

# Provider Portal User Guide

#### More patient time, less phone time.

Pinnacol's provider portal gives you secure, convenient access to online resources. Once you register, you can:

- // check claims status
- // search bills, bill history, and
  print EOBs
- // appeal a bill and upload
   supporting documentation
- // search active Pinnacol policies
- // request clinic designation, clinic profiling and opioid prescribing reports (not available to all providers)
- // email Claim and Medical Reviewers from the claims search
- // make a referral to return to work consultants

**Working with Pinnacol has never been easier.** Pinnacol's provider portal is available to all providers who treat Pinnacol injured workers. Our customer service and provider relations teams are still here to provide personalized, compassionate customer service over the phone or by email.



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#### Registration

Before users can log in to the provider portal, they must complete registration. Registration is a multi-step process.

**STEP 1:** Visit the portal at <u>providerportal.pinnacol.com</u> or click on **Provider Portal** in the upper right corner of <u>provider.pinnacol.com</u>.

**STEP 2: Click on Not a member.** Complete the fields and submit. You may be contacted by a Pinnacol employee who will verify your information and approve your registration request.

**STEP 3:** You will receive an email with a link to the provider portal. The link is only good for 24 hours. Click the link to sign off on the terms and conditions and create a password.

**STEP 4:** From the portal home screen, click on the **Add Tax ID** button. A pop-up window will appear where you can enter the Tax ID number for your primary or physical location. You can add additional Tax IDs by clicking on the **Add Tax ID** button again.



Tax ID 0		
Nickname 0		
Bill (d 🛈		_

Users must submit a bill Id for each Tax ID. Enter
the bill number from an explanation of benefits (EOB) received within the past 120 days.

#### Search Bills

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Users can search submitted bills either in groups or individually.

STEP 1: Fro	om the home	screen,	click on	Search	Bills.
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A Search Bills	Search Claims	Search Acti	ve Policies	Request Reports	Clinics/Practition	ers Manage My Tax IDs	Contact Us
* Select a Tax ID 0			Claim 0			Slart Date 0	
123456789							<b>#</b>
EFT/Chec Number 0			Bill Id O			End Date O	
							首
				Clear Searc	h		
BILL ID ST	ATUS SERV	ICE START		SERVICE END	CLAIM #	BILLED AMT	PAID AMT

**STEP 2**: Select a Tax ID from the drop-down menu. If users are only associated with one Tax ID, it will default to that Tax ID. Then enter valid search criteria in at least one of the search fields in the web form. Users may enter a claim number, EFT/check number, bill Id or dates of service. If users are searching for bills by date of service, enter both the start date and end date. Searches are limited to 30 days' worth of bills at a time.

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A Search Bills Search Clair	ms Search A	Active Policies R	Request Reports	Clinics/Practition	ers Manage My	Tax IDs Cont	act Us
* Select a Tax ID		Claim <b>O</b>			Start Date 0		
123456789		Ciulin C			01/01/2024		前
EFT/Check Number 0		Bill Id O			End Date 0		
					01/07/2024		茴
Page 1 of 93			Clear Searc	h			Next
BILL ID	STATUS	SERVICE START	SERVICE EN	CLAIM #	BILLED AMT	PAID AMT	
2024012912233688RVAN	Review	01/02/2024	01/02/2024	10218348	\$196.49	\$0.00	
2024013007223256WCEP	Review	01/02/2024	01/02/2024	10215921	\$51.00	\$0.00	

STEP 3: Click on Search to receive results.

**STEP 4:** Click on a **bill Id** to view bill details.

2024012705540614WCEP.1 INJURED WORKER NAME										
Bill Detail Payment	Line Items									
PAYMENT TYPE	PAYMENT #	ISSUE DATE	PAYMENT AMOUNT	PAYMENT STATUS						
EFT	2205009006		\$235.14	CLEARED - 02/01/2024						
Payee: OCCUPATIO	NAL HEALTH CENTERS									
This bill and claim was n Rule and Regulations 70 allowance. The billing pr	eviewed in accordance wi CCR1101-3. The billing pr rovider has 60 days from I	ith the medical fee sche ovider cannot balance b the date of this EOB to c	dule in effect for the date of service ill the injured worker for dollars in contest the amount of dollars paid of	e per the Colorado Workers' Compensation excess of the maximum fee schedule or denied and/or send a corrected bill.						
				Print EOB Close						

STEP 5: If the bill status is closed, the user can click **Print EOB**. EOBs are only available for closed bills.

