. If you need to edit or cancel an order after this point or check the status of your order, contact Classic Optical at **1.888.522.2020**.



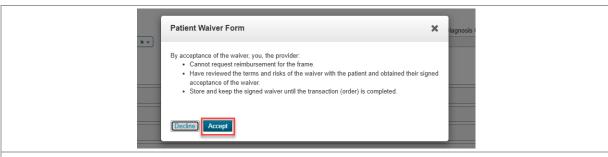
For Frame to Follow orders, select Patient Supplied Frame as Yes.

Enter anything in the Search field, then click Search and select "Click here if you can't find the frame you are looking for."

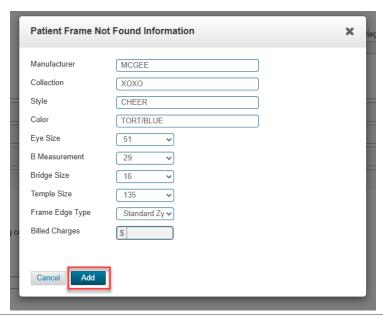


If the member does not have a benefit for a non-standard frame, the pop-up below will generate. Review and Click Accept.

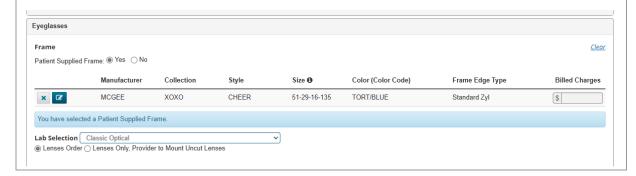
Please note that the frame amount will be the member's out of pocket responsibility and not payable by EyeQuest.



Enter the frame information and click Add. If the member has a Value Added Benefit covering an allowance on a non-Classic frame, enter the cost in the Billed Charges field.



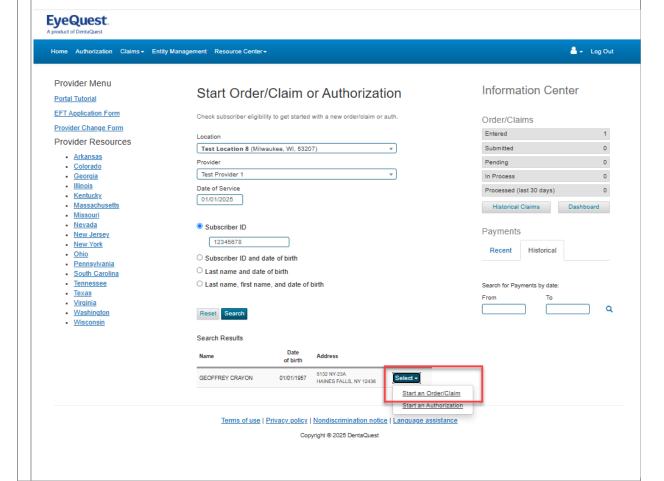
Confirm your frame information populates and proceed with <a>Step 4.



Submitting an Eyewear Claim (Non-ordering)

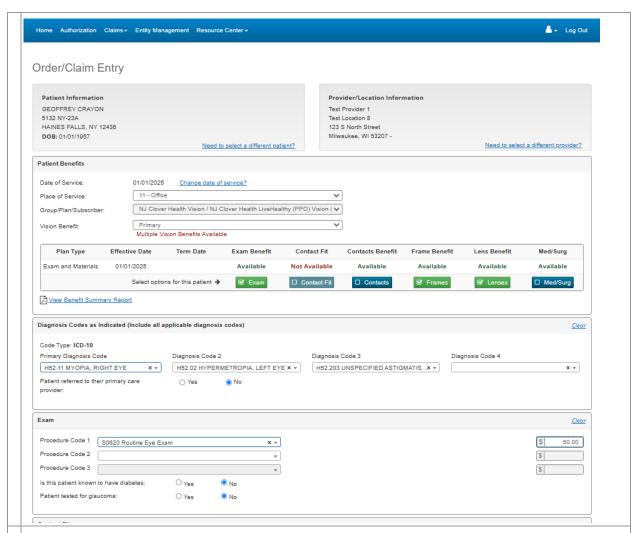
On the Home page, select the applicable Location and Provider from the dropdowns (if your practice has more than one). Enter the Date of Service and search for the member by Subscriber ID or one of the other search options.

