

# Quick Reference Guide

Ascension **Complete**



## Simplify Office Administrative Tasks

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

### Website: [AscensionComplete.com](https://AscensionComplete.com)

- Patient care forms
- Pre-Auth Needed tool
- Ascension Complete news
- Provider Manual
- Preferred Drug List
- Provider Alert

### Secure Provider Portal: [AscensionComplete.com](https://AscensionComplete.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: 1-833-431-1356
- 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.

[AscensionComplete.com](https://AscensionComplete.com)

**Provider and Member Services: 1-833-431-1356**

## Prior Authorization

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

Submit prior authorizations via:

- Secure Provider Portal
- Medical Fax: 1-833-350-1167
- Behavioral Health Fax: 1-833-350-1167
- Phone: 1-833-431-1356

## Claims

Timely filing guidelines: Participating providers must submit first time claims within 180 days of the date of service.

Claims can be submitted via:

- Secure Portal
- Clearinghouses: EDI Payor ID 68069
- Mail paper claims to:  
Ascension Complete  
PO Box 8050  
Farmington, MO 63640-8050

## Other Partners

To contact our other health services partners:

- Dental: 1-833-910-0117
- Vision: 1-833-910-0117
- Behavioral Health: 1-833-431-1356

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# AscensionComplete.com

## Provider and Member Services: 1-833-431-1356