

Navigating eInsurance

This job aid provides instructions for Eyefinity.com users to navigate the eInsurance tabs.

- Use the eInsurance tab to file and track Government and Commercial (G&C) claims, track VSP claims, and access reference manuals.
- Use the New eInsurance tab to search for members and obtain VSP authorizations, redeem VSP gift certificates, complete and print claim forms, and view claim reports.

NOTE

The New eInsurance tab is only available after you click the eInsurance tab. You cannot access it from any other page on eyefinity.com.



This job aid contains the following sections:

- [Navigating the eInsurance Tab, 2](#)
- [Navigating the New eInsurance Tab, 3](#)

Navigating the eInsurance Tab

Use the buttons at the top of the eInsurance tab to access the following tasks and resources:

- Click **eClaim** to review and edit the G&C carrier list and file G&C (non-VSP) claims.
- Click **eClaim Tracking** to track G&C (non-VSP claims).
- Click **VSP Online** to track VSP claims and access explanations of payments, provider reference manuals, and other resources.
- Click **Claim Resource Center** to view information and references for G&C claims filing on eyefinity.com.

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HOME eINSURANCE NEW eINSURANCE eLAB eBUY eLEARN eWEB EHR solutions Logout

eClaim eClaim Tracking VSPOnline Claim Resource Center

Find what you need. vspOnline

Select Doctor
Doctor List

Select Insurance Carrier
Edit Your Carrier List Help eClaim Processing Fees

Carrier List	Eligibility	Claims
VSP AK Medicare	Not Offered	undefined

Not Offered Ready Pending Enrollment Required

Your office has been transitioned to the New eClaim.
Please use the New eInsurance tab at the top of the page or [click here](#) to continue.

Check Eligibility
Select Lookup Method
 Member Gift Certificate
Member Search

Retrieve An Authorization By Number
Select Starting Page CMS Lab Invoice Reports
Enter Authorization# GO

Navigating the New eInsurance Tab

Select an option on the New eInsurance tab and click **Submit** to access the following tasks and resources:

- Select **Member Search** to verify and authorize VSP member benefits. For more information, see [Authorizing VSP Benefits on eClaim](#).
- Select **Gift Certificate** to redeem a VSP Gift Certificate with an authorization.
- Select **Access Claim Forms** and enter the authorization number to submit and review VSP claims.

For information on how to navigate the form, see .

For information on how to submit claims, see [Submitting Exam-Only VSP Claims on eClaim](#), [Submitting Material VSP Claims on eClaim](#), and [Coordinating VSP Benefits on Claims in eClaim](#).

- Select **View Reports** to view claim reports.

The screenshot displays the eyefinity.com interface for the New eInsurance tab. At the top, there are navigation links for HOME, eINSURANCE, and NEW eINSURANCE. Below these are two main sections: 'Check Eligibility' and 'Access Claim Form'. The 'Check Eligibility' section has radio buttons for 'Member Search' (selected) and 'Gift Certificate', with a 'Search' button. The 'Access Claim Form' section has radio buttons for 'Access Claim Form' (selected) and 'View Reports', a text input field for 'Enter Authorization #', and a 'Search' button.

To return from the New eInsurance tab to other areas of eyefinity.com:

- Hover your cursor over the **eInsurance** link at the top of the screen to navigate to eClaim, eClaim Tracking, and VSP Online.
- Click **Home** to access eLab, eBuy, eLearn, eWeb, or EHR Solutions. You cannot navigate directly to those tabs from the New eInsurance tab.