

**THE CHILDREN'S HEALTH
NETWORK**



Children'sSM
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 Luviel)" link. You will be redirected to <https://fsapp.luvielhealth.com/tchn/fs/index.asp>**

The screenshot shows a web browser window with the URL <https://fsapp.luvielhealth.com/tchn/fs/index.asp>. The page header features the Children's Healthcare of Atlanta logo and the text "The Children's Health Network". The main content area is titled "The Children's Health Network Confidentiality Agreement Fee Schedule Information".

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.

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.

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 fee information may not directly or indirectly share or provide this information to any other physician or physician practice that is not a member of the Physician's current practice. If you disclose any of this confidential information, it may be a breach of contract that will expose you to potential liability to a managed care company and/or TCHN, a violation of federal antitrust law and your membership in TCHN is subject to termination.

These fee schedules do not imply that the procedure listed is a covered service by TCHN or any of the health plans represented.

On the right side of the page, there is a login form:

User Name:

Password:

I Accept the terms and conditions of this web site

Forgot your password? Click [here](#).

[Questions or Comments](#)

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- 2. Enter your:**
 - **Username**
 - **Password**
 - **Check box to indicate acceptance and 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:

https://fsapp.luvielhealth.com/tchn/fs/selection.asp 133%

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

View Fee Schedule 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 messengered fee schedules and make your election to participate

Submit

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- 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):**

https://fsapp.luvielhealth.com/tchn/fs/selection.asp 133%

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[View Fee Schedule Notes](#) | [Remove a Custom List](#) | [Change Password](#) | [Help](#) | [Log Off](#)

Step 1.

Select a typical utilization based on your specialty.

Select a representative commercial service distribution for your specialty.

Pediatric Medicine

Create New List
My List

Step 2.

Compare fee schedules

Review messengered fee schedules and make your election to participate

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- 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.” 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 the Children's Healthcare of Atlanta website. The page title is "Refine The Results". The Specialty is set to "Pediatric Medicine" and the Payor is set to "Amerigroup 1 (undecided)". The Sort By options are "CPT Code" (selected) and "Distribution". There is an "Export to Excel" button. The main content is a table of procedure codes and their associated fees for Medicare and Amerigroup 1. A decision box is overlaid on the right side of the screen, asking the user to "Accept" or "Reject" the Amerigroup 1 fee schedule.

Procedure Code	Mod	Description	Service Distribution	Medicare		Amerigroup 1	
				Office	Facility	Office	Facility
Effective Dates:				2019 GA 01		7/1/17	
10060		Drainage of skin abscess	0.02%	\$121.65	\$101.52		
10120		Remove foreign body	0.01%	\$155.81	\$106.95		
12001		Rpr s/n/ax/gen/trnk 2.5cm/<	0.01%	\$91.36	\$46.08		
17110		Destruct b9 lesion 1-14	0.19%	\$112.83	\$70.80		
17250		Chemical cautery tissue	0.04%	\$83.28	\$38.01		
24640		Treat elbow dislocation	0.01%	\$103.16	\$80.52		
3008F		Body mass index docd	0.05%	\$0.00	\$0.00		
36410		Non-routine bl draw 3/> yrs	0.02%	\$17.69	\$9.79		
36415		Routine venipuncture	0.98%	\$3.00	\$3.00		
36416		Capillary blood draw	0.31%	\$0.00	\$0.00		
51701		Insert bladder catheter	0.01%	\$45.85	\$26.45		
54150		Circumcision w/regional block	0.03%	\$159.77	\$102.64		
69210		Remove impacted ear wax uni	0.11%	\$48.44	\$34.07		
80048		Metabolic panel total ca	0.02%	\$9.40	\$9.40		
80050		General health panel	0.01%	\$0.00	\$0.00		

I wish to:

- Accept
- Reject the Amerigroup 1 fee schedule

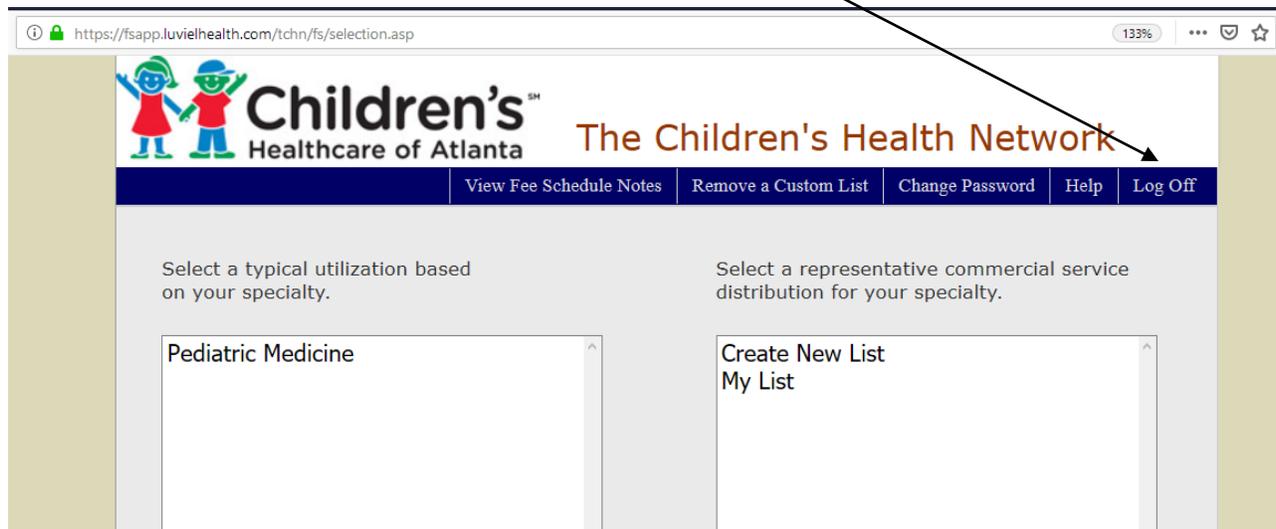
Submit

- 9. Click on the button next to the desired response, and click on “Submit”**

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 the login screen. 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.



Please remember to complete the printed election or declination form and fax to TCHN (404-785-9140).