**STEP 6:** The EOB opens in a new tab and can be saved or printed using the download or print buttons in the upper right of the browser.

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		Find text or tools Q	12	A	0	Ģ
DINNACOL						
PINNAGUL						
ASSURANCE						
DODVIDED DODTAL						
PROVIDER PORTAL						
Claim						
Injured Worker	Claim#					
FIRST NAME LAST NAME	12345678					

**STEP 7:** From the results, click on Print EOB and a new tab with that EOB will open. To print another EOB, go back to the original tab and click Print EOB on another bill.

**STEP 8:** From the Search Bills tab, search by EFT/Check number to see all bills associated with a specific EFT/Check number. Multiple pages of results may be returned.

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合 Search Bills Search Claim	s Search A	Active Policies R	equest Reports	Clinics/Practition	ers Manage My	Tax IDs Cor	ntact Us
*Select a Tax ID 0		Claim 0			Start Date 0		
123456789					01/01/2024		ä
EFT/Check Number 0		Bill Id O			End Date O		
					01/07/2024		
Page 1 of 93			Clear Sear	rch			Next
BILL ID	STATUS	SERVICE START	SERVICE EN	D CLAIM #	BILLED AMT	PAID AMT	
2024012912233688RVAN	Review	01/02/2024	01/02/2024	10218348	\$196.49	\$0.00	
2024013007223256WCEP	Review	01/02/2024	01/02/2024	10215921	\$51.00	\$0.00	

During a session, users can move within tabs and previous searches can be re-executed. When you logout, the search info will be cleared.

If you have questions about a specific bill, please contact the Pinnacol bill processor listed on the explanation of benefits (EOB).

#### Search Claims

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Users can obtain detailed claim information or determine whether a claim has been filed.

STEP 1: From the home screen, click on Search Claims.

PINNACOL	L.	K		🔔 toronto.
★ Search Bills Search Claims Search Acti	ve Policies Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
Claim O	Policy O		Last 4 of SSN O	
Date of Injury <b>O</b>	Date of Birth O		Injured Worker Last Nam	• 0
-	Clear Search: 3)	Fields Required		
CLAIM NUMBER	DATE OF INJURY	IN	JURED WORKER	

**STEP 2:** Search for a specific claim or group of claims by entering **at least three pieces of valid criteria** in the search form. Users can enter a specific claim number, the date of injury, a policy number associated with the claim, or the injured worker's last name, Social Security number or date of birth.

**PINN/ACOL** ASSURANCE arch Active Policies age My Tax IDs Claim 0 Policy O Last 4 of SSN O 12345678 1356 Date of Birth O Date of Injury O Injured Worker Last Name O 11/23/1983 台 台 Clear Search CLAIM NUMBE DATE OF INJUR URED WORKER 12345678 12/29/2023 INJURED WORKER NAME

**STEP 3:** Click on **Search** to receive results.

STEP 4: Click on a claim number to view claim details.



**STEP 5:** Click **Print** to generate a PDF of the claim. The PDF opens in a new tab and can be saved or printed using the download or print buttons in the upper right corner of the browser.

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	🗑 anologies. / NotaClain/DF -		11 Desktop	Q	0	.te	
ΡΙΝΝΛ	COL						
ASSURANCE PROVIDER P	URTAL						
INJURED WORKER NAM	E						
Claim Num 12345678		SSN XXX-XX-1356					
DOD		Dhana					

**STEP 6:** Scroll to the bottom of the results window to view Medical Reviewer name, phone number and email address.

STEP 7: If no Medical Reviewer is assigned to the claim, the user will see this message:



STEP 8: Click Claim Reviewer or Medical Reviewer email link to open an email to that address.

During a session, users can move within tabs and previous searches can be re-executed. When you logout, the search info will be cleared.

If you have questions about a specific claim, please contact the claim reviewer or medical reviewer assigned to the claim.

