Annual Wellness Visits (AWVs)

AWVs are discussed in detail in <u>materials</u> provided by the Medicare Learning Network. These are important, non-face to face visits, that can gather important medical and psycho-social information from beneficiaries and assist in guiding their care for the subsequent year.

There are many acceptable ways a practice can assure that it has scheduled beneficiaries properly for these annual events. Some practices have noted that mobile clinics may have done the AWVs before the beneficiary had been able to be scheduled by the primary care office. The following information provides a description of a CMS tool that will allow practices to determine if a beneficiary has had an AWV in the prior year.

Novitasphere allows you to see if the patient has received an AWV service in the last 12 months.

What is required?
　　　Access to EIDM (the CMS Enterprise Portal) is required. Novitasphere is an application within the CMS Enterprise Portal.

Is there a batch option in the Novitasphere Application?
　　　Yes. On the left-hand side of the screen, click on "Claims Submission/ERA". A new window will open; then, click on "file submission" under the green file cabinet icon, or click on "File" and "File submission" from the middle menu drop down bar. Click on "Choose Files" and click "Open". For multiple files, hold down the Ctrl or Command key while choosing files. Then, click "Upload".

Who would enroll for Novitasphere?
　　　The organization must designate someone to be an <u>Office Approver</u> (responsible for setting up the Organization in EIDM, approving User access requests, and certifying Users annually). The organization must also designate someone to be an Office Back-up Approver, who has the same roles as the Office Approver and can perform their duties in their place. Both of these individuals should not be members of a Billing Service or Clearinghouse. The End Users are other staff members who will use the Novitasphere application.

How do I access the Novitasphere Application?
1. The Office Approver (designated controlling user for the organization) must complete the <u>Novitasphere Enrollment Form</u>. Once this form is approved, the organization and office staff roles must be set up in EIDM.
2. To register for EIDM, click <u>here</u>. Click on New User Registration, choose Novitasphere from the dropdown list, and complete all information and agree to the Terms and Conditions. *If you already have an EIDM account, skip step 2 and start at step 3.*

3. The Office Approver should then request to add the Novitasphere application to their User ID, set up their role as "Provider Office Approver", and create the organization. To do this, go to the "My Portal" page, select "Request/Add Apps", scroll to find or search for Novitasphere, and click on Request Access, and then select the role.
4. Complete all required information and Multi-Factor Authentication (MFA) information, if necessary.
5. To create a new organization, select the button for "Create a new organization" and follow all steps required.
6. Once all information is completed, click "Submit" and wait for approval. You will receive a tracking number. You will receive an email notification when your request has been processed. If approved, the email will say "approved" and will provide additional information.
7. Once approved, the Office Back-up Approver should do the same steps (2 – 6) and setup role as "Provider Office Back-up Approver". All other staff/end users should also do the same steps (2 – 6) and set up role as "End User". *Search for your organization instead of creating a new one for both of these roles.*
8. For questions and detailed information about every step, click here.

How do I check eligibility in the Novitasphere Application?
1. To check eligibility, click on the "Eligibility" feature on the left side of the page.
2. Enter the **Beneficiary First Name, Beneficiary Last Name**, Suffix, **Medicare Beneficiary ID**, Date of Birth, **National Provider Identifier (NPI), Date(s) of Service,** and Types of Data. Red means it is required information to enter.
3. Once submitted, the benefit and eligibility tabs will appear in a couple seconds. Click on the PDF icon if you want a printable PDF.

How else can I query my practice management system?
You can query your practice management system by birthdate to list Medicare beneficiaries who are newly eligible for Welcome to Medicare visits. You can also query your practice management system by date of last claim for initial or subsequent AWV, and then send a reminder to schedule one year and a day after the last service—this assures that no one gets in front of the practice to do the AWV. This online system primarily tells you/your practice who may have already had an AWV elsewhere and eliminates being paid within the year timeframe.