

## Sleep Management Prior Authorization Overview

During these sessions, we will discuss in detail the prior authorization requirements for sleep management services and how to navigate the eviCore website at [evicore.com](http://evicore.com). Time and participation permitting, this training session will be followed by a question-and-answer session. We encourage you to attend one of these informative sessions to ensure your understanding of the prior authorization process for sleep management services.

### Registration

All online orientation sessions require advance registration. Each online orientation session is free of charge and will last approximately one hour. All sessions are scheduled in Eastern Standard Time.

Day of the Week	Date	Time
Friday	May 1, 2020	10 a.m. EST
Monday	May 4, 2020	3 p.m. EST
Wednesday	May 6, 2020	11 a.m. EST
Tuesday	May 12, 2020	2 p.m. EST
Thursday	May 14, 2020	10 a.m. EST
Wednesday	May 20, 2020	3 p.m. EST
Friday	May 22, 2020	9 a.m. EST
Tuesday	May 26, 2020	11 a.m. EST
Thursday	May 28, 2020	3 p.m. EST
Thursday	June 4, 2020	10 a.m. EST
Tuesday	June 9, 2020	2 p.m. EST
Thursday	June 18, 2020	11 a.m. EST

### How to register:

Please read the following instructions to register for and participate in a session:

1. Once you have selected a provider specific session, please go to [evicore.webex.com](http://evicore.webex.com)
2. Click on the menu bar on the far left hand side, ☰ then choose "Webex Training"
3. Under Live Sessions, click the "Upcoming" tab, then enter the desired topic name exactly as below and search: "Tufts Sleep Management Provider Orientation"
4. Click "Register" next to the session(s) with the date and time you wish to attend
5. Complete the registration information

After you have registered for the conference, you will receive an email containing the toll-free phone number and meeting number, conference password, and a link to the web portion of the session.

**Keep the registration email so you will have the link to the Webex conference and the call-in number for the session in which you will be participating.**

If you are unable to participate in a session, you can view the provider orientation presentation online, as well as other important documents at [evicore.com/resources/healthplan/tufts](http://evicore.com/resources/healthplan/tufts). Documents are available in PDF format. If you need Adobe Reader, you can download it from [adobe.com/products/reader](http://adobe.com/products/reader).

If you have any questions regarding the eviCore web portal, please contact the Web Support team via email at [portal.support@evicore.com](mailto:portal.support@evicore.com) or via phone at 800.646.0418 (Option 2). For any client or provider inquiries not associated with this training, please email [ClientServices@evicore.com](mailto:ClientServices@evicore.com).