

OptumHealth Vision (Spectera) Insurance Plan Updates for On-Premises Users



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OptumHealth Vision (Spectera) has announced insurance plan updates that go into effect on October 1, 2016. As a result of these insurance plan updates, you may need to modify the OptumHealth Vision (Spectera) insurance plans used by your practice in AcuityLogic Admin. This document provides recommendations for making modifications in AcuityLogic Admin to prepare for the insurance plan updates.

NOTES

- If you have not yet received the details of the updates from OptumHealth Vision (Spectera), contact your OptumHealth Vision (Spectera) customer service representative.
- The recommendations outlined in this document are based on the information Eyefinity received from OptumHealth Vision (Spectera). Eyefinity recommends that you contact your OptumHealth Vision (Spectera) customer service representative for details about the impact of the insurance plan updates to your practice before making the following modifications.
- This document applies to all version of AcuityLogic up to 4.19. The AcuityLogic 4.20 release includes enhancements that allow you to address certain changes implemented by OptumHealth Vision (Spectera). For more information about the enhancements, go to the *What's New in AcuityLogic 4.20 for On-Premises Users* document.
- This document was last updated on November 10, 2016.

Overview

OptumHealth Vision (Spectera) is updating its insurance plans effective October 1, 2016. To prepare for the updates being implemented by OptumHealth Vision (Spectera), Eyefinity recommends the following modifications in AcuityLogic Admin:

- Set up a manual OptumHealth Vision (Spectera) insurance plan in AcuityLogic Admin. Direct AcuityLogic POS users to use the manual

insurance plan for all eyeglass and contact lens orders until an administrator makes the required insurance schedule modifications in AcuityLogic Admin.

- Modify the insurance schedules for the OptumHealth Vision (Spectera) insurance plans used by your practice in AcuityLogic Admin. The modifications required depends on the plans used by your practice and the information provided to you by OptumHealth Vision (Spectera). The modifications recommended by Eyefinity include:
 - Modify insurance schedules to address the eyeglass lens options updates being implemented by OptumHealth Vision (Spectera).
 - Add a method to insurance schedules for polycarbonate lenses to address the dependent minor coverage update being implemented by OptumHealth Vision (Spectera).
 - Modify insurance schedules to address the contact lens coverage updates being implemented by OptumHealth Vision (Spectera) for all contact lenses.
 - Modify the method in insurance schedules for non-formulary contact lenses to address the fitting fee coverage update.

Setting Up a Manual Insurance Plan

This section tells you how to set up a manual OptumHealth Vision (Spectera) insurance plan and includes the following topics:

- [Creating a Manual OptumHealth Vision \(Spectera\) Insurance Plan, 2](#)
- [Adding an Insurance Schedule, 3](#)
- [Assigning an Insurance Schedule, 5](#)

Creating a Manual OptumHealth Vision (Spectera) Insurance Plan

If you have not previously created a manual OptumHealth Vision (Spectera) insurance plan in AcuityLogic Admin, Eyefinity recommends that you create one to allow users to continue processing eyeglass and contact lens orders manually in AcuityLogic POS.

NOTE If you created a manual OptumHealth Vision (Spectera) insurance plan previously, you can use the existing insurance plan instead of creating a new one.

1. In AcuityLogic Admin, click **Insurance** and select **Plan**.
The Insurance Plan window opens.
2. Select or type **Spectera (OptumHealth Vision)** in the **Carrier Name** field.
3. Click **Create New**.
The Insurance Plan window for a new plan opens with **Spectera (OptumHealth Vision)** entered in the **Carrier Name** field.
4. Type a plan name in the **Plan Name** text box.
5. Select or type **10/1/2016** in the **Start Date** field.
6. Select the **Active** check box to make the plan active.

- Select the **Manual** check box to configure the new plan as a manual plan.

The screenshot shows the 'Insurance Plan' configuration window in AcuityLogic Admin. The 'Plan Fields' section is highlighted with a red box, indicating the 'Manual' checkbox is selected. Other fields in this section include Plan Name (Manual Spectera Plan), Start Date (10/1/2016), Carrier Name (Spectera (OptumHealth Vis)), Plan Type (Benefit), Coverage Type (Vision Only), Allowed Subscriber (Family), Recycle Period (Timectype 140), and Plan Code. The 'Active' checkbox is also checked. Below this are sections for 'Carrier Rules', 'Tax Preferences', 'Address Fields', and 'HCFA Specific Fields'. The 'Save' and 'Cancel' buttons are at the bottom.