#### Search Active Policies

Users can search by policy number or policy name to verify an employer has an active policy with Pinnacol.

STEP 1: From the home screen, click on Search Active Policies.

ASSI			6	L	1	0	(a) cyrrosan
÷	Search Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
			Policy Number	F	Policy Name 👩		
				Clear	Search		
POL	ICY NUMBER					NAME	

**STEP 2:** Enter the policy number or policy name.

STEP 3: Click on Search to receive results.

PINNACOL ASSURANCE		6	L	X	0	(A) Lynn Sa
♠ Search Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
		Policy Number	P	olicy Name 👩		
		1234567				
			Clear S	earch		
POLICY NUMBER			NAME			
1234567			ABC Com	pany		

During a session, users can move within tabs and previous searches can be re-executed. When you logout, the search info will be cleared.

**Note:** Policy status is based on information we have at the time the search was conducted. Please check this site frequently to confirm the status, as it may change. Due to factors beyond our control, such as delayed reporting, we cannot guarantee the accuracy of the information retrieved on this site, including whether a listed policy was in effect at the time of an injury.

#### **Request Reports**

Pinnacol produces various reports for provider use. Availability is based on network participation and type of provider. If eligible, users can subscribe to automatic monthly reports, which are sent monthly to the report requester's email address.

When a user has more than one Tax ID, the option to select a Tax ID is now required before subscribing to reports. A selection is only required if the user has more than one Tax ID.

STEP 1: From the home screen, click on Request Reports.

**STEP 2:** Select a Tax ID if more than one is available.

ASS				L			🔔 ty
ń	Search Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
• Sele	ct a Tax ID O	Subscrib	e to monthly reports	that will be sent i	to you via email on t	he 2nd of each mon	th
	Pr We Mik	re revising the Clinic e.Koons@pinnacol.co	Unsub Profiling Report. For questions, en.	contact	Bill Pay This report shows clinics a most recent rolling 12 mon line denials and top 5 reaso	Sut history of billing and paymee ths. Report also shows top ns for bills appealed online.	scribed
	De Thir des assi all a	esignatio report provides cont ignated your SelectN at the PCP with client ctive designations an	n Unsub ta information for employers: et clinic to treat their injured we occused marketing efforts. Re d any added in the last 90 days	scribed who have who have port includes			

**STEP 3:** Click on the slider box for the reports you wish to receive, and a check mark will indicate that you are now subscribed. Click on the slider box again to unsubscribe, and the check mark will disappear. **Be sure to click Save Changes**.

**STEP 4:** Click **Unsubscribed** on the Designation Report to see the available clinic options. Scroll to see additional options.

Profiling	Unsubscribed (	Bill Pay	Subscribed
We're revising the Clinic Profiling Report Mike Koonstitpinnacol.com	rt. For questions, contact	This report shows clinics a histor most recent rolling 12 months. R line denials and top 5 reasons for	ry of billing and payment trends for the leport also shows top 5 reasons for bill r bills appealed online.
Designation	Subscribed		
This report provides contact informatio designated your SelectNet clinic to trea assist the PCP with client-focused mark all active designations and any added in	n for employers who have I their injured workers and oning efforts. Report includes s the last 90 days.		
MEDICAL CLINIC 1	Unsubscribed		
Clinic Address			
MEDICAL CLINIC 2			
Clinic Address	Unsubscribed		
MEDICAL CLINIC 3			
	Extrached		

STEP 5: Click Unsubscribe on any clinic if the report is wanted. The selection will change to subscribed.

STEP 6: Click Save Changes to finalize your selections and receive a confirmation. At least one clinic must be selected to save changes and request a designation report.

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## Refer to Return to Work

Users can generate a direct referral to a return to work consultant by clicking on the return to work icon from the home screen within the Provider Portal.

This opens a new screen where your username, email and phone number are prefilled. These entries can be edited if necessary.

