

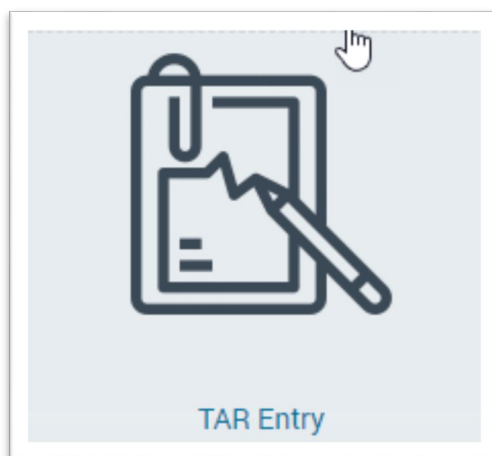
Enhanced Care Management (ECM) and Community Supports (CS) Electronic Treatment Authorization Request (eTAR) Tips

The following is an eTAR example walk-through:

1. From the home screen, select “Authorization (RAFTs & TARs).”



2. Next, select “TAR Entry.”



Enhanced Care Management (ECM) and Community Supports (CS) Electronic Treatment Authorization Request (eTAR) Tips

- Next, search for the member using the search bar. Please note that you can also search using last name and date of birth if you do not have the CIN number.

Member Search

Date of service will be the start date of the TAR **1**

Date of Service: 6/14/2023

Social Security Number:

Enter Member CIN # **2**

CIN #: 999444555D6

Last Name:

First Name:

Date of Birth:

Click Search **3** Search Member Clear

Member Identifier/ CIN	Last Name	First Name	Gender	Date of Birth	Program	Actions
999444555D6	DOE	John	male	08/10/1962	Medi-Cal	Select

- Verify eligibility details prior to selecting the TAR type (ECM or CS). ECM and CS TARs will always be Outpatient TAR types.

Member Demographics 1

Member Name: Member ID:

Gender: Phone:

Date of Birth: Address:

Eligibility Details:

Member Eligible: **Verify Eligibility**

Program: Medi-Cal

AID Code: 60 [AID TO THE ELIGIBLE (JFP)]

COUNTY: SISKIYOU

CCS Eligible: **Verify Program**

American Indian:

Date of Eligibility Notification: 6/01/2023

SOC: No

Other Insurance: NO MEDICARE/ NO OTHER REPORTED COVERAGE

Primary Language: ENGLISH

Primary Care Physician Details/ Medical Home/ Additional Services

PCP Name: PCP Phone:

PCP Address: PCP Fax:

Additional Services

Service Type	Service Provider	Phone #
VISION	VISION SERVICE PLAN /Medi-Cal	(800) 615-1883
Mental Health	Carelon Behavioral Health	(855) 765-9703
Substance Use Services	PHC/Carelon	(855) 765-9703

Is Eligible: Reference No. SC13AAB0-6CSC-4

Program: Medi-Cal

Date of Service: 6/14/2023

PCP Messages: None

Special Messages: Substance Use Services administered by PHC. See State System for additional benefits information.

Other Health Insurance:

