



New Provider

# WELCOME PACKET

A how-to guide for  
providers working  
with SCAN

# Welcome to SCAN

As a provider in SCAN's network, this is a guide to ensure we're delivering timely care to our members and your office staff are operationally supported to do so

*Note: If you are a non-contracted provider, all processes outlined in this guide apply to you unless explicitly noted*

## About SCAN Health Plan

Founded in 1977 in California, SCAN is the third-largest not-for-profit Medicare Advantage plan in the nation. We're committed to delivering high-quality care to our members. Our mission is to keep seniors healthy and independent, and we're excited to work with you to further that mission!



# Table of Contents

|                                     |    |
|-------------------------------------|----|
| Provider Quick Reference Guide      | 4  |
| Eligibility & Benefits              | 5  |
| Claim Submission, Status, Inquiries | 6  |
| Claim Disputes & Appeals            | 7  |
| Claim Overpayment & Recovery        | 8  |
| Payments                            | 9  |
| Provider Roster Changes             | 11 |



# Provider Quick Reference Guide

|                                   |  |
|-----------------------------------|--|
| <b>Portal Registration</b>        | <p>To register on our provider portal, visit <a href="https://secure-pportal.scanhealthplan.com">secure-pportal.scanhealthplan.com</a></p> <p>For help registering, see the user guide next to the create account button</p> <p><b>Questions or technical support</b>, email <a href="mailto:ProviderPortal@scanhealthplan.com">ProviderPortal@scanhealthplan.com</a> or call (888) 450-7226</p>   |
| <b>Eligibility and Benefits</b>   | <p><b>Verify member eligibility and benefits</b></p> <ul style="list-style-type: none"> <li>• <b>EDI:</b> 270/271 transaction (preferred)   SCAN's Payer ID: 10178   Questions: Contact FinThrive at (877) 732-6853 or <a href="mailto:TUPtrnrSupt@finthrive.com">TUPtrnrSupt@finthrive.com</a></li> <li>• <b>IVR:</b> (877) 778-7226</li> <li>• <b>Portal:</b> Log in to <a href="https://secure-pportal.scanhealthplan.com">secure-pportal.scanhealthplan.com</a></li> <li>• <b>Managed File Transfer (MFT):</b> Providers can receive downloadable eligibility files via MFT in flat file (recommended) or 834 format; to get started, contact <a href="mailto:NetworkRelations@scanhealthplan.com">NetworkRelations@scanhealthplan.com</a></li> </ul>  |
| <b>Claims &amp; Encounters</b>    | <p><b>Submit a claim and/or encounters</b></p> <ul style="list-style-type: none"> <li>• <b>EDI:</b> 837 transaction (preferred)   SCAN's Payer IDs: SCAN1 (claims), SCANE (encounters)   Questions: Contact Office Ally at (360) 975-7000, <a href="mailto:info@officeally.com">info@officeally.com</a> or <a href="mailto:support.officeally.com">support.officeally.com</a></li> <li>• <b>Mail:</b> SCAN Claims, P.O. Box 22698. Long Beach, CA 90801</li> </ul> <p><b>Check claim status</b></p> <ul style="list-style-type: none"> <li>• <b>Portal:</b> Log in to <a href="https://secure-pportal.scanhealthplan.com">secure-pportal.scanhealthplan.com</a> (allow for 30 days for status to reflect on portal)</li> </ul> <p><b>Question about a processed claim</b></p> <ul style="list-style-type: none"> <li>• <b>ECHO:</b> Review payment details and request copy of RA or check tracer <a href="#">ECHO Health</a></li> <li>• <b>Portal:</b> Log in to <a href="https://secure-pportal.scanhealthplan.com">secure-pportal.scanhealthplan.com</a> &gt; view processed claim FAQs or submit an inquiry</li> </ul> <p><b>Claim overpayments:</b> see section "Claim Overpayment &amp; Recovery" for details</p> <p><b>Encounters:</b> Email <a href="mailto:hcioutreach@scanhealthplan.com">hcioutreach@scanhealthplan.com</a> for questions</p> |
| <b>Claim Disputes and Appeals</b> | <p><b>Submit a dispute</b></p> <ul style="list-style-type: none"> <li>• <b>Fax:</b> (562) 997-1835 (preferred)</li> <li>• <b>Mail:</b> SCAN Health Plan, Attn: SCAN Claims Provider Disputes, P.O. Box 22698. Long Beach, CA 90801</li> </ul> <p><b>Submit an appeal</b> (non-contracted providers only)</p> <ul style="list-style-type: none"> <li>• <b>Fax:</b> (562) 989-0958 (preferred)</li> <li>• <b>Mail:</b> SCAN Health Plan, Attn: SCAN Non-Contracted Provider Appeals, P.O. Box 22616, Long Beach, CA 90801-9826</li> </ul> <p><b>Check status of dispute or appeal</b></p> <p><b>Portal:</b> Log in to <a href="https://secure-pportal.scanhealthplan.com">secure-pportal.scanhealthplan.com</a> &gt; submit an inquiry (allow for 60 days for SCAN to communicate a decision)</p>  |
| <b>Payments</b>                   | <p><b>Claims payments:</b> Sign up to receive electronic payments through ECHO Health at <a href="https://providerpayments.com">providerpayments.com</a></p> <p><b>ERA:</b> Sign up to receive ERA/835 files through ECHO Health at <a href="https://enrollments.echohealthinc.com">enrollments.echohealthinc.com</a>   SCAN's ePayment Enrollment ID: 72261</p> <p><b>Questions:</b> Call ECHO Health at (888) 834-3511 or email <a href="mailto:allpayer@echohealthinc.com">allpayer@echohealthinc.com</a></p>   |
| <b>Provider Roster</b>            | <p>SCAN must be notified of provider roster changes within 5 business days to ensure provider data accuracy on SCAN's online directory</p> <p><b>Email:</b> <a href="mailto:ProviderUpdates@scanhealthplan.com">ProviderUpdates@scanhealthplan.com</a></p>   |
| <b>Compliance</b>                 | <p><b>To report a compliance issue</b>, go to <a href="#">Report a Compliance Issue</a> on scanhealthplan.com</p>  |
| <b>Member Grievances</b>          | <p>SCAN must be notified of all member Grievances on the day of receipt</p> <p><b>Phone:</b> Call Member Services at 855-650-7226 (AZ), 855-827-7226 (NV), 855-826-7226 (NM), 855-844-7226 (TX)</p>  |
| <b>Network Quality</b>            | <p>Email: <a href="mailto:NetworkQuality@scanhealthplan.com">NetworkQuality@scanhealthplan.com</a></p>   |
| <b>Credentialing</b>              | <p>All providers must complete the re-credentialing process every 3 years</p> <p>Please refer to the <a href="#">Provider Operations Manual</a> for credentialing requirements. Any questions:</p> <p>Email <a href="mailto:SCANProviderCredentialing@scanhealthplan.com">SCANProviderCredentialing@scanhealthplan.com</a> (physicians) or <a href="mailto:credentialing@scanhealthplan.com">credentialing@scanhealthplan.com</a> (facilities &amp; ancillaries)</p>   |
| <b>Provider Operations Manual</b> | <p>For additional details on policies and guidelines, please refer to the <a href="#">Provider Operations Manual</a></p> <p><i>Note: SCAN's Provider Operations Manual is updated annually on 1/1</i></p>  |
| <b>SCAN Key Contacts</b>          | <p>If you need to speak with someone, we're here to help</p> <p><b>Email:</b> <a href="mailto:NetworkRelations@scanhealthplan.com">NetworkRelations@scanhealthplan.com</a></p>   |

