

AllWaysProvider.org Reference Guide for New Fax Coversheet

If you are unable to submit supporting clinical information electronically via AllWaysProvider.org, you will be required to fax any clinical documentation with a system generated coversheet. Within the response screen in AllWaysProvider.org a “fax document” button will now appear immediately after creating an authorization, once selected a coversheet will generate. When submitting revisions, the same process will apply.

Please note: If your submission request does not provide a real-time response like the one pictured below, you will have to check back at a later time when the request is in our system.

Response screen in AllWaysProvider.org:

After clicking on the “Fax Document” button it will generate the below Fax cover sheet with a barcode referencing the relevant information of the request you submitted. Once faxed, it will automatically attach the clinical information to the appropriate authorization in AllWaysProvider.org.