Case Management: None

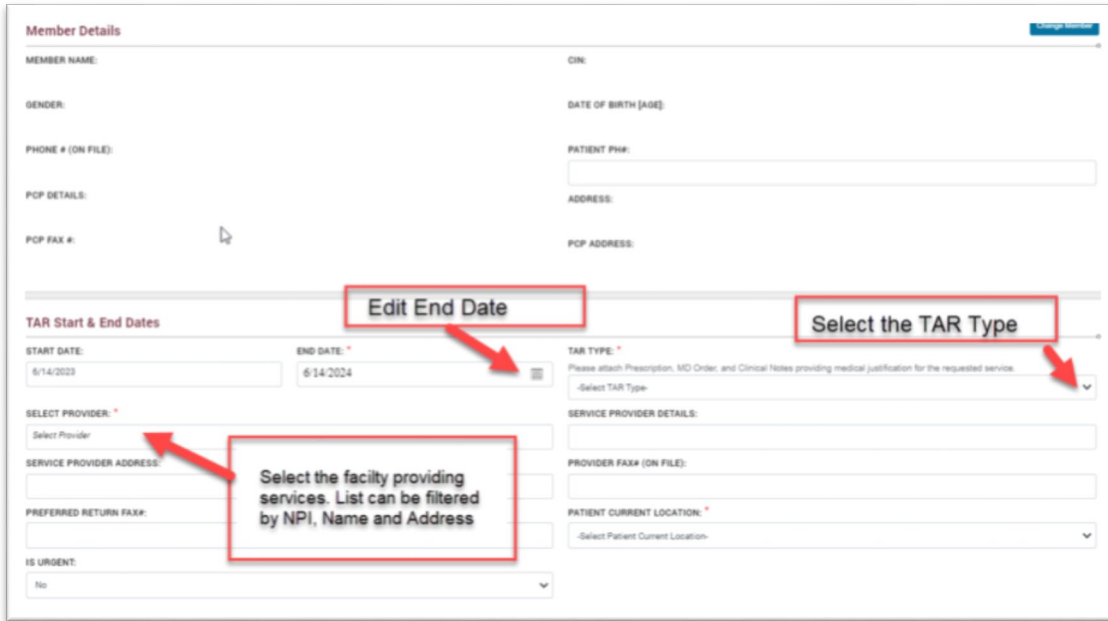
Enter a new eTAR - Outpatient

Enter a new eTAR - Inpatient

Select the TAR Type

Enhanced Care Management (ECM) and Community Supports (CS) Electronic Treatment Authorization Request (eTAR) Tips

5. Verify Member and enter TAR details prior to completing the TAR. The TAR end date will auto-populate one year out from the start date. If you click on select provider, your facility/facilities will be available to select.



Member Details

MEMBER NAME: _____ CIN: _____

GENDER: _____ DATE OF BIRTH (AGE): _____

PHONE # (ON FILE): _____ PATIENT PH#: _____

PCP DETAILS: _____ ADDRESS: _____

PCP FAX #: _____ PCP ADDRESS: _____

TAR Start & End Dates

START DATE: 6/14/2023 END DATE: 6/14/2024 **Edit End Date**

TAR TYPE: * Please attach Prescription, MD Order, and Clinical Notes providing medical justification for the requested service. **Select the TAR Type**

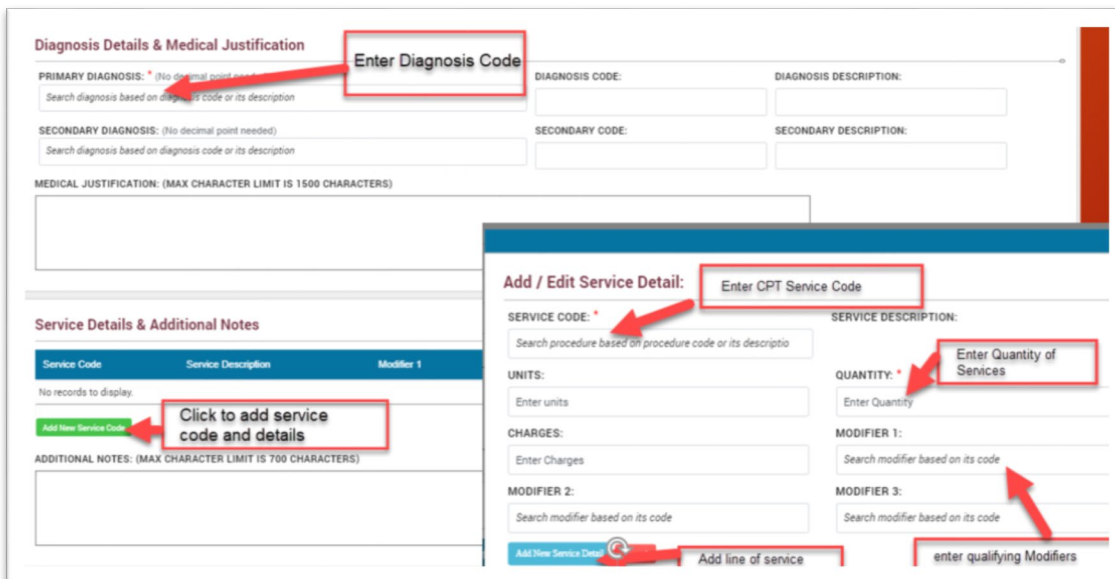
SELECT PROVIDER: * **Select the facility providing services. List can be filtered by NPI, Name and Address**

SERVICE PROVIDER ADDRESS: _____

PREFERRED RETURN FAX#: _____

IS URGENT: No

6. Enter the Diagnosis Code and add services provided. Be sure to use the ICD-10 for the diagnosis codes. If you are familiar with the codes, you may look it up by the description. Service codes are CPT Codes for services being provided by the requesting facility.