2 Click Select, then click Start an Order/Claim.



3 Select the Frame and Lens Benefit options.

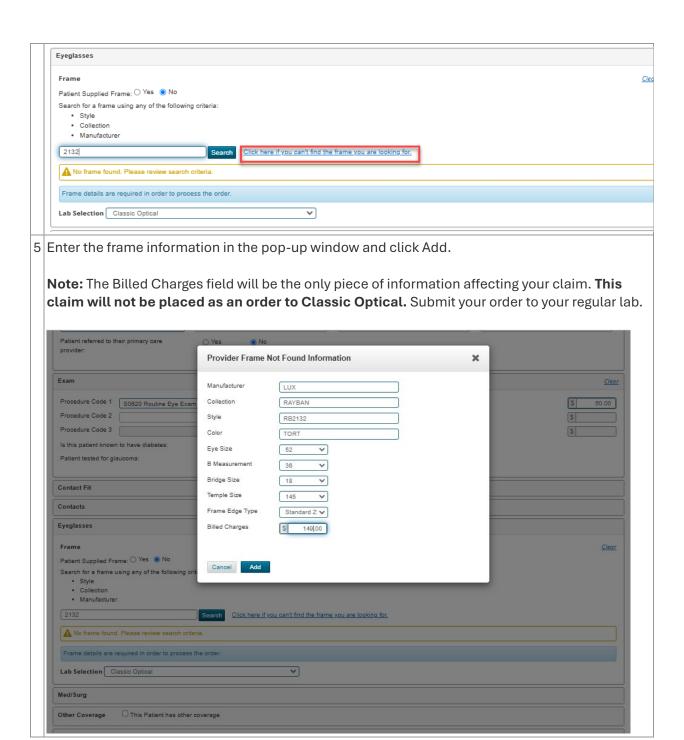
Note: If you have <u>an exam claim to submit</u>, you can also select Exam and submit both at the same time.

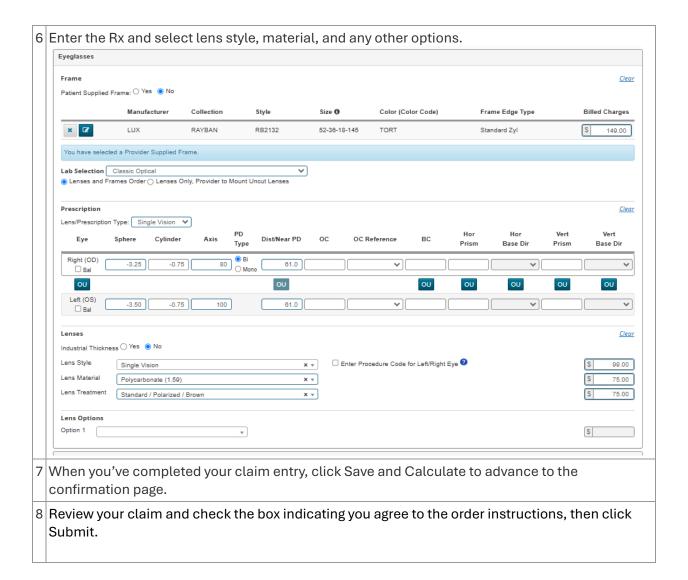


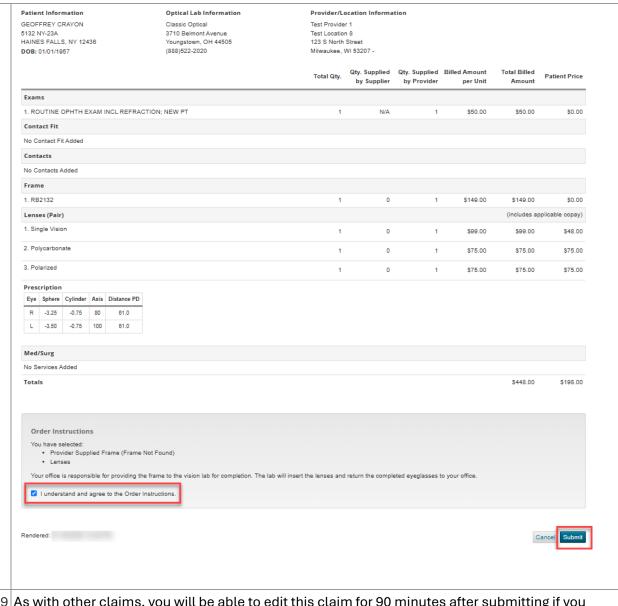
4 Enter diagnosis codes and check No for 'Patient referred to their primary care provider.'

Select 'Patient Supplied Frame' as No for a lab-supplied frame. If you are sending a Frame to Follow to Classic Optical, follow the directions <u>here</u>.

