

THE CHILDREN'S HEALTH NETWORK



Children's[®]
Healthcare of Atlanta

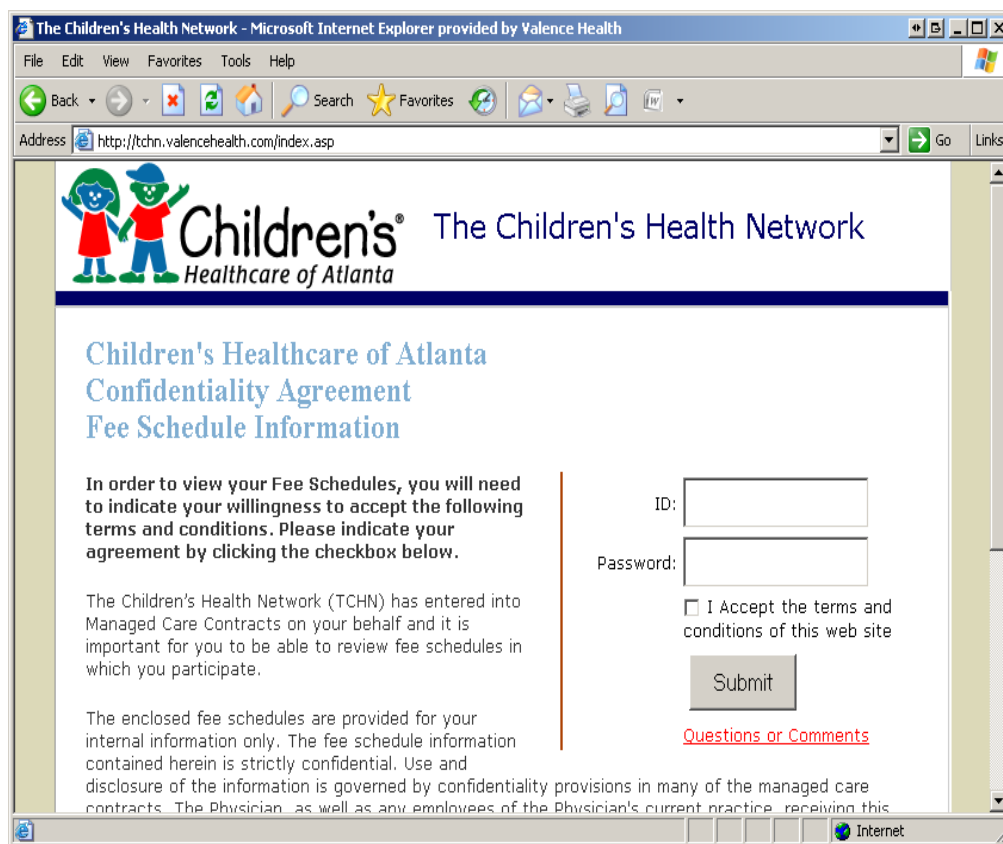
ELECTION PROCESS USERS MANUAL

Introduction:

This manual will take you step by step through making an Election or Declination of new Payor agreements entered into through The Children's Health Network (TCHN).

Step by Step Process:

1. From the TCHN Main page at www.choa.org/tchn, scroll down to "Resources for Members." Click the "View your Fee Schedules (powered through Valence)" link. You will be redirected to <http://tchn.valencehealth.com>



The screenshot shows a Microsoft Internet Explorer browser window titled "The Children's Health Network - Microsoft Internet Explorer provided by Valence Health". The address bar shows the URL <http://tchn.valencehealth.com/index.asp>. The page content includes the Children's Healthcare of Atlanta logo and the text "Children's The Children's Health Network Healthcare of Atlanta". Below the logo, the page is titled "Children's Healthcare of Atlanta Confidentiality Agreement Fee Schedule Information". The main text reads: "In order to view your Fee Schedules, you will need to indicate your willingness to accept the following terms and conditions. Please indicate your agreement by clicking the checkbox below." Below this, there is a paragraph: "The Children's Health Network (TCHN) has entered into Managed Care Contracts on your behalf and it is important for you to be able to review fee schedules in which you participate." Another paragraph follows: "The enclosed fee schedules are provided for your internal information only. The fee schedule information contained herein is strictly confidential. Use and disclosure of the information is governed by confidentiality provisions in many of the managed care contracts. The Physician, as well as any employees of the Physician's current practice, receiving this..." To the right of the text is a login form with fields for "ID:" and "Password:", a checkbox labeled "I Accept the terms and conditions of this web site", and a "Submit" button. Below the form is a red link that says "Questions or Comments".