Diagnosis Details & Medical Justification

PRIMARY DIAGNOSIS: * (No decimal point needed) **Enter Diagnosis Code**

DIAGNOSIS CODE: _____ DIAGNOSIS DESCRIPTION: _____

SECONDARY DIAGNOSIS: (No decimal point needed)

SECONDARY CODE: _____ SECONDARY DESCRIPTION: _____

MEDICAL JUSTIFICATION: (MAX CHARACTER LIMIT IS 1500 CHARACTERS)

Service Details & Additional Notes

Add / Edit Service Detail: **Enter CPT Service Code**

SERVICE CODE: * **Enter CPT Service Code**

SERVICE DESCRIPTION: _____

UNITS: _____ QUANTITY: * **Enter Quantity of Services**

CHARGES: _____ MODIFIER 1: _____

MODIFIER 2: _____ MODIFIER 3: _____

Click to add service code and details

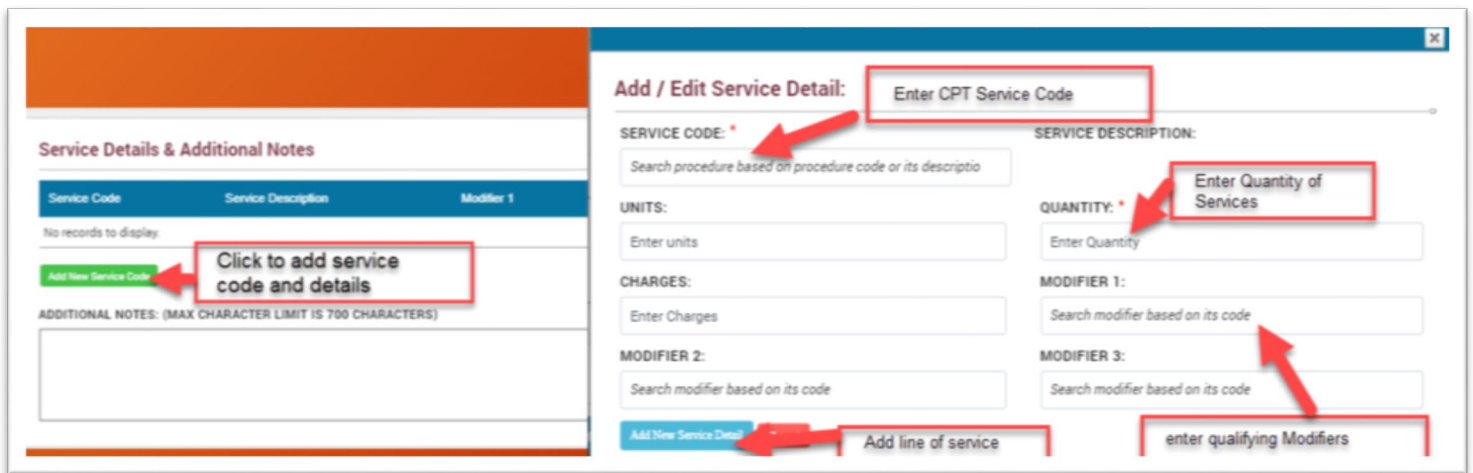
Additional Notes: (MAX CHARACTER LIMIT IS 700 CHARACTERS)

Buttons: Add New Service Detail, Add line of service, enter qualifying Modifiers

Enhanced Care Management (ECM) and Community Supports (CS) Electronic Treatment Authorization Request (eTAR) Tips