- Update other required plan information in the Insurance Plan window for the new plan.

NOTE Required fields are denoted with an asterisk (*). For more information on entering the required plan information, go to “Adding and Modifying Insurance Plans” in the *AcuityLogic Admin On-Premises User’s Guide*.

- Click **Save** to create the manual plan.

Adding an Insurance Schedule

After you create a manual OptumHealth Vision (Spectera) insurance plan, you can create an insurance schedule to assign to your offices.

NOTE If you added an insurance schedule for a manual OptumHealth Vision (Spectera) insurance plan created previously, you can use the existing insurance schedule instead of adding a new one.

- In AcuityLogic Admin, click **Insurance** and select **Plan**.
The Insurance Plan window opens.
- Use the search criteria provided to search for the manual OptumHealth Vision (Spectera) insurance plan you created previously.

3. Click the **Add Schedule** hyperlink.

The screenshot shows the 'Insurance Plan' management interface. At the top, there are navigation tabs: Company, Product, Insurance, Doctor Pay Management, Master Data Admin, Tools, Help, and Logout. Below the tabs, the 'Insurance Plan' section contains several input fields: Carrier Name (Spectera (OptumHealth Vision)), Plan Name (Manual Spectera Plan), Plan Type, Billing Mode, Start Date, Review Date, Termination Date, and Active (Yes). Below these fields are buttons for 'Find', 'Create New', and 'Export'. At the bottom, a table lists the insurance plans. The first row is highlighted, and the 'Add Schedule' link in the 'Active' column is circled in red.

Plan Name	Carrier Name	Plan Type	Billing Mode	Start Date	Review Date	Termination Date	Active	Assign Location
Manual Spectera Plan	Spectera (OptumHealth Vision)	Benefit		10/01/2016			<input checked="" type="checkbox"/>	Add Schedule Assign Location

The Add Schedule window opens.

4. Select **Create blank schedule** in the **Copy/Create** drop-down menu and click **Next**.

The screenshot shows the 'Add Schedule' window. It contains a 'Plan Name' field (Manual Spectera Plan) and a 'Schedule Versions' dropdown menu (Version 1). Below these, the 'Copy / Create' dropdown menu is open, showing 'Create blank schedule' as the selected option. There are 'Next' and 'Cancel' buttons at the bottom.

The Insurance Schedule window opens.

5. Select or type **10/1/2016** in the **Start Date** field.
6. Select or type an end date in the **Termination Date** field.

NOTE

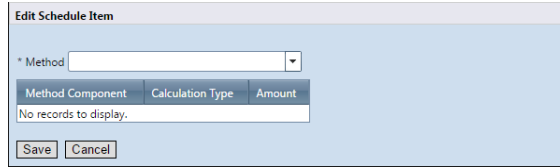
You can set the end date for the schedule to the date you want AcuityLogic POS users to stop using the manual OptumHealth Vision (Spectera) insurance plan. If you are unsure when the administrator will complete the insurance schedule modifications, you can set an estimated date now and change the end date at a later time.

7. Select an item type in the **Item Type** drop-down menu and click **Add**.

The screenshot shows the 'Insurance Schedule' window. It displays the 'Plan: Manual Spectera Plan' and 'Version: Default Version'. The 'Item Type' dropdown menu is set to 'Special Option'. The 'Start Date' field is populated with '10/1/2016' and the 'Termination Date' field is populated with '11/1/2016'. There is an 'Add' button highlighted with a red box. Below the form is a table with columns: Item Name, Item Type, Base Lens, Method Name, Allowance, Receivable, Copay, Discount, and Action. The table currently shows 'No records to display.' At the bottom, there are 'Save & Return', 'Save', and 'Cancel' buttons.

The Edit Schedule Item window opens.

- Select a method for the item in the **Method** drop-down menu and configure the method. For more information on configuring methods, go to “Modifying Insurance Schedules” in the *AcuityLogic Admin On-Premises User’s Guide*.