♠ Search Bills Search Claims Search Active Policie	Request Reports Clinics/Practitioners Manage My Tax IDs Contact Us
w	Icome To Return To Work!
Return to Work Consultants can help you identify appropriate model returning to modified duty. Please tell us	d duty, provide employer education about working with restrictions, and facilitate a more structured process of ow we can help return and/or ensure a safe return to work outcome for your patient.
Daim Number 🕐	injured Worker's Name 🕐
Jinic Name O	Contact Name 👩
	Lynn Saladin
Contact Phone Number ()	Contact Email 💿
303-555-9876	Ivnn saladin@email.com
leason for Request	

After the claim number, the injured worker's name, your clinic name and the reason for the request are inserted, click submit. A green flash bar will appear at the top of the screen to indicate the request has been sent.

A Pinnacol return to work consultant will contact the requester within two business days to start the process. They'll help identify appropriate modified-duty tasks for the injured worker and educate the employer about working with restrictions, facilitating a safe return to work outcome for your patient.

#### **Clinics/Practitioners**

Users can view clinic information for multiple Tax IDs. A roster of credentialed providers can be viewed by clinic location. Updates can be made from this tab.

STEP 1: From the home screen, click on Clinics/Practitioners.

↑ Search Bills Search Claims Search	h Active Policies Request Reports			
	I Active Policies Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
* Select a Tax ID 👔			Filte	н
123456789			0	
CLINIC	PHYSIC	AL ADDRESS	PHONE	CLINIC / PRACTITIONER

**STEP 2:** From the drop-down menu, select a Tax ID to receive results.

If users are only associated with one Tax ID, it will default to that Tax ID.

Search Bills Search Claims Search	Active Policies Request Reports Clinics/Practitioners	Manage My Tax IDs	Contact Us
*Select a Tax ID 123456789		Filter	
CLINIC	PHYSICAL ADDRESS	PHONE	CLINIC / PRACTITIONE DETAIL
MEDICAL CLINIC 1	Clinic Address	303-555-2300	
ASSURANCE	Active Policies Request Reports Clinics/Practitioners	Manage My Tax IDs	Lynn Sala. *
*Select a Tax ID		Filter Q	h+
123456789		- 202000	CLINIC / PRACTITIONE
123456789	PHYSICAL ADDRESS	PHONE	DETAIL
MEDICAL CLINIC 1	PHYSICAL ADDRESS Clinic Address	203-555-2300	DETAIL

STEP 3: Click on the drop-down arrow to display clinic or practitioner detail.

STEP 4: Select the practitioner detail to view providers associated with the selected clinic.

**STEP 5:** The practitioner credentialing status is indicated. "Current" indicates the practitioner's recredential date is more than 120 days in the future. "Needs renewal" indicates the recredentialing date is within the next 120 days. "In Progress" indicates the practitioner is currently going through credentialing.

STEP 6: Click Edit Locations to update the clinics associated with a practitioner.

	Practition	ner Detail	
PRACTITIONER NAME, MD	Current	07/31/2024	Edit Locations
PRACTITIONER NAME, DO	Needs Renewal		Edit Locations
PRACTITIONER NAME, PA	In Progress		Edit Locations
PRACTITIONER NAME, NP	Current	08/31/2024	Edit Locations
Add New Practitioner			Clos

**STEP 7:** Click **Add New Practitioner** to access required credentialing documents and for instructions to credential a new provider.

**STEP 8:** Click **Remove** to request a practitioner be removed from a specific clinic. Multiple selections can be made at one time.

I.

	PRACTITIONER NAME 1			
LINIC NAME 1	CLINIC ADDRESS 1	Add	PRACTIT	IONER NAME 1
INIC NAME 2			* Effective Date	
	CLINIC ADDRESS 2	Add	* Reason	ä
JNIC NAME 3	CLINIC ADDRESS 3	Add		
INIC NAME 4	CLINIC ADDRESS 4	Add	Back	Close Save
INIC NAME 5	CLINIC ADDRESS 5	Remove		1

**STEP 9:** Click **Next** to continue.

**STEP 10:** After adding or removing a practitioner from a clinic a window opens. It requires the user to indicate the effective date and reason for change. After the user has made changes, click **Save**. A pop-up notifies the user the request has been submitted.

**STEP 11:** Click **Remove All** to request a practitioner be removed from all clinics associated with the selected Tax ID. **A pop-up will indicate that removing the practitioner from all clinics will remove the practitioner from the SelectNet contract.** 

**STEP 12:** Click **Next**. The user must indicate the effective date and reason for the changes as above.

# Manage My Tax IDs

Users can set up and manage additional Tax IDs using our portal.