7. ECM Codes should be submitted as follows:

- For one-time successful engagement – Service Code: G9012, Modifier 1: (leave blank), Quantity: 1
- For ECM provider by non-billable staff without an NPI - Service Code: G9012, Modifier 1: U2, Quantity: 999 (this is the maximum number of units you can select and gives you the most flexibility)
- For ECM provided by a billable provider with an NPI - Service Code: G9008, Modifier 1: U1, Quantity: 999 (this is the maximum number of units you can select and gives you the most flexibility)



Add / Edit Service Detail: Enter CPT Service Code

SERVICE CODE: * Enter CPT Service Code

Search procedure based on procedure code or its description

SERVICE DESCRIPTION:

UNITS: Enter units

QUANTITY: * Enter Quantity of Services

Enter Quantity

CHARGES: Enter Charges

MODIFIER 1: Search modifier based on its code

MODIFIER 2: Search modifier based on its code

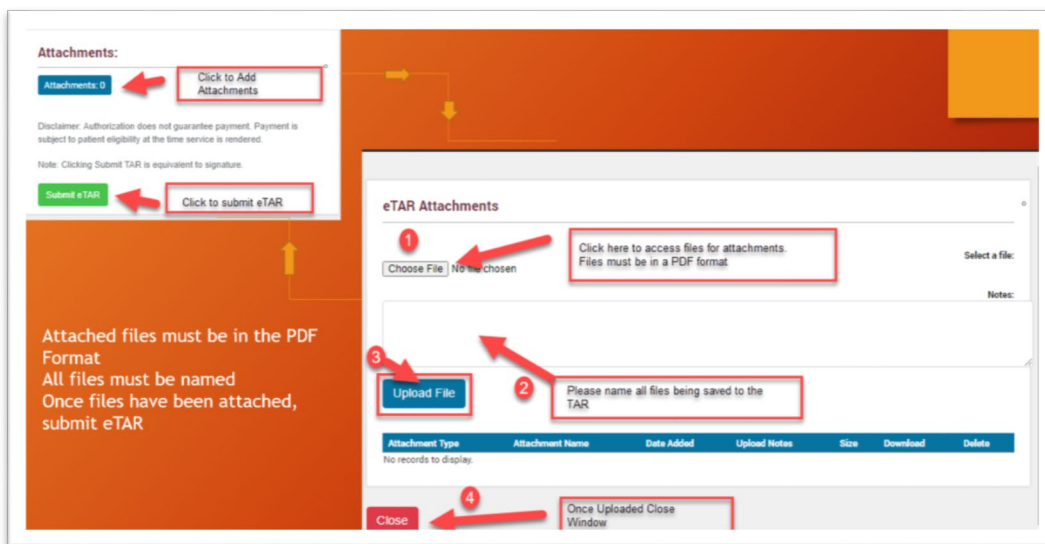
MODIFIER 3: Search modifier based on its code

Click to add service code and details

Additional Notes: (MAX CHARACTER LIMIT IS 700 CHARACTERS)

Add New Service Detail Add line of service enter qualifying Modifiers

8. Finally, add attachments and submit the eTAR.



Attachments:

Attachments: 0 Click to Add Attachments

Disclaimer: Authorization does not guarantee payment. Payment is subject to patient eligibility at the time service is rendered.

Note: Clicking Submit TAR is equivalent to signature.

Submit eTAR Click to submit eTAR

Attached files must be in the PDF Format
All files must be named
Once files have been attached, submit eTAR

eTAR Attachments

1 Click here to access files for attachments. Files must be in a PDF format

Choose File No file chosen

2 Please name all files being saved to the TAR

3 Upload File

4 Once Uploaded Close Window

Close


Attachment Type	Attachment Name	Date Added	Upload Notes	Size	Download	Delete
No records to display.						

Enhanced Care Management (ECM) and Community Supports (CS) Electronic Treatment Authorization Request (eTAR) Tips

9. Once you have submitted the eTAR, you will then be taken to the Confirmation Page notifying you that the eTAR has been submitted

8. Confirmation page:

- Confirmation eTAR number provided
- Option to view TAR with option to print for user record (recommended)



- Submitted TARs will take 24 hours to view in eTAR Status Checking

For more details on specific codes, see the below resources:

- [ECM Codes](#)
- [CS Codes](#)