



## eviCore healthcare Web Portal Orientation Sessions

The eviCore healthcare web portal is the most efficient way to initiate requests for prior authorization and check the status of an existing request. Our self-service web portal is available 24/7, enabling you to initiate and review authorization information at your convenience.

To ensure you have the tools to be successful using our web portal, we invite you to join one or more of the orientation sessions listed below. Whether you are new to the web portal, or are an experienced user with questions, these sessions can help you maximize your web portal experience.

All online orientation sessions are free of charge and will last approximately one hour. Advance registration is required, so follow the instructions below to sign up today.


**(Note: All sessions are scheduled in Eastern Standard Time.)**

| Day       | Date       | Time (EST) |
|-----------|------------|------------|
| Tuesday   | 10/03/2023 | 11:00am    |
| Wednesday | 10/04/2023 | 1:00pm     |
| Thursday  | 10/05/2023 | 3:00pm     |
| Tuesday   | 10/10/2023 | 11:00am    |
| Wednesday | 10/11/2023 | 1:00pm     |
| Thursday  | 10/12/2023 | 3:00pm     |
| Tuesday   | 10/17/2023 | 11:00am    |
| Wednesday | 10/18/2023 | 1:00pm     |
| Thursday  | 10/19/2023 | 3:00pm     |
| Tuesday   | 10/24/2023 | 11:00am    |
| Wednesday | 10/25/2023 | 1:00pm     |
| Thursday  | 10/26/2023 | 3:00pm     |
| Tuesday   | 10/31/2023 | 11:00am    |
| Wednesday | 11/01/2023 | 1:00pm     |
| Thursday  | 11/02/2023 | 3:00pm     |
| Tuesday   | 11/07/2023 | 11:00am    |
| Wednesday | 11/08/2023 | 1:00pm     |
| Thursday  | 11/09/2023 | 3:00pm     |
| Tuesday   | 11/14/2023 | 11:00am    |
| Wednesday | 11/15/2023 | 1:00pm     |
| Thursday  | 11/16/2023 | 3:00pm     |
| Tuesday   | 11/21/2023 | 11:00am    |
| Wednesday | 11/22/2023 | 1:00pm     |
| Tuesday   | 11/28/2023 | 11:00am    |
| Wednesday | 11/29/2023 | 1:00pm     |
| Thursday  | 11/30/2023 | 3:00pm     |
| Tuesday   | 12/05/2023 | 11:00am    |
| Wednesday | 12/06/2023 | 1:00pm     |
| Thursday  | 12/07/2023 | 3:00pm     |
| Tuesday   | 12/12/2023 | 11:00am    |
| Wednesday | 12/13/2023 | 1:00pm     |
| Thursday  | 12/14/2023 | 3:00pm     |
| Tuesday   | 12/19/2023 | 11:00am    |
| Wednesday | 12/20/2023 | 1:00pm     |
| Thursday  | 12/21/2023 | 3:00pm     |
| Tuesday   | 12/26/2023 | 11:00am    |
| Wednesday | 12/27/2023 | 1:00pm     |
| Thursday  | 12/28/2023 | 3:00pm     |

### How To Register



Please read the following instructions to register for and participate in a session:

1. Go to <http://eviCore.webex.com/>
2. Click on the menu on the far left hand side (below the eviCore logo),  then choose **“Webex Training”**
3. On the **Live Sessions** screen, click the **“Upcoming”** tab. In the search box above the tabs, type: **eviCore Portal Training** (*type exactly as written*)
4. Choose the date and time for the session you would like to attend, and click the **“Register”** link beside it. (You will need to register separately for each session.)
5. Complete the required information and click the **“Register”** button

Immediately after registering, you will receive an e-mail containing the toll-free phone number, meeting number, conference password, and a link to the web portion of the conference. **Please keep the registration e-mail so you will have the Web conference information for the session in which you will be participating.**

If you are unable to participate in one of the scheduled sessions or have questions about the eviCore web portal, please contact the Web Support team via email at [portal.support@evicore.com](mailto:portal.support@evicore.com) or via phone at 800.646.0418 (Option 2). *Please note that sessions are hosted each month, and new training schedules will be published, as available.*