STEP 1: From the home screen, click on Manage My Tax IDs.

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A	Search Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact U
AD	D Tax ID +						
T/	AX D		NICKNA	ИE	STAT	US	
123	456789		MEDICAL	CLINIC	Activ	e	

STEP 2: Click on the ADD Tax ID button.

Add Tax ID To Profile	
* Tax ID 🔘	
*Nickname	User
* Bill Id •	the b (EOE

Users must submit a **bill Id** for each Tax ID. Enter the bill number from an explanation of benefits (EOB) received within the past 120 days.

PINN			6	L.	X	(	2
n Se	arch Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
ADD Tax	×ID +						
TAX II	D		NICKNAM	ME	STAT	US	
123456	789		MEDICAL	CLINIC	Active	3	
						Deac	tivate 🔇

**STEP 3:** To deactivate a Tax ID, click on the down arrow to the right of the Tax ID and select **Deactivate**.

## **Contact Pinnacol**

Users can submit a question or comment to our provider network management team.

STEP 1: From the home screen, click on Contact Us.

ASSURANCE		۲
★ Search Bills Search Claims Search Active Policies	Request Reports Clinics/Practitioners Manage My Tax IDs Conta	ct Us
Contact Provider Network Management Please complete the form and our team will get back to you.	Call Us Provider Network Management: 303.361.4945 Claims: Assigned claims representative Medical Payments Team: 303.361.4820 Customer Service: 303.361.4000	
* Description	Submit a Bill by Mail: Medical Payments Team, Pinnacol Assurance P.O. Box 469013 Denver, CO 80246-9013 Business Hours: 8 a.m 5 p.m., Monday - Friday	

STEP 2: Enter a subject and description in the open text fields. Both fields are required.

STEP 3: Click on Submit and our team will contact you soon.

#### Appeal a Bill

Users can initiate a bill appeal from the portal and receive confirmation of the appeal request.

PINNACOL ASSURANCE		16	6	X		
A Search Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
* Select a Tax ID O		Claim 0		Sti	arl Date 🛛	
123456789						前
EFT/Chec Number		Bill Id O		En	d Date O	
						首
			Clear Searc	h		
	TUS SERV	ICE START	SERVICE END		BILLED AMT	PAID AMT

STEP 1: From the home screen, click on Search Bills.

**STEP 2:** Select a Tax ID from the drop-down menu, then enter the bill number. If users are only associated with one Tax ID, it will default to that Tax ID.

STEP 3: Click on Search to receive results.

PINNACOL ASSURANCE POLITECE POLITE	T	(1			0	۲	
♠ Search Bills Search Clain	is Search A	Active Policies Req	quest Reports C	linics/Practition	ers Manage My	Tax IDs Contac	t Us
Select a Tax ID <b>O</b>		Claim <b>O</b>			Start Date 0		
123456789					01/01/2024		=
FT/Check Number 0		Bill Id O			End Date 0		
					01/07/2024		ti
			Clear Search	1			Next
Page 1 of 93							
BILL ID	STATUS	SERVICE START	SERVICE END	CLAIM #	BILLED AMT	PAID AMT	
-age 1 of 93 BILL ID 20 24012912233688RVAN	STATUS Review	SERVICE START 01/02/2024	SERVICE END 01/02/2024	CLAIM # 10218348	BILLED AMT \$196.49	PAID AMT \$0.00	

Click on a <b>bill Id</b>	2024012705540614WCEP.1 INJURED WORKER NAME				
to view bill details. A	Bill Detail Payment	info Line Items			
pop-up window will appear.	PAYMENT TYPE	PAYMENT #	ISSUE DATE	PAYMENT AMOUNT	PAYMENT STATUS
Click on BILL DETAIL.	EFT	2205009006		\$235.14	CLEARED - 02/01/2024
	Payee, OCCUPATION This bill and claim was re Rule and Regulations 7C allowance. The billing pro	IAL HEALTH CENTERS viewed in accordance w CR1101-3. The billing pr wider has 60 days from	ith the medical fee sche ovider cannot balance b the date of this EOB to o	dule in effect for the date of servic sill the injured worker for dollars in contest the amount of dollars paid	e per the Colorade Workers' Compensation excess of the maximum fee schedule or denied and/or send a corrected bill. PrintEOB Closs.



