



Prior Authorization and Approvals

Are you in need of prior authorization?

Prior authorizations can be submitted multiple ways:

- Electronically through Availity Essentials - Symphony
- Paper submission by fax
- By phone

Review our plans prior authorization resources located on our [Provider Resources webpage](#) in section services requiring prior authorizations.

Getting Started with Prior Authorization Submissions

Electronic Submissions

Providers are encouraged to submit prior authorizations electronically through the Availity Essentials provider portal and Symphony. Electronic submission allows for faster input and more efficient response times.

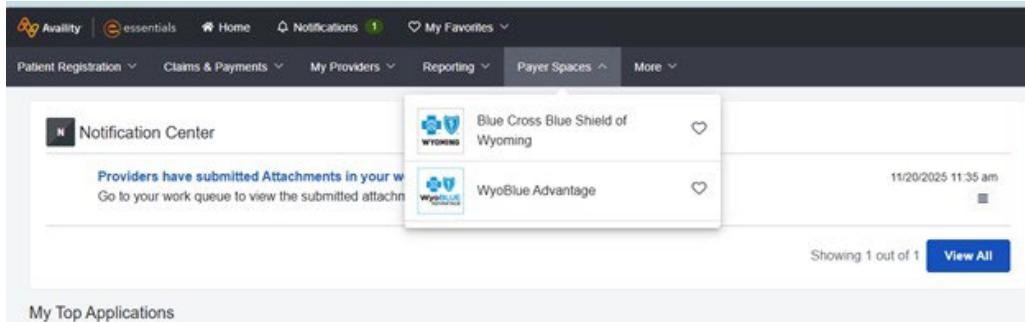
Follow the steps below to get you started:

1. Log-in to Availity Essentials.

- If your organization has an Availity account, but you do not have access to submit prior authorizations contact your Availity Essentials Appointed Administrator to add access for you.
- If your organization does not have an Availity Essentials account, access [Availity Essentials Portal](#)

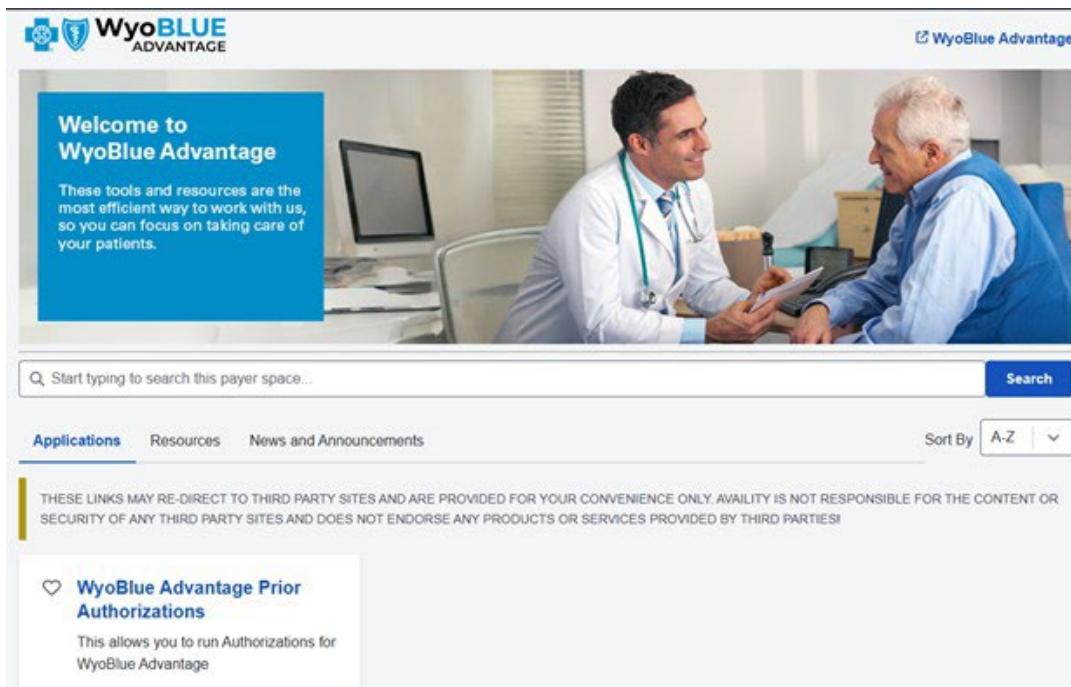
[Registration](#) to start your registration.

