

## How to Check ANNUAL WELLNESS VISITS/PREVENTATIVE Completeness on CAHABA INSITE

- 1.) Identify all Medicare patients (including ACO, Advantage or HMO) in your practice.
- 2.) Check eligibility on all these patients using the CAHABA website.
  - 2a.) To get detailed information on how to register and check patient eligibility [www.MedicalOfficeForce.com](http://www.MedicalOfficeForce.com)

➤ **PLEASE NOTE: IF YOUR OFFICE IS ALREADY REGISTERED ON THE CAHABA WEBSITE PLEASE SKIP DOWN TO HOW TO CHECK FOR ELIGIBILITY OF SERVICES**

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### Information you will need for Registration on Insite

- Your Provider Transaction Access Number or (PTAN), this is an identifier used by Medicare also, known as your Medicare PIN.
- National Provider Identifier or NPI number, you can use your group NPI as well
- Taxpayer Identification Number or TIN
- Medicare Check/Remittance Notice paid within the last 90 days with the amount and check number.

**Check number will appear at the top of the page**

**Amount will appear on the last page**

### Once you have the above information go to:

[www.cahabagba.com](http://www.cahabagba.com)

- On the home screen, click on the CAHABA INSITE to **ENROLL, VIEW CLAIMS, CHECK ELIGIBILITY OR FILE AN APPEAL.**



- On the next screen to enroll, **CLICK I AGREE**
- If you are a new user, **CLICK NEW USER**
- Read confidentiality agreement **CLICK I AGREE**

- Fill out personal information page for LSO, **CLICK NEXT**
- This will bring you back to the **CAHABA GBA Homepage**, sign in with new user name and password **CLICK OK**
- You will be taken back to the homepage, at the top of the page go to **PROVIDER PROFILE TO COMPLETE REGISTRATION COMPLETE INFORMATION CLICK GO**
- At the top of the page go to **MY USER PROFILE/SYSTEM ACCESS/NEW (Fill out information)**
- **HIT SAVE (LOOK FOR OPEN STATUS, MEANS PROCESS COMPLETED)**
- **You become your local security officer**
- **You will get your ACCESS CODE in 7-10 days**

### **HOW TO ACCESS CAHABA FOR ELIGIBILITY FOR ANNUAL WELLNESS VISITS**

- Once you receive your access code from CMS, log back into [www.cahabagba.com](http://www.cahabagba.com) using the user name and password you created.
- Go to **MY USER PROFILE/SYSTEM ACCESS/EDIT/ENTER YOU ACCESS CODE/SAVE**

**After you have completed this process you should be able to check eligibility**

- Go to the top of the screen **CLICK THE ENTITLEMENT TAB**
- That will take you to a beneficiary eligibility screen **HIT QUERY**
- Plug in **PATIENT INFORMATION/CLICK GO**
- **LOOK FOR PREVENTIVE G CODE AND ELIGIBILITY DATE**