# Eligibility & Benefits

## Eligibility and Benefit Verification

SCAN offers multiple options to verify member eligibility and benefits:

- 1 EDI 270/271 (preferred):** Providers are encouraged to use the EDI 270/271 transaction as it is the most efficient option to obtain real-time member eligibility and benefit information. To get started:
  - Contact your clearinghouse (add SCAN's Payer ID: 10178) and PMS or HIS vendor
  - For questions and connectivity testing, contact FinThrive at [TUPrtnrSupt@finthrive.com](mailto:TUPrtnrSupt@finthrive.com) or (877) 732-6853
- 2 Portal:** Log in to [secure-pportal.scanhealthplan.com](https://secure-pportal.scanhealthplan.com) > there you'll find eligibility & benefits information including but not limited to:
  - Member eligibility confirmation
  - Member's ID#, status, coverage dates
  - Medical group name and ID#
  - PCP name and ID#
- 3 Interactive Voice Response (IVR):** Call (877) 778-7226 for real-time member eligibility and benefit information, available 24/7
- 4 Managed File Transfer (MFT):** Providers can receive downloadable eligibility files via MFT in one of two file formats:
  - Flat file (recommended) provided/updated weekly
  - 834 (if flat file cannot be ingested); frequency aligned upon with medical groupTo get started: contact [NetworkRelations@scanhealthplan.com](mailto:NetworkRelations@scanhealthplan.com)

### Helpful resources

#### Arizona

- [Benefit Highlights](#)
- [Evidence of Coverage](#)
- [Summary of Benefits](#)