**STEP 4:** From the bill detail screen, click on the **Appeal** button. **If this button does not appear, this bill is not eligible for online bill appeal.** 

2024012705541019WCEP.1 INJURED WORKER NAME		
* Appeal Reason		
None	•	
None		
Bill denied for notes		
Claim# correction		
DOS correction		
ICD correction		
Other		
Procedure code update		
Supply and/or NDC information		
UB92 DRG		
LIB92 Principal Procedures		

**STEP 5:** A pop-up box will appear. Select the **Appeal Reason** from the drop-down menu.

20240127	5541019WCEP.1 INJURED WOR	KER NAME
* Appeal Reason		
Bill denied for note	s	•
Upload Supporting De	cumentation	
🛧 Upload Files	Or drop files	
Supported file types * Comments	are PDF, TIF or TIFF. Max file size is :	300MB.
		•
	Cancel Submit Request	

	Upload	Files
PDF	Supporting Documentation 58 KB	0
1 of 1	file uploaded	Done

**STEP 6:** Enter a comment about the bill appeal.

**STEP 7:** Uploading supporting documents is optional. If files are uploaded, a window opens and indicates a file has been uploaded. Click **Done** to close the window.

Bill denied for notes	•
Ipload Supporting Documentation	
supported file types are PDF, TIF or TIFF. Max file size is 300MB. *File Type	
Select	
Medical Record Bill Attachment	
Supporting Documentation Delete File	
Supporting Documentation Deloto File Comments	
Supporting Documentation Delete File Comments	
Supporting Documentation Delete File	
Supporting Documentation Delete File	
Supporting Documentation Delete File 'Comments	

**STEP 8:** After uploading files, select the appropriate **File Type** based on the definitions below:

**Medical Record** – documentation signed by a medical provider of services rendered or medical necessity. Documentation does not include any dollar figures.

**Bill** – non-medical record that attaches to a bill to help process charges. May include dollar figures.

**Attachment** – supporting documentation to the bill but is not a medical record.

**STEP 9:** Click on **Submit Request** to submit the appeal.

**STEP 10:** A pop-up indicates the appeal was submitted and the bill detail will indicate the bill is in appeal.



Users can submit documentation to complete the appeal by fax, 303.361.5820, or mail the documents to Pinnacol Assurance, 7501 E. Lowry Blvd., Denver, CO 80230.

Visit provider.pinnacol.com/resources/how-to-appeal-a-medical-bill.com to initiate a manual bill appeal.

## Access Credentialing Forms

Credentialing forms and instructions are available to print or download.

STEP 1: From the home screen, click on Clinics/Practitioners.

PINNACOL ASSURANCE PROVIDENT PORTAL			L			💄 Lynn Sela =
♠ Search Bills	Search Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
• Select a Tax ID 🔘					Filte	er
123456789					c	4
CLINIC			PHYSICA	L ADDRESS	PHONE	CLINIC / PRACTITIONER

I.

**STEP 2:** From the drop-down menu, select a Tax ID to receive results.

If users are only associated with one Tax ID, it will default to that Tax ID.

ASSURANCE	17		L	11		🚊 tynn Sala.
A Search Bills Sear	rch Claims	Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
• Select a Tax ID 123456789					Filte	r
CLINIC			PHYSICA	LADDRESS	PHONE	CLINIC / PRACTITIONER
MEDICAL CLINIC 1			Clinic /	Address	303-555-2300	

ASSURANCE	1		11		🚊 Lynn Sala *
★ Search Bills Search Cla	ms Search Active Policies	Request Reports	Clinics/Practitioners	Manage My Tax IDs	Contact Us
*Select a Tax ID 123456789				Filt	er L
CLINIC		PHYSICA	L ADDRESS	PHONE	CLINIC / PRACTITIONER DETAIL
MEDICAL CLINIC 1		Clinic A	ddress	303-555-2300	
- Contrast - Contrast				Clinic Detail	82
MEDICAL CLINIC 2		Clinic A	ddress	Practitioner Deta	al 📴
				+	

STEP 3: Click on the drop-down arrow to display clinic or practitioner detail.