In the Eyeglasses block, enter the name of the frame and click Search to populate results, then click 'Click here if you can't find the frame you are looking for' to generate the popup where you can enter your frame details.





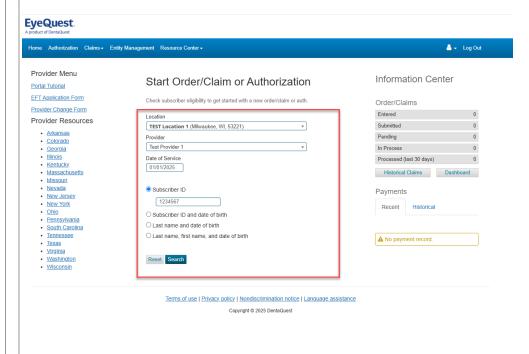


9 As with other claims, you will be able to edit this claim for 90 minutes after submitting if you need to make any corrections. Refer to the instructions for editing a claim here.

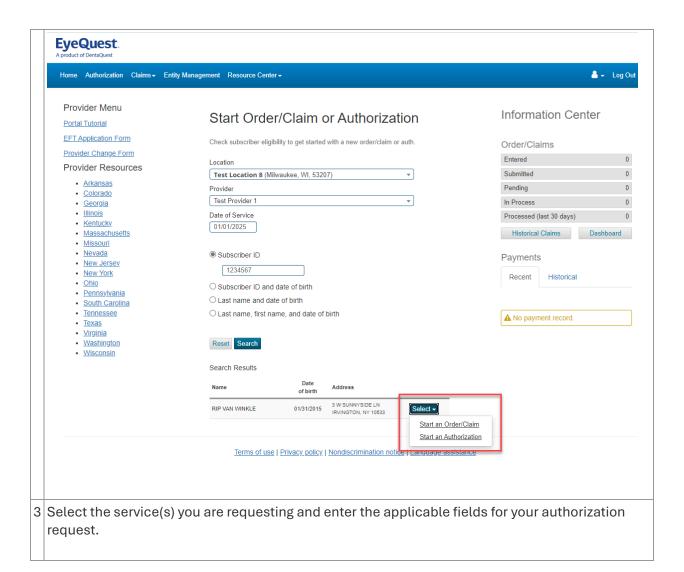
Submitting a Prior Authorization Request

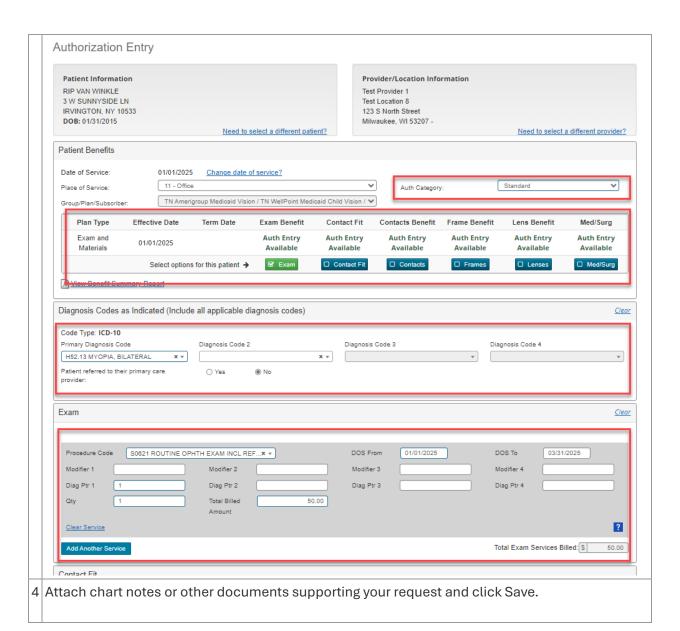
1 Prior Authorization/Prior Approval requests can be submitted for non-standard, medically necessary services. See the program's Office Reference Manual for services requiring prior authorization.