#### Nevada

- [Benefit Highlights](#)
- [Evidence of Coverage](#)
- [Summary of Benefits](#)

#### New Mexico

- [Benefit Highlights](#)
- [Evidence of Coverage](#)
- [Summary of Benefits](#)

#### Texas

- [Benefit Highlights](#)
- [Evidence of Coverage](#)
- [Summary of Benefits](#)

## Sample Member ID card



# Claim Submissions, Status and Inquiries

## Submit a claim

Two ways to submit claims and/or encounters

### 1 EDI 837 (preferred)

Providers should submit all claims electronically using the EDI 837 transaction

#### Getting started

- If you're already using a vendor, contact them to add SCAN's payer ID, or
- Enroll with Office Ally at [cms.officeally.com](https://cms.officeally.com) or (360) 975-7000 Option 1
- Use the following payer IDs for SCAN:
  - Claims: SCAN1
  - Encounters: SCANE

**Questions?** Contact your vendor or Office Ally directly at (360) 975-7000, email [info@officeally.com](mailto:info@officeally.com), or live chat [support.officeally.com](https://support.officeally.com)

*Note: Capitated services should come through Office Ally claims file. The system will adjudicate the claims as capitated and send the EOP to the provider as capitated. The claims submitted (capitated or FFS) should meet all claims submission requirements. Submitted in this manner, claims will meet the requirements for reporting and encounter data submission to CMS*

### 2 Paper submission

If unable to submit electronically, mail a paper UB-04 or CMS HCFA 1500 to:

SCAN Claims  
P.O. Box 22698  
Long Beach, CA 90801

#### Helpful resources

For more information on submitting claims, timely filing, and turnaround times, please refer to the [Provider Operations Manual](#)

## Check claim status

- **Portal:** Log in to [secure-pportal.scanhealthplan.com](https://secure-pportal.scanhealthplan.com)

## Question about a processed claim?

- Review payment details and request copy of RA or check tracer at [ECHO Health](#)
- Review processed claim FAQs on SCAN's [Provider Portal](#)
- If you still have questions, submit an inquiry on SCAN's [Provider Portal](#) (the form and instructions are located on the Portal under the Resources & Guidelines Tab under the Processed Claim Inquiry Section)

# Claim Disputes & Appeals

## Submit a dispute

To challenge the determination of a claim, providers may submit a dispute. Please include the appropriate form below:

- [Reopening Request Form](#) to correct a coding error or omission
- [Provider Dispute Resolution \(PDR\) Form](#) for non-contracted disputes
- [Provider Delegate Claim Dispute Resolution Form](#) for Delegate disputes

Submit the dispute form via fax to (562) 997-1835. If unable to fax, mail it to:

SCAN Health Plan

Attn: SCAN Claims Provider Disputes

P.O. Box 22698

Long Beach, CA 90801

## Submit an appeal (non-contracted providers only)

To request an appeal of a medical necessity denial, non-contracted providers should submit a request within 60 calendar days of receipt of Remittance Advice. This request should include:

- A signed [Waiver of Liability \(WOL\) Form](#)
- A copy of the original claim
- The remittance notification
- Any clinical records and other supporting documentation

Submit the request via fax to (562) 989-0958. If unable to fax, mail it to:

SCAN Health Plan

Attn: SCAN Non-Contracted Provider Appeals

P.O. Box 22616

Long Beach, CA 90801-9826

## Check the status of a dispute or appeal

Log in to [secure-pportal.scanhealthplan.com](https://secure-pportal.scanhealthplan.com) > submit an inquiry (allow for 60 days for SCAN to communicate a decision prior to submitting an inquiry)

# Claim Overpayment & Recovery

SCAN reviews payment data regularly and requests refunds if claims are overpaid. When an overpaid claim is identified, SCAN will send an Overpayment Notice Letter to the provider. Providers are required to report any payments made by SCAN for which the provider is not entitled and should notify SCAN in writing via the Provider Overpayment Form.

## Returning overpayments to SCAN

Providers have two options to repay identified overpayment(s) to SCAN:

### 1 Submit a refund (check)

Please be sure to include the check, a completed [Provider Overpayment Refund Request Form](#), and the Overpayment Notice Letter (if applicable)

Mail the check to: SCAN Health Plan, 3800 Kilroy Airport Way, Suite 100, Long Beach, CA 90801

Email the overpayment documents to [Claimsrecoveryunit@scanhealthplan.com](mailto:Claimsrecoveryunit@scanhealthplan.com). If unable to email, mail it to: SCAN Claims Provider Disputes, P.O. Box 22698. Long Beach, CA 90801

