

Instructions for Accessing Provider/Facility Network Status

For providers with multiple locations, CareAffiliate users need to select the location considered in-network to avoid a possible out-of-network denial. Now you can view the network status. This new functionality also helps identify incorrect information so that it can be solved earlier in the process. Follow these instructions for accessing this information:

1. Select the search option in the **Requesting Provider/Facility** field (if a clinician) or the **Facility** field (if a facility).

The screenshot shows the main CareAffiliate form. On the left is a sidebar with navigation links. The main area has sections for 'General Information', 'Requester', and 'Diagnoses'. In the 'Requester' section, the 'Requesting Provider/Facility' field is highlighted with a red box and a red arrow pointing to it. The field contains the text 'Begin typing to search favorites'.

The screenshot shows a detailed form for 'Service #1 - Medical Care'. It includes fields for 'Place of Service', 'Service From', 'Service To', and 'Facility'. The 'Facility' field is highlighted with a red box and a red arrow pointing to it. The field contains the text 'Begin typing to search favorites'.

2. Search provider/facility by NPI# (preferred) or name.
The network status will display to the right as shown here.

The screenshot shows a 'Provider Location Search' modal. It has input fields for 'NPI', 'Provider Type', and 'Name'. Below these are 'Search', 'Clear', and 'Cancel' buttons. Below the buttons, it says '3 records matched your criteria. Please choose a record from the grid below.' There is a table with the following data:

Provider ID	Provider Name	Street Address	City	State	Postal Code	In Network
123456789	Jones, Henry	12345 Any Street	Castle Valley	UT	84321	Yes
987654321	Jones, Jane	9876 Any Street	Salt Lake City	UT	84123	Yes

The 'In Network' column is highlighted with a red box and a red arrow pointing to it.