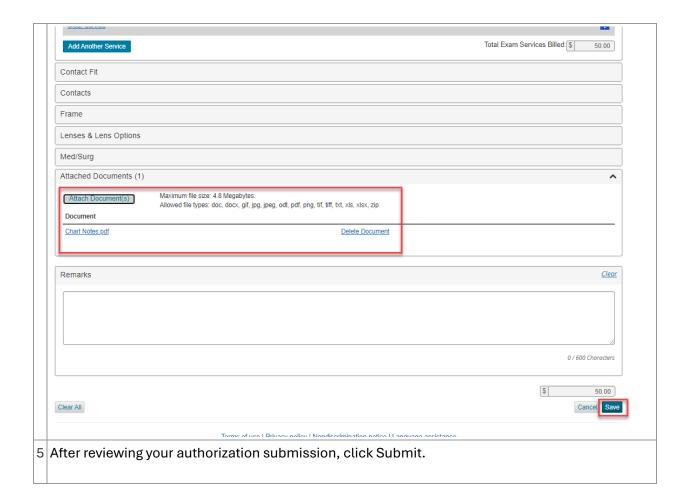
On the Home page, select the applicable Location and Provider from the dropdowns (if your practice has more than one). Enter the Date of Service and search for the member by Subscriber ID or one of the other search options.

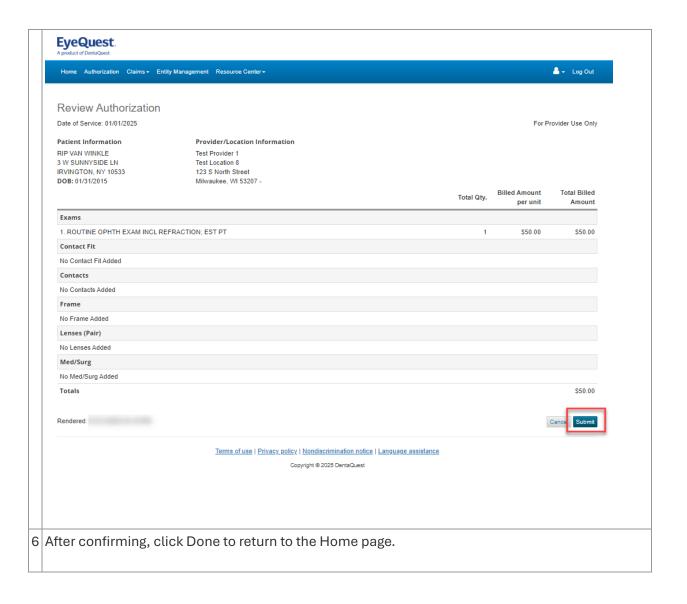


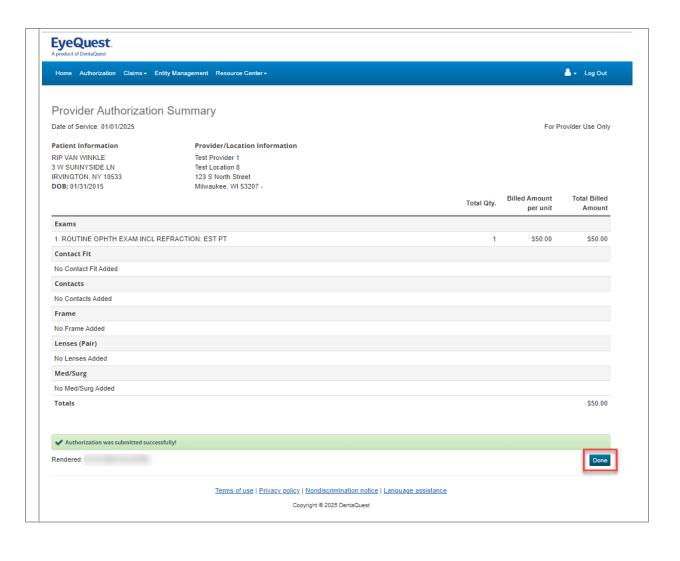
2 Click Select, then click Start an Authorization.

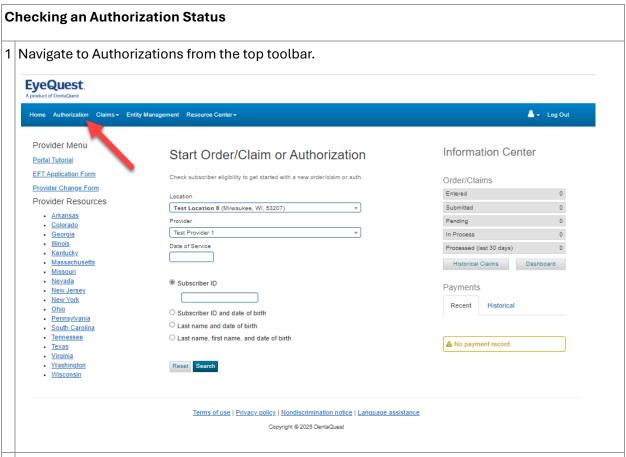












2 Enter search parameters or click Search to populate all authorization requests. The status will show in the Auth Status column.