2. Enter your:
 - Username
 - Password
 - Click submit

Note: if you have forgotten your password, please contact us at 404-785-7940.

3. You have now reached the Main Menu as seen below:

The screenshot shows a web browser window titled "The Children's Health Network - Microsoft Internet Explorer provided by Valence Health". The address bar shows "http://tchn.valencehealth.com/selection.asp". The page features the logo for "Children's Healthcare of Atlanta" and a navigation menu with links: "Fee Schedule/Contract Notes", "Remove a Custom List", "Change Password", "Help", and "Log Off".

Step 1.

Select a typical utilization based on your specialty.

Pediatric Medicine

Select a representative commercial service distribution for your specialty.

Create New List

Step 2.

Compare fee schedules

Review fee schedules and make your election to participate

Step 3.

View in browser window

Download Microsoft Excel spreadsheet

Submit

An arrow points from the text in step 4 to the "Review fee schedules and make your election to participate" radio button.

4. Note in Step 2 you should see a button that says "Review fee schedules and make your election to participate." (NOTE: this button is only an option while an agreement is being messengered out):

Step 1.

Select a typical utilization based on your specialty.

Pediatric Medicine

Select a representative commercial service distribution for your specialty.

Create New List
My List

Step 2.

Compare fee schedules

Review fee schedules and make your election to participate

Step 3.

View in browser window

Download Microsoft Excel spreadsheet

Submit

5. In Step 1, select your specialty or custom list from the box
6. Step 2, Click the button next to "Review fee schedules and make your election to participate"
7. Click "Submit"

8. Next you will be taken to a screen with only Medicare. Select the payor you want and you will then be taken to the following screen, with a floating "decision box." Print the Agreement Summary for your records. **Note the screen you see below is only an example and doesn't represent the screen that you will actually see. Also you may choose to export the schedules to Excel for further analysis before making a decision. You may then log off and return at a later time.**

The screenshot shows a web browser window titled "The Children's Health Network - Microsoft Internet Explorer". The address bar shows a URL with parameters for specialty and payor. The page header includes the logo for "The Children's Health Network Healthcare of Atlanta" and navigation links for "Main Menu", "Help", and "Log Off".

The main content area is titled "Refine The Results" and contains the following form elements:

- Specialty: Allergy/Immunology (dropdown menu)
- Sort By: CPT Code (radio button)
- Print Agreement Summary (link)
- Payor: Coventry HMC Office (dropdown menu)
- Sort By: Distribution (radio button)
- Export to Excel (button)

Below the form is a table with the following columns: Procedure Code, Mod, Description, Service Distribution, Medicare 2008 Atlanta, and Coventry HMO Office. The table contains 13 rows of procedure data.

A floating decision box is overlaid on the right side of the page, containing the following text:

Make your selection below. I

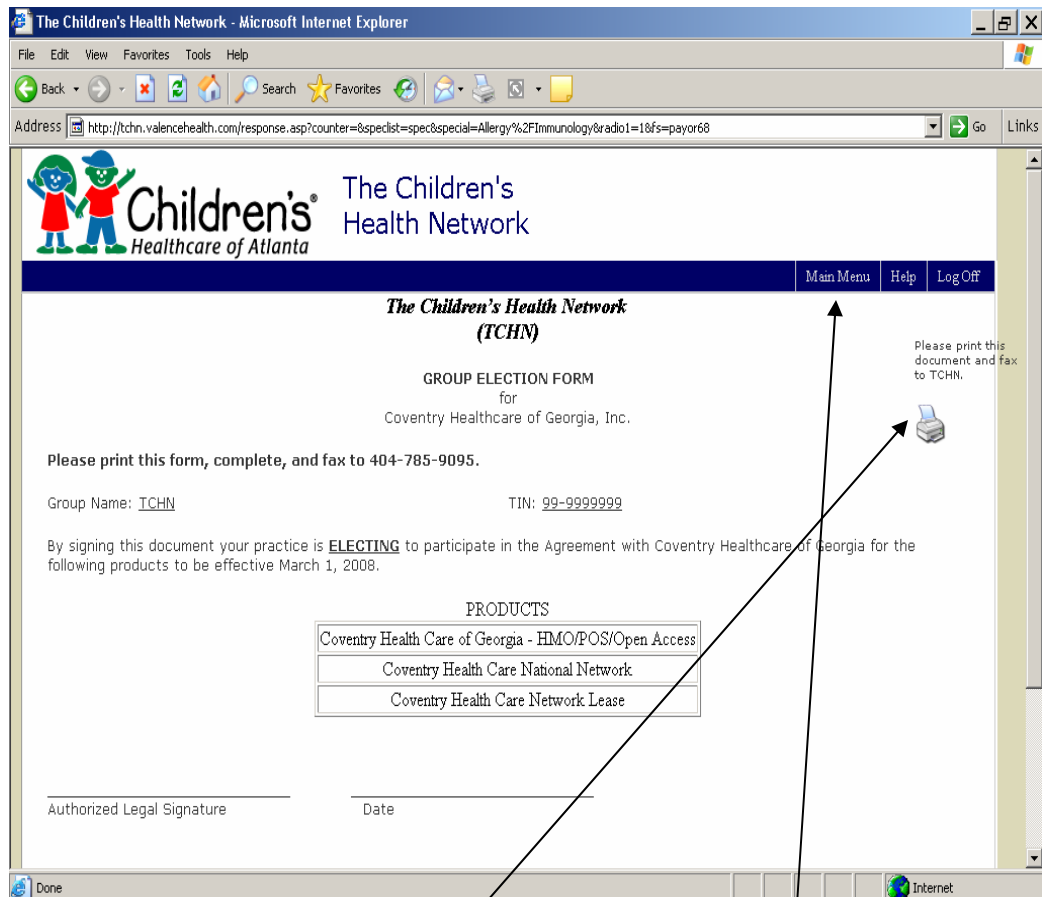
- Accept
- Reject

the Coventry HMO, Coventry Leased, and Coventry National fee schedules.

Submit (button)

9. Click on the button next to the desired response, and click on "Submit"

10. You will then be taken to the following screen. Note the screen you see below is only an example and doesn't represent the screen that you will actually see.



11. Click on the printer icon to print this page, then sign and fax it to the TCHN office as specified on the page.
12. After completing this step, click on "Main Menu" to return to the main menu for further fee schedule comparisons.

13. Logging Off

IMPORTANT:

14. Once you have finished your work with the fee schedules, log off to prevent unauthorized access to this information. You will be taken back to TCHN's website. However, it is possible to again access the TCHN Contract site using your browser's "Back" button. For maximum security, please close your browser completely before stepping away from your desk.

The Children's Health Network - Microsoft Internet Explorer provided by Valence Health

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Print

Address http://tchn.valencehealth.com/selection.asp Go Links

Children's Healthcare of Atlanta The Children's Health Network

Fee Schedule/Contract Notes Remove a Custom List Change Password Help Log Off

Step 1.

Select a typical utilization based on your specialty.

Pediatric Medicine

Select a representative commercial service distribution for your specialty.

Create New List

Step 2.

Compare fee schedules

Review fee schedules and make your election to participate

Step 3.

View in browser window

Download Microsoft Excel spreadsheet

Submit

Internet

Please remember to complete the printed election or declination form and fax to TCHN (404-785-9095).