



June 24, 2019

Dear Provider,

Aetna will be updating our Provider Manual and Website to provide clearer understanding and instruction to our providers related to the various Dispute / Appeal / Grievance processes that are available to you. Below is a summary of the updates:

Claim Reconsiderations – Now 2 distinct forms for PAR and non-PAR providers available on our website.

Reconsideration Type	Who Uses	Address to Send	Where to find	Other Required Info
Dispute	Contracted (PAR) Providers	AETNA BETTER HEALTH OF ILLINOIS P.O. BOX 66545 PHOENIX, AZ 85082	*(Paper Form) on Website under the 'For Providers' section of our site, and under the banner 'Forms' - click link 'Par Provider Dispute Form' *(Provider Portal) User guide available on website	*(Paper) requirements as outlined on the form *(Online) complete all fields of information and attach supporting documentation
Appeal	Non-Contracted (Non-PAR) Providers	AETNA BETTER HEALTH OF ILLINOIS 333 W. Wacker Chicago, IL 60606	*(Paper Form) on Website under the 'For Providers' section of our site, and under the banner 'Forms' = click link 'non-Par Provider Appeal form'	<u>For Denied Claims only</u> , Appeal must be submitted with a completed 'Waiver of Liability' form available at same website location

Pre-Service Authorization Member Appeals

- **On or before August 1st, 2019**, our provider manual will be refreshed to include more information related to this type of pre-claim Appeal to help providers better distinguish between this type Member Appeal that can be filed by a Provider on a Member's behalf, and a Claims Appeal with is for non-PAR providers to have a claim reconsidered. *Note:* Details on what to submit on behalf of a member for a Pre-Service Authorization Member Appeal is articulated in the Authorization Denial letter that is sent out by our UM staff after the decision is made to deny the claim.

Provider Grievances

- **On or before August 1st, 2019**, our provider manual will be refreshed to include updated language related to a Provider Grievance, to help distinguish when this process is used. In general, a Provider Grievance is used when a provider has a concern related to an overall policy or procedure, unlike a Provider Dispute or Appeal which is specific to a Claim reconsideration.

We hope these updates allow you and your staff to better navigate the resources that are available. Our goal is to ensure your needs are being addressed appropriately and in a timely fashion. Should you have any questions, please contact us at 866-600-2139.

Sincerely,

Aetna Better Health of Illinois
Provider Experience Team