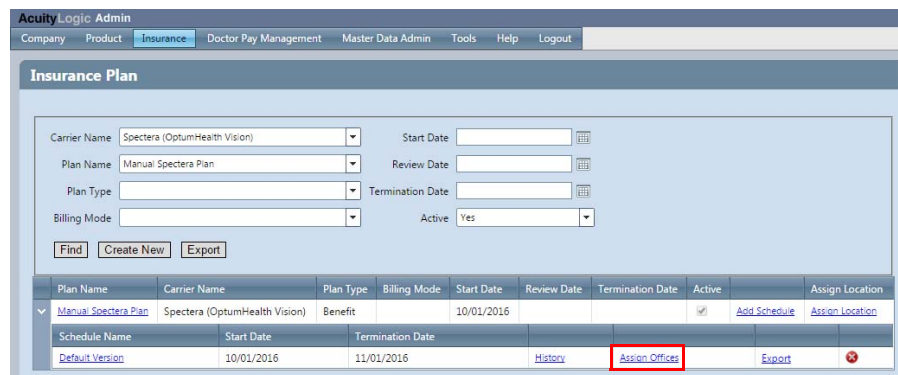
NOTE You must add one item to the insurance schedule before you can save it. Eyefinity recommends that you add the Special Item item and configure the Senior Citizen Discount Rule method.

- Click **Save** to close the Edit Schedule Item window.
- Click **Save & Return** to save the insurance schedule.

Assigning an Insurance Schedule

After you add an insurance schedule for the manual OptumHealth Vision (Spectera) insurance plan, you can assign it to your offices to allow AcuityLogic POS users to access the manual insurance plan.

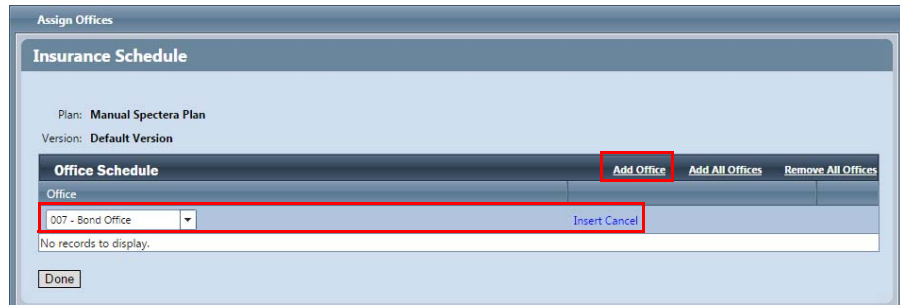
- In AcuityLogic Admin, click **Insurance** and select **Plan**. The Insurance Plan window opens.
- Use the search criteria provided to search for the manual OptumHealth Vision (Spectera) insurance plan you created previously.
- Click the **Expand** icon to display the insurance schedules for the plan.
- Click the **Assign Offices** hyperlink for the insurance schedule you created previously.



Plan Name	Carrier Name	Plan Type	Billing Mode	Start Date	Review Date	Termination Date	Active	Add Schedule	Assign Location
Manual Spectera Plan	Spectera (OptumHealth Vision)	Benefit		10/01/2016			☑	Add Schedule	Assign Location
Schedule Name		Start Date		Termination Date					
Default Version		10/01/2016		11/01/2016				History	Assign Offices
								Export	

The Assign Offices window opens.

5. Click **Add Office**, select an office in the **Office** drop-down menu, and click **Insert** to assign the insurance schedule to a specific office.



NOTE Click **Add All Offices** to assign the insurance schedule to all your offices.

Modifying Insurance Schedules

This section tells you how to modify the insurance schedules for the OptumHealth Vision (Spectera) insurance plans used by your practice and includes the following topics:

- [Modifying Insurance Schedules for Lens Options, 6](#)
- [Modifying Methods for Non-Formulary Contact Lenses, 8](#)

Modifying Insurance Schedules for Lens Options

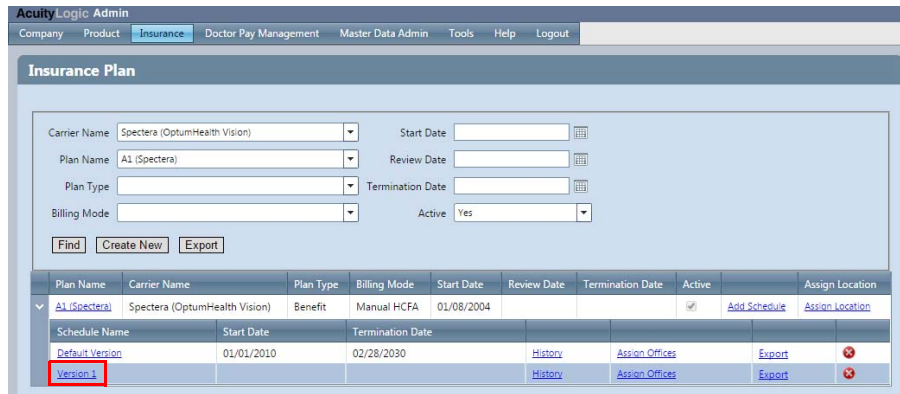
Eyefinity recommends that you modify your insurance schedules to address the eyeglass lens options updates being implemented by OptumHealth Vision (Spectera). For polycarbonate lenses, Eyefinity recommends that you also add a method to address the dependent minor coverage update.