2. Access **Payer Spaces** from the menu bar and select the **WyoBlue** icon.



The screenshot shows a web-based application interface. At the top, there is a navigation bar with several tabs: 'Availability', 'essentials', 'Home', 'Notifications', 'My Favorites', 'Patient Registration', 'Claims & Payments', 'My Providers', 'Reporting', 'Payer Spaces', and 'More'. The 'Payer Spaces' tab is highlighted. Below the navigation bar, there is a 'Notification Center' section. It displays a message from 'Blue Cross Blue Shield of Wyoming' with the subject 'Providers have submitted Attachments in your work queue' and a timestamp '11/20/2025 11:35 am'. Below this, there is another message from 'WyoBlue Advantage'. At the bottom of the notification center, there is a 'View All' button. The overall interface is clean and professional, designed for healthcare providers.

3. Within **Payer Spaces** select the **Resource** tab



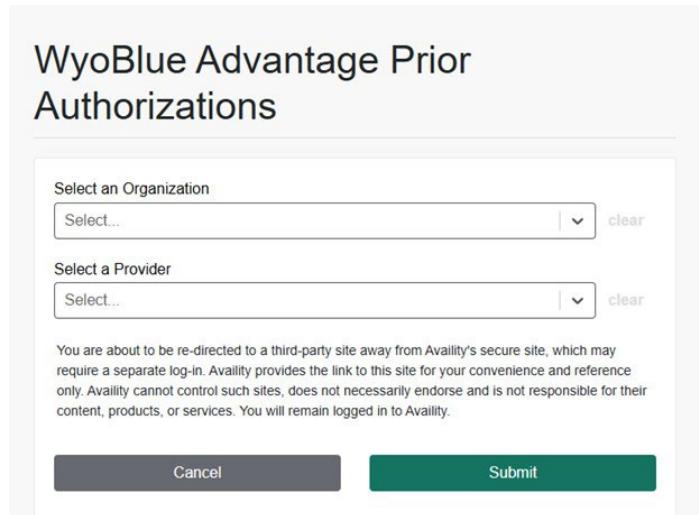
The screenshot shows the 'WyoBlue Advantage' resource tab. At the top, there is a logo for 'WyoBLUE ADVANTAGE' and a sub-header 'WyoBlue Advantage'. Below the header, there is a large image of a doctor in a white coat and a patient in a blue vest interacting in a clinical setting. To the left of the image, there is a blue box with the text 'Welcome to WyoBlue Advantage' and a description: 'These tools and resources are the most efficient way to work with us, so you can focus on taking care of your patients.' Below the image, there is a search bar with the placeholder 'Q, Start typing to search this payer space...' and a 'Search' button. At the bottom of the page, there are links for 'Applications', 'Resources', and 'News and Announcements', along with a 'Sort By' dropdown menu set to 'A-Z'. A note at the bottom states: 'THESE LINKS MAY RE-DIRECT TO THIRD PARTY SITES AND ARE PROVIDED FOR YOUR CONVENIENCE ONLY. AVAILITY IS NOT RESPONSIBLE FOR THE CONTENT OR SECURITY OF ANY THIRD PARTY SITES AND DOES NOT ENDORSE ANY PRODUCTS OR SERVICES PROVIDED BY THIRD PARTIES!' There is also a section titled 'WyoBlue Advantage Prior Authorizations' with a description: 'This allows you to run Authorizations for WyoBlue Advantage'.

4. Complete the **Symphony Prior Authorization Provider Portal Training**

Begin Submitting Prior Authorizations

Once you are given access by your Availity Essentials Appointed Administrator, begin to submit prior authorizations.

1. **Log-in to Availity Essentials.**
2. Access **Payer Spaces** from the menu bar and select the **WyoBlue** icon.
3. Within **Payer Spaces** select the **Resource tab**.
4. Select the **WyoBlue Prior Authorizations** option.
5. **Select your organization and click submit.**
6. Providers will be redirected to a new screen, where they will need to select the **Authorizations** button.