**STEP 4:** Select the practitioner detail to view providers associated with the selected clinic.

	Practition	ner Detall	
PRACTITIONER NAME, MD	Current	07/31/2024	Edit Locations
PRACTITIONER NAME, DO	Needs Renewal		Edit Locations
PRACTITIONER NAME, PA	In Progress		Edit Locations
PRACTITIONER NAME, NP	Current	08/31/2024	Edit Locations
PRACTITIONER NAME, NP	Current	09/30/2024	Edit Locations
PRACTITIONER NAME, MD	Current	06/30/2025	Edit Locations
			Fdit
Add New Practitioner			Clos

#### **STEP 5:** Click on Add New Practitioner.

**STEP 6:** A pop-up displays the 3 required credentialing documents. Click on each document to view and download. Instructions on credentialing are displayed.

		A 9 400
		SelectNet* Group Participation Affiliation Request
Provider-Disclosure-Fo	📑 2018-02-07 Group Ros	📄 Group-Participation-Af
credential a new practitioner ve questions about credentia	, submit these forms to Credential aling? Contact Danyel Shelby at 30	ing@pinnacol.com. 3-361-4954.

#### Glossary of Terms

Bill: Provider billing and payment information, searchable at the claim and Tax ID.

**Bill Pay Report:** Shows clinics a history of billing and payment trends for the most recent rolling 12 months. Report also shows top 5 reasons for bill line denials and top 5 reasons for bills appealed online. Under the top 5 reasons for bill line denials, claim information is provided to easily see which bills may need to be resubmitted.

Claim: Information about the injured worker's case, such as claim number, date of injury and employer.

**Claims Reviewer:** The Pinnacol employee who guides injured workers and policyholders through the claims process. This includes investigation, coordination of care, authorization of benefits, and claims settlements.

**Clinic Profiling Report:** This report is meant for your practice's use only. This report includes data related to the number of visits, therapy, TTD days, surgery, and claim costs for different types of body parts and compares that information with other SelectNet provider clinics.

**Designation Report:** This report is only available for PCP clinics. It provides contact information for employers who have designated the clinic to treat their injured workers and assists the PCP with client-focused marketing efforts. Report includes designations that were added within the last 90 days, designations auto-assigned in the last 90 days and all active designations within the last 12 months.

**EOB:** The explanation of benefits is a statement sent by Pinnacol to explain the medical treatments and services paid on the injured workers' behalf. The form usually accompanies a check or electronic payment.

**Injured worker:** Commonly used term to refer to injured or ill worker or employee who is receiving treatment under workers' compensation insurance.

**Medical Reviewer:** The Pinnacol employee who serves as a liaison between medical providers and injured workers by planning and coordinating healthcare services with the goal of rehabilitation.

**Opioid Prescribing Report:** This report shows your opioid prescribing history with Pinnacol injured workers. Report displays aggregated data on prescribing patterns over the past 2 years and compares individual provider data with that of your peers.

Pinnacol.com: Pinnacol's website.

**Policyholder:** A person or group in whose name an insurance policy is held. Sometimes also referred to as "employer."

**Provider portal:** Offers secure online access to view and search sensitive claim and billing information, file billing appeals, request reports and reach out to service teams.

Provider portal home screen: The main landing page of Pinnacol's provider portal.

Tax ID: Federal Tax ID Number (required for portal registration).

#### Resources

- 1. Pinnacol.com houses myriad resources for navigating workers' compensation processes. provider.pinnacol.com
- 2. Workers' Compensation Basics course, Module 8: Pinnacol Processes: pinnacol.com/events-training/workers-compensation-basics-for-providers
- 3. How to appeal a bill: pinnacol.com/appeal-bill
- 4. Choosing a designated provider: pinnacol.com/knowledge-center/choosing-designated-medical-provider

#### **Contact us:**

Provider Network Management: 303.361.4945, provider management@pinnacol.com

Billing: 303.361.4820

Pinnacol Customer Service: 303.361.4000