Follow the process below to modify your insurance schedules for the lens options updates and to add a method for the dependent minor coverage update.

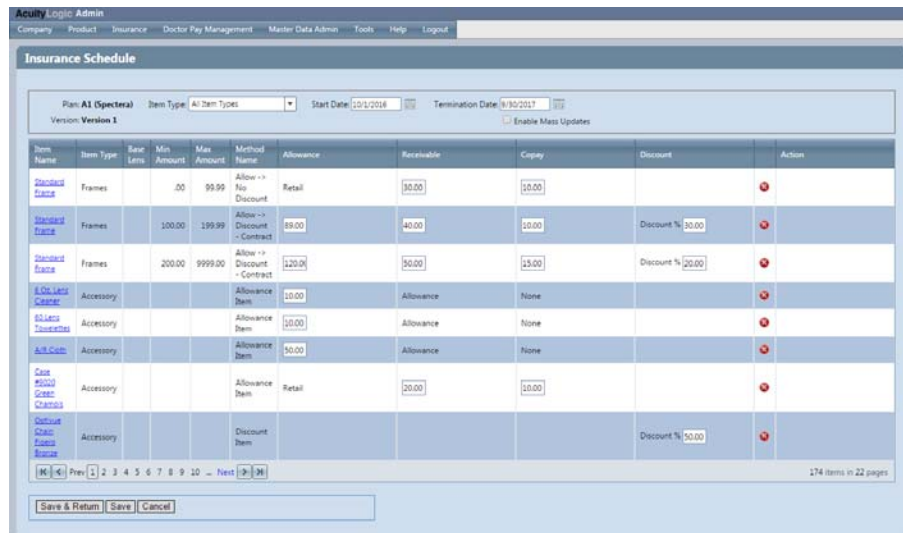
NOTE If you have not yet received the details of the eyeglass lens options updates from OptumHealth Vision (Spectera), contact your OptumHealth Vision (Spectera) customer service representative.

1. In AcuityLogic Admin, click **Insurance** and select **Plan**.
The Insurance Plan window opens.
2. Select or type **OptumHealth Vision (Spectera)** in the **Carrier Name** field.
3. Select or type the name of the OptumHealth Vision (Spectera) insurance plan you want to update in the **Plan Name** field and click **Find**.
4. Click the **Expand** icon to display the insurance schedules for the plan.

- Click the hyperlink for the insurance schedule you want to update in the **Schedule Name** column.



The Insurance Schedule window opens.



- Modify the insurance schedule to address the lens options updates being implemented by OptumHealth Vision (Spectera).

7. Follow the process below to add a special option method for polycarbonate lenses:
 - a. Select **Special Option** in the **Item Type** drop-down menu and click **Add**. The Edit Schedule Item window opens.
 - b. Select **Allow Polycarbonate for Minor** in the **Method** drop-down menu.
 - c. Select **Enter** in the **Receivable Type** drop-down menu and type the receivable amount in the **Amount** text box.
 - d. Type **19** in the **Minor Age Limit** text box.

Method Component	Calculation Type	Amount
Receivable Type	Enter	
Minor Age Limit	19	

NOTE For patients with a benefit to allow polycarbonate lenses up to age 24, Eyefinity recommends using the manual OptumHealth Vision (Spectera) insurance plan and calculating the benefits manually.

- e. Click **Save**.
8. Click **Save & Return** to save the insurance schedule.

Modifying Methods for Non-Formulary Contact Lenses

Eyefinity recommends that you modify your insurance schedules to address the contact lens coverage updates being implemented by OptumHealth Vision (Spectera) for all contact lenses. For non-formulary contact lenses, Eyefinity recommends that you modify the methods used to address the fitting fee coverage update.

Follow the process below to modify the methods used for non-formulary contact lenses.

- NOTES**
- If you have not yet received the details of the contact lens coverage updates from OptumHealth Vision (Spectera), contact your OptumHealth Vision (Spectera) customer service representative.
 - Due to the updates being implemented by OptumHealth Vision (Spectera), the insurance receivables for contact lenses will be incorrect. You may need to make adjustments to your receivables in AcuityLogic Billing.

