INDEPENDENT PHYSICIANS NETWORK

ELF

(Electronic Link Feature)

Frequently Asked Questions

What is ELF?

ELF is an electronic link that will allow users to access the State EDS System (thru IPN) to verify Medicaid eligibility for Wisconsin BadgerCare, Medicaid and SSI members. This system will also identify the managed health plan the member is associated with. Other links available on ELF are My Choice Wisconsin, UHC Community Plan, UHC Medicare, and DHS Medicaid.

What does ELF cost?

It's FREE to our member physicians.

How can I get ELF?

You can request access to ELF by contacting **Leah at 414-771-6177, Ext 118**. The system setup and training will be handled over the phone. Estimated time for setup and training for one connection is between 15-20 minutes. For any additional questions regarding ELF access and setup, please contact Leah.
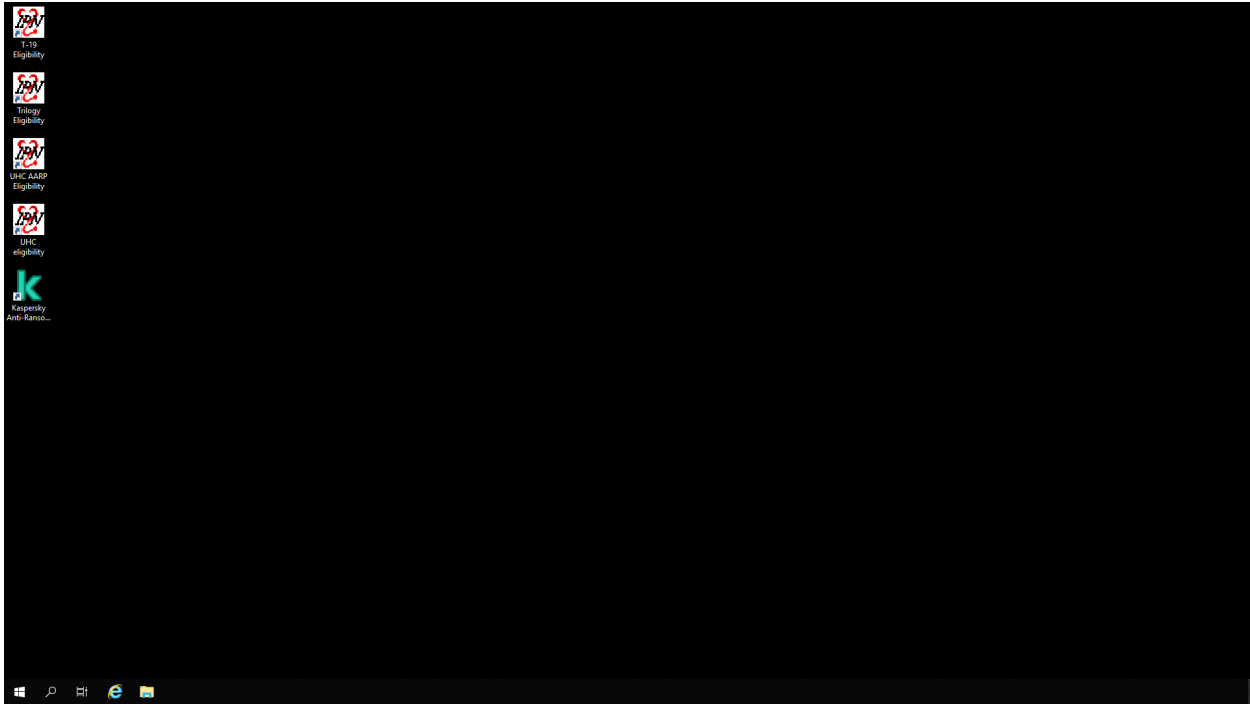
ELF Requirements:

ELF is an internet-based program that requires high speed internet service. Please note that computer networking, office writing and all other systems, connections, equipment, printers and so forth, required to connect to the system, are the sole responsibility of the physician.

Having problems with ELF or need more Medicaid lookups:

Contact **Leah**, **Grant** or **Christian** at **414-771-6177** for assistance.

ELF Screen Images and Walkthroughs:

This screen shows the links that are available on ELF. The user can access T-19, My Choice WI, UHC Community Plan and UHC Medicare member eligibility.

Click on link to open a program. Open sessions can be minimized on the toolbar at the bottom of the screen. Running duplicate sessions will cause problems. Always check toolbar for sessions already open.

T-19 Images and Walkthrough:

This is the State Eligibility screen. The user can verify eligibility for BadgerCare, Healthy Start, Medicaid and SSI members.

Click on "**Click Here to Verify State Eligibility**"

User can retrieve eligibility data by doing a search by the MAID # or First Name, Last Name or DOB. The Date Entry Mode default is set to pull current date. User has the option to select prior or manual dates. A search can go as far back as one year (365 days). This screen also shows the number of lookups purchased, used and remaining for the account.