WyoBlue Advantage Prior Authorizations

Select an Organization

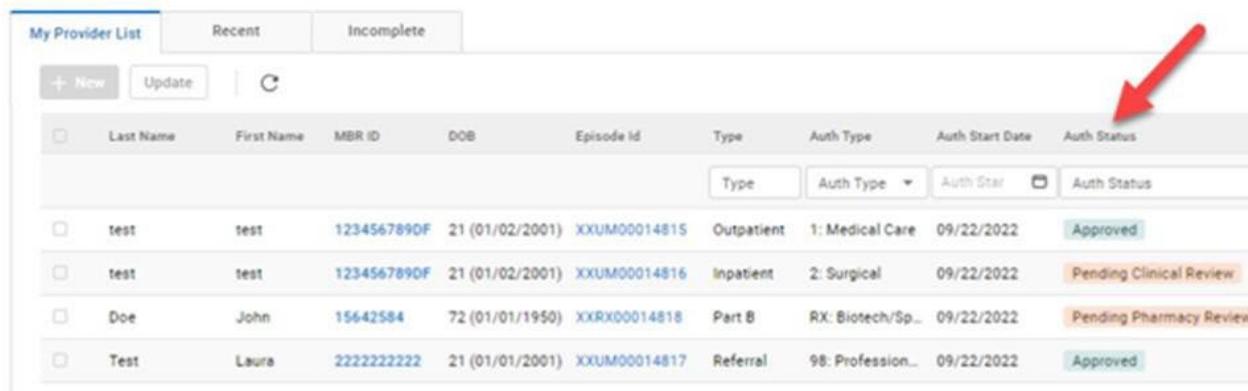
Select... |

Select a Provider

Select... |

You are about to be re-directed to a third-party site away from Availity's secure site, which may require a separate log-in. Availity provides the link to this site for your convenience and reference only. Availity cannot control such sites, does not necessarily endorse and is not responsible for their content, products, or services. You will remain logged in to Availity.

7. Once selecting Authorizations, you will enter the **Symphony Portal**, where providers will begin prior authorizations submissions.

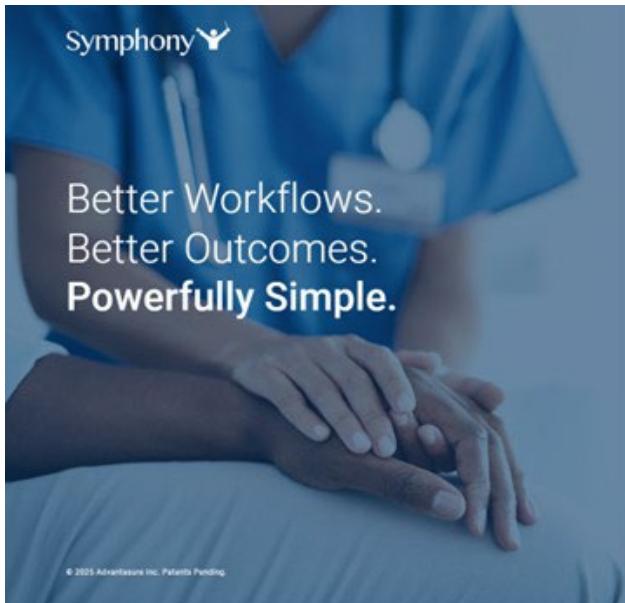


	Last Name	First Name	MBR ID	DOB	Episode Id	Type	Auth Type	Auth Start Date	Auth Status
<input type="checkbox"/>	test	test	1234567890F	21 (01/02/2001)	XXUM00014815	Outpatient	1: Medical Care	09/22/2022	Approved
<input type="checkbox"/>	test	test	1234567890F	21 (01/02/2001)	XXUM00014816	Inpatient	2: Surgical	09/22/2022	Pending Clinical Review
<input type="checkbox"/>	Doe	John	15642584	72 (01/01/1950)	XXRX00014818	Part B	RX: Biotech/Sp...	09/22/2022	Pending Pharmacy Review
<input type="checkbox"/>	Test	Laura	222222222	21 (01/01/2001)	XXUM00014817	Referral	98: Profession...	09/22/2022	Approved

8. Complete the prior authorizations and submit.

Returning to Availity Essentials

Once a provider creates a prior authorization within Availity Essential's- Symphony, the next time they access Availity Essentials dashboard the WyoBlue Prior Authorizations will display in the providers top applications. Providers can select the icon instead of going through WyoBlue payer spaces to start a new request.



Log In

No matches for given TIN number. Please fax to the prior authorization hotline which can be found here:
Blue Cross Kansas - 877-218-9089
Blue Cross North Dakota - 866-915-1696
Blue Cross Vermont - 866-900-2491

Username:

Password:

[Forgot Password?](#)

Paper Form Submission for Prior Authorizations

Providers may also submit prior authorizations by completing the appropriate prior authorization form and faxing to NextBlue.

1. Review the services requiring prior authorizations found under [Provider Resources webpage](#).
2. Download the appropriate form found under the [