*Note: Overpayments must be returned no later than 30 calendar days after the date which the overpayment was identified. Failure to do so may result in recoupment from future payments*

### 2 Request immediate recoupment

(note: option is not available for non-contracted providers)

Contracted providers have the option to request immediate recoupment. This request should include a completed [Provider Recoupment Request Form](#)

Email the Recoupment Request Form to [Claimsrecoveryunit@scanhealthplan.com](mailto:Claimsrecoveryunit@scanhealthplan.com). If unable to email, mail it to: SCAN Claims Provider Disputes, P.O. Box 22698. Long Beach, CA 90801

*Note: Immediate recoupment requests must be received no later than 15 calendar days after the date which the overpayment was identified*

## How to dispute SCAN's overpayment findings

To request more information about or dispute an overpayment request, email [Claimsrecoveryunit@scanhealthplan.com](mailto:Claimsrecoveryunit@scanhealthplan.com)

*Note: Disputing a refund request does not stop the recoupment from occurring beginning at day 41 from the notice date*



# Payments Claims Payment & ERA

Providers can sign up to receive electronic payments and ERA through ECHO Health. If already registered with ECHO, SCAN will send payments via your existing payment method selection

## First-time users will need to register

To register with ECHO Health, visit [www.providerpayments.com](http://www.providerpayments.com) and click “Create New Account”. Once registered, select one of the following payment options:

**Electronic Funds Transfer (EFT) / Automated Clearing House (ACH):** Automatic bank direct deposits. A 2% charge applies for EFT. Check with ECHO for details

**Virtual Card (vCard):** Virtual Visa Debit Transaction (default option)

- If you enroll for EFT, you still need to opt out of payments issued as a vCard
- To Opt-out of vCard: Call (888) 984-5025 or visit [echovcards.com](http://echovcards.com)
- To Update vCard Fax#: Call (877) 705-4230

**Medical Payment Exchange (MPX):** Deluxe Corporation’s digital portal solution that allows Providers instant access to both payment and EOP/EOB simultaneously

- For more information, call (888) 471-3920 or email [MPXsupport@mpx.com](mailto:MPXsupport@mpx.com)

## Electronic remittance advice (ERA)

Sign up to receive ERA/835 files with ECHO Health (no fees apply). To get started, visit [enrollments.echohealthinc.com](http://enrollments.echohealthinc.com) and provide SCAN’s Payer ID: 72261

## Review payment history

Check tracers, copies of cashed checks or RAs can be viewed at [ECHO Health](#)

## Need help?

- Review ECHO’s Provider Payments User Guide: log in to [ECHO Health](#) and select help
- For EFT enrollment, 835 file status, or technical support: Call (888) 834-3511 or email [allpayer@echohealthinc.com](mailto:allpayer@echohealthinc.com)
- Website Support: (833) 318-7212

# Payments Capitation

## Wire transfers (capitated providers only)

To request that capitation payments be made via wire transfer, submit the following information to [NetworkRelations@scanhealthplan.com](mailto:NetworkRelations@scanhealthplan.com)

- A letter on provider letterhead signed by an officer that includes a written statement approving the wire transfer of capitation funds and the following information
  - Account Number, Routing Number
  - Bank Name, Contact Person, Phone Number, Fax Number
  - Destination Address
  - Beneficiary Names
  - TIN
- An electronic funds transfer Form (EFT Form) signed by an officer;
- A W-9
- A copy of Provider's Statement of Domestic Stock Corporation document, Articles of Incorporation, or Service Agreement

## Review capitation payment history

Capitation is paid on or about the fifteenth (15th) day of each month. To review your monthly capitation payments, access Capitation Detail Reports via Managed File Transfer (MFT)

For more information, contracted capitated providers should refer to their contract with SCAN for capitation rates and other specific details, including the Division of Financial Responsibility (DOFR)

# Provider Roster Changes

SCAN conducts quarterly roster verification to ensure that each provider roster is accurately recorded in SCAN's provider data system

SCAN must also be notified of any updates to roster information within five (5) business days from the time the provider is aware of changes to the provider roster. This helps ensure SCAN directory accuracy to support member access, and minimizes compliance risk for CMS directory audits

Example roster changes:

- Additions
- Terminations
- Ability to accept new patients/closed panel
- Street address
- Phone number
- Fax number
- Languages
- Days practicing at location

## Helpful resources

For information on timeliness and accuracy of communicating provider demographic changes, please refer to the [Provider Operations Manual](#)

## Report roster changes

Email roster changes to [ProviderUpdates@scanhealthplan.com](mailto:ProviderUpdates@scanhealthplan.com)

*Note: Out of date provider information may result in suppression from the directory and ultimately put into termination process*