# Medical Oncology Order Request via the Carelon Medical Benefits Management *Provider*Portal<sub>SM</sub>

# Quick Step Guide

1. Login to www.ProviderPortal.com, if you are a registered user
   *(or register and then login)*.

2. Enter the treatment "Start Date" on the "Start Your Order Request Here" tab.

3. Select and enter the member's search criteria and click "Find This Member".

4. Select the member by clicking on their underlined name.

5. Select the "Chemotherapy and Supportive Drugs" button and click "Continue".

6. Verify there are no duplicate orders in place for the member and click "Next".

7. Search and select the Ordering Provider by clicking on the hyperlink name.

8. Enter or validate the provider's fax number and click "Save".

9. Enter or validate the medication "Dispensing Date" and click "Next".

10. Search and select the "Dispensing Provider" by clicking on the underlined name.

11. Select the "Place of Service".

12. Enter the member's height and weight, click "Save and Continue".

13. Select the Cancer Type.

14. Select the primary ICD-10 code.

15. Type and select both the Chemotherapy and Supportive drugs.  Once all drugs have been added click "Save and Continue".

16. Answer all questions, click "Save and Continue".

17. Validate or update the dosing information for the chemotherapy drugs, click "Save and Continue".

18. Validate or update the dosing information for the supportive drugs, if needed, click "Save and Continue".

19. Enter the pathology.

20. Enter the stage or TNM.

21. Enter any biomarker data, if needed.

22. Enter the Line of Treatment.

23. Enter the ECOG/Performance Status, click "Save and Continue".

24. Answer any additional questions, if needed, click "Save and Continue".

25. Resolve any deviations, if needed. The ordering physician may also select an alternate treatment plan, if options are presented. Click "Save and Continue".

26. Validate or update the "Treatment End Date".

27. Add in the Clinical Trial ID# *(if applicable)* and click "Done".

28. Review the "Order Request Preview" and ensure all the information is correct, click "Submit This Request".

29. Download a copy of the "Order Summary" via the "Print" or "Save as PDF" buttons.

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