

CIGNA Instructions to Access Precertification List

There are 2 Web sites that a provider can use to obtain access to the precertification list. An ID and password is required to access the information.

CIGNA public Web site (www.cigna.com)

1. Access www.cigna.com
2. Under **Customer Care>Locate** – click on **Health Professionals**
3. Click on **Medical**
4. Under **Medical Resources>General Information** – click on **Prior Authorization**
5. Enter User ID and password
 - a. Registration to obtain user ID and password required.
 - b. If a user is not already registered, click **Register** at the top of the page (see Registration section below for registration requirements).
6. Click on **Master Precertification List**
 - a. List is in numerical/alphabetical order by CPT and HCPCS code.

CIGNA for Health Care Professionals Web site (www.cignaforhcp.com)

- 1) Access www.cignaforhcp.com
- 2) Enter User ID and password or click on **Register Now** (see Registration section below for registration requirements.)
- 3) Two options to access list:
 - a) On the left side of the screen under **Popular Links**, click on **Precertification**.
 - i) Click on **Master Precertification List**
 - ii) List is in numerical/alphabetical order by CPT and HCPCS code.
 - b) Click on **Resources** at the top of the page
 - i) Under **Secure Information>Look up Information About**, click on **Precertification**.
 - ii) Click on **Master Precertification List**
 - iii) List is in numerical/alphabetical order by CPT and HCPCS code.

Registration for CIGNA for Health Care Professionals Web site

- 1) Access www.cignaforhcp.com
- 2) Click on **Register Now**
- 3) Select **Medical**
- 4) Indicate if the user represents an *individual practitioner* or a *medical group, facility, or ancillary*.
- 5) Enter the practitioner or facility/business information:
 - i) Practitioner first and last name or facility/business name
 - ii) Address (for medical group, facility or ancillary only)
 - iii) Billing Tax ID
 - iv) Office zip code
 - v) License Number and state (practitioner only)
- b) Select the practitioner or facility/business name to confirm registration.
- c) Enter the information for the person registering:
 - i) Name
 - ii) Job title
 - iii) Address
 - iv) Phone
- d) Create a user ID and password.
- e) Complete the security information (used if a password needs to be reset).
- f) Click **Registration** to complete registration.