1. In AcuityLogic Admin, click **Insurance** and select **Plan**. The Insurance Plan window opens.
2. Select or type **OptumHealth Vision (Spectera)** in the **Carrier Name** field.
3. Select or type the name of the OptumHealth Vision (Spectera) insurance plan you want to update in the **Plan Name** field and click **Find**.

- Click the **Expand** icon to display the insurance schedules for the plan.
- Click the hyperlink for the insurance schedule you want to update in the **Schedule Name** column.

The screenshot shows the 'Insurance Plan' configuration window. At the top, there are navigation tabs: Company, Product, Insurance, Doctor Pay Management, Master Data Admin, Tools, Help, and Logout. The 'Insurance Plan' section contains several input fields: Carrier Name (Spectera (OptumHealth Vision)), Plan Name (A1 (Spectera)), Plan Type, Billing Mode, Start Date (01/08/2004), Review Date, Termination Date, and Active (Yes). Below these fields are buttons for 'Find', 'Create New', and 'Export'. A table below lists the insurance schedules for the selected plan. The table has columns for Plan Name, Carrier Name, Plan Type, Billing Mode, Start Date, Review Date, Termination Date, Active, and Assign Location. The 'Version 1' row is highlighted with a red box.

Plan Name	Carrier Name	Plan Type	Billing Mode	Start Date	Review Date	Termination Date	Active	Assign Location
A1 (Spectera)	Spectera (OptumHealth Vision)	Benefit	Manual HCFA	01/08/2004			<input checked="" type="checkbox"/>	Add Schedule Assign Location
		Schedule Name		Start Date	Termination Date			
		Default Version		01/01/2010	02/28/2030			History Assign Offices Export
		Version 1						History Assign Offices Export

The Insurance Schedule window opens.

- Select **Contact Lens** in the **Item Type** drop-down menu.
- Click the hyperlink for a non-formulary contact lens in the **Item Name** column.

The screenshot shows the 'Insurance Schedule' configuration window. At the top, there are navigation tabs: Company, Product, Insurance, Doctor Pay Management, Master Data Admin, Tools, Help, and Logout. The 'Insurance Schedule' section contains several input fields: Plan Name (A1 (Spectera)), Item Type (Contact Lens), Start Date (10/1/2018), and Termination Date (8/30/2017). Below these fields are buttons for 'Add' and 'Enable Mass Updates'. A table below lists the insurance schedule items. The table has columns for Item Name, Item Type, Base Lens, Method Name, Allowance, Receivable, Copay, Discount, and Action. The 'Disposable' row is highlighted with a red box.

Item Name	Item Type	Base Lens	Method Name	Allowance	Receivable	Copay	Discount	Action
Disposable	Contact Lens	Spectera Contact Lens Only	Call					History

NOTE In your insurance schedules, you can identify formulary contact lenses by their style name. To identify non-formulary contact lenses, look for the items in your insurance schedules that match the “Disposable” contact lens item group name.

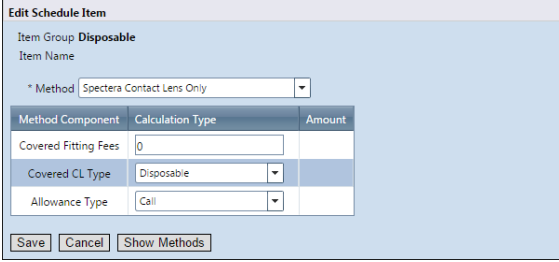
The Edit Schedule Item window opens for the item.

- Type **0** in the **Covered Fitting Fees** text box to ensure AcuityLogic POS users collect the contact lens fitting fees for non-formulary contact lenses.

NOTE Setting the covered fitting fee to \$0 applies the entire allowance to the non-formulary contact lenses.

- Select **Disposable** in the **Covered CL Type** field, if needed.

10. Select **Call** in the **Allowance Type** field.



The screenshot shows a web form titled "Edit Schedule Item". It includes fields for "Item Group" (set to "Disposable") and "Item Name". Below these is a dropdown menu for "* Method" set to "Spectera Contact Lens Only". A table with three columns: "Method Component", "Calculation Type", and "Amount" is displayed. The table contains three rows: "Covered Fitting Fees" with a value of "0", "Covered CL Type" set to "Disposable", and "Allowance Type" set to "Call". At the bottom of the form are buttons for "Save", "Cancel", and "Show Methods".

Method Component	Calculation Type	Amount
Covered Fitting Fees	0	
Covered CL Type	Disposable	
Allowance Type	Call	

11. Click **Save**.
12. Click **Save & Return** to save the insurance schedule.