To verify eligibility:

> ➢ Type in the MAID #, First/Last Name or DOB.
> ➢ Click on "**Click Here to Submit Eligibility Request**"

Request for member eligibility will be **RETRIEVED** or **REJECTED**.

If rejected, patient is not covered by state.

This is the Report Preview Screen. User can print or save the report as a PDF document.

Print Report:

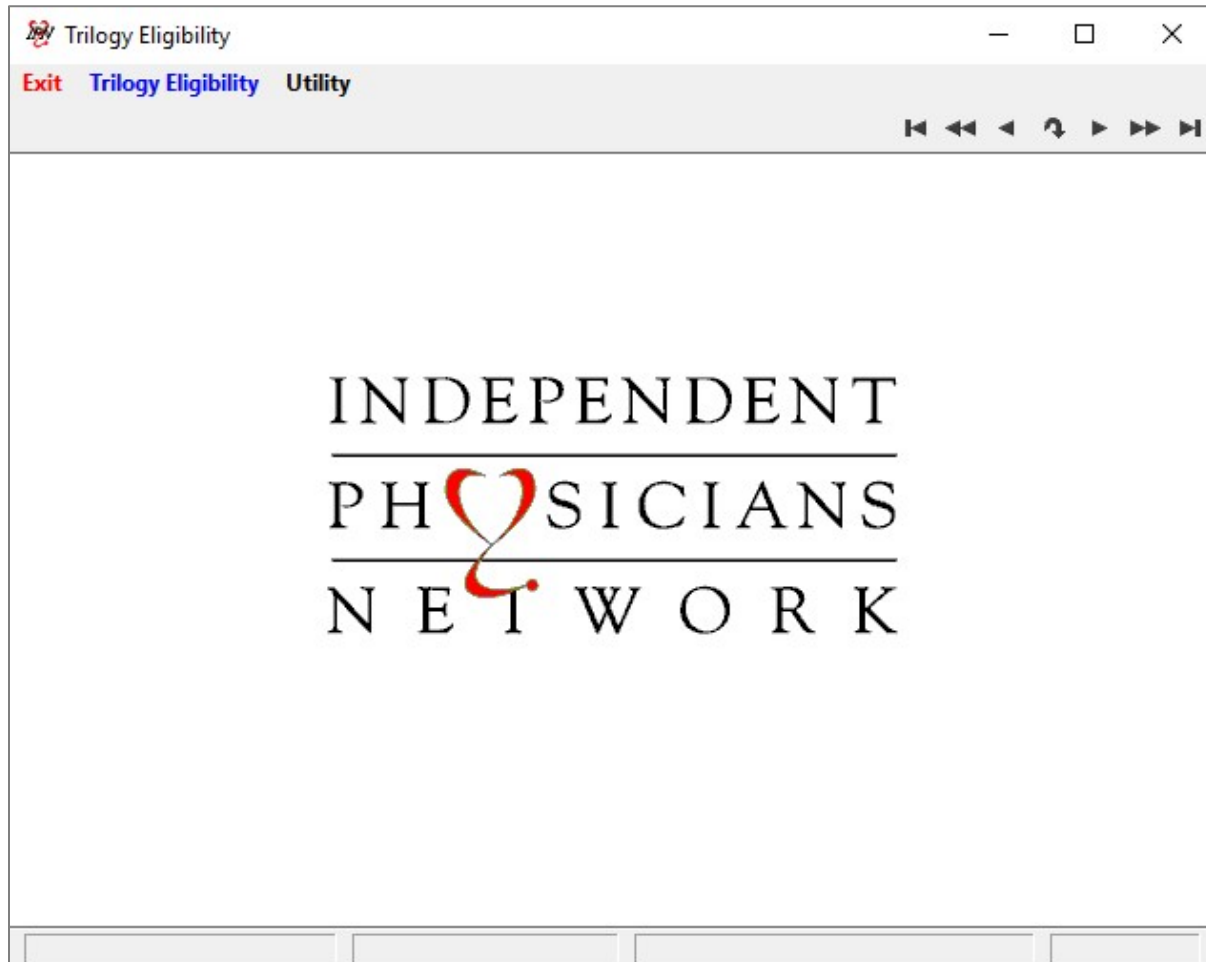> ➢ Click on the Printer icon in the far-left corner to print the report.
> ➢ To close the Report Preview Screen without printing, click on the red ✖. This will take the user back to the eligibility screen.

Save Report as PDF:

> ➢ Click on File and then Save as PDF. The system will then display a screen where the user can select where to save the report.
> ➢ For further instructions, please contact Leah, Grant or Christian.

My Choice WI Images and Walkthrough:

This is the My Choice WI Eligibility screen. The user can verify eligibility for My Choice members.

