

# AlohaCare Provider Quick Reference Guide

www.AlohaCare.org

# **OFFICE LOCATIONS**

## Island of Oahu (Main Office)

1357 Kapiolani Blvd, Suite 1250 Honolulu, HI 96814

#### Island of Hawaii

1221 Kilauea Ave, Suite 50 Hilo, HI 96720

#### Island of Kauai

4473 Pahee St, Suite N Lihue, HI 96766

#### Island of Maui

210 Imi Kala St, Suite 206 Wailuku, HI 96793

# **CONTACT US TODAY!**

Provider Services	Pharmacy Department	Clinical Operations Department	Behavioral Health Department
(808) 973-1650	(808) 973-7418	(808) 973-1657	(808) 973-2475
Toll-free 800-434-1002	Toll-free 866-073-7418	Toll-free 800-434-1002	Toll-free 888-875-4979
<ul> <li>Prior authorization status</li> <li>Provider look-up and access</li> <li>Member eligibility and benefits</li> <li>Billing, payment and claims</li> <li>File a grievance and/or an appeal</li> <li>Refer a member for Service Coordination or talk to a member's Service Coordinator</li> </ul>	<ul> <li>Questions about our formulary</li> <li>Ask for a prior authorization</li> <li>Ask for a medication override</li> </ul>	<ul> <li>Refer a member to a specialist</li> <li>Start a prior authorization over the phone</li> <li>Inquire if a service or durable medical equipment needs prior authorization</li> <li>Check on travel status</li> <li>Speak to the Utilization Management Nurse about a service you requested</li> </ul>	<ul> <li>Discuss pending authorization on medical necessity</li> <li>Refer a member to BH program</li> <li>Inquire if a service needs prior authorization</li> </ul>

### **ALOHACARE WEBSITE**

Find the following resources and more on our website: www.AlohaCare.org

- Provider manual
- Provider forms
- Access to AC-Online secured provider portal

- Formulary
- AlohaCare contact numbers and addresses
- Newsletters

To become an AC-Online user to revise your user access, you may download the AC-Online registration form from the Provider Forms section of our website. Once completed, the form may be faxed to Provider Relations. We will process your request within 72 hours of its receipt.

Fax: (808) 973-0811 • Toll-Free Fax: 1-866-973-0204