

## Simplify Administrative Tasks

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



### Website: [IowaTotalCare.com](http://IowaTotalCare.com)

- Patient care forms
- Prior-Auth Needed tool
- Iowa Total Care News
- Provider Manual
- Member resources
- Provider alert

### Secure Provider Portal:

#### [Provider.IowaTotalCare.com](http://Provider.IowaTotalCare.com)

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

### Member Eligibility

Check member eligibility via:

- Secure Web Portal
- Provider Services phone

### 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 appointments.

### Prior Authorization

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

Submit prior authorizations via 3 ways:

- Secure Provider Portal
- **OR** Fax: 1-833-257-8327
- **OR** Provider Services: Toll Free 1-833-404-1061

### Claims

Timely Filing guidelines: 180 days from date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to:  
Iowa Total Care  
Attn: Claims  
PO Box 8030  
Farmington, MO 63640-8030

**Provider Services**  
**Toll Free**  
**1-833-404-1061**