

## Step by Step Process for using the ForwardHealth Portal

Link to the Portal:

<https://www.forwardhealth.wi.gov/WIPortal/Default.aspx>

Step	Action
1	Click the link to the ForwardHealth Portal listed above.
2	Under the Provider Menu on the left side of the Portal, click the <b>“Online Handbooks”</b> option.
3	On the right side of the screen under <b>“Select from the following options”</b> ; click the <b>&lt;down arrow&gt;</b> under <b>“Choose a program”</b> .
4	Select <b>BadgerCare Plus and Medicaid</b> .
5	Click the <b>&lt;down arrow&gt;</b> under <b>“Choose a Service Area”</b> .
6	As an example, if you wanted to review Outpatient Mental Health Coding, scroll down and select <b>“Outpatient Mental Health”</b> .  <i><b>Note: you would perform this and the following steps for each category you needed to review.</b></i>
7	Click the expand button for <b>“Covered and Non-Covered Services”</b> .
8	Click the expand button for <b>“Codes”</b> .
9	Click the expand button for <b>“Procedure Codes”</b> . The codes listed under this category will display on the right side of the screen. As you scroll down, you will see the CPT code, licensure level and modifier requirements as well as the ICD-9 diagnosis requirements and POS (place of Service listing) listing for each code. Be sure to read any special notes that may be listed under each section.  <i><b>Note: Some categories have CPT as well as HCPCS code requirements.</b></i>
10	Repeat Steps 5-9 for each search.