To verify eligibility:

➢ Click "**Trilogy Eligibility**" and the Database Selection Screen is displayed.
➢ Type the last name of the member followed by the first (without space). Double-click on member to select.
➢ Eligibility report is displayed, click on "**Print This Report**" to print.
➢ When finished, click Close on the report, on the database selection list and then on Exit to close the eligibility lookup screen.

UHC Medicare Images and Walkthrough:

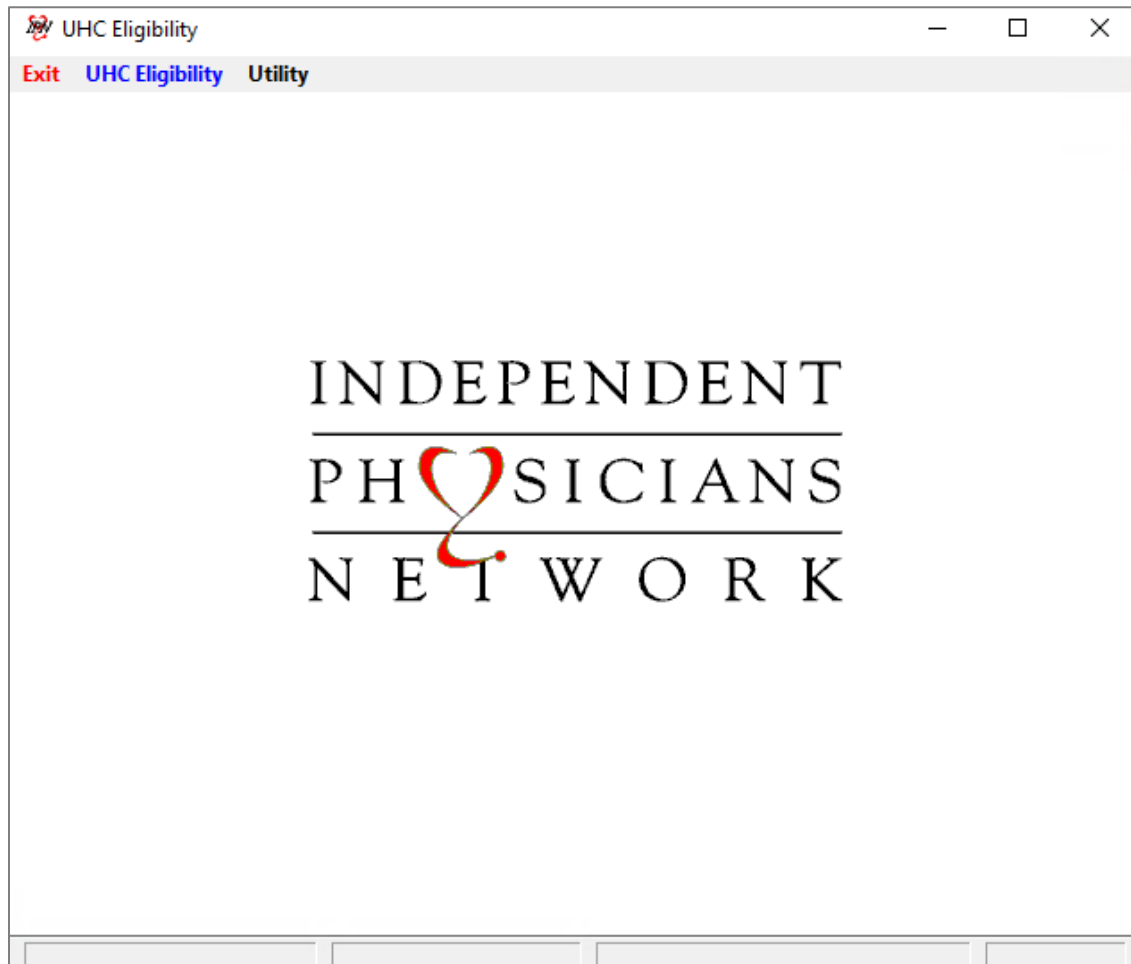This is the UHC Medicare Eligibility Screen. The user can verify eligibility for UHC Medicare members.

To verify eligibility:

➢ Click "**UHC Eligibility**" and the Database Selection Screen is displayed.
➢ Type the last name of the member followed by the first (without space). Double-click on member to select.
➢ Eligibility report is displayed, click on "**Print This Report**" to print.

When finished, click Close on the report, on the database selection list and then on Exit to close the eligibility lookup screen.

UHC Community Plan Images and Walkthrough:

This is the UHC Community Plan Eligibility Screen. The user can verify eligibility for UHC Community Plan members.

To verify eligibility:

➢ Click "**UHC AARP Eligibility**" and the Database Selection Screen is displayed.
➢ Type the last name of the member followed by the first (without space). Double-click on member to select.
➢ Eligibility report is displayed, click on "**Print This Report**" to print.

When finished, click Close on the report, on the database selection list and then on Exit to close the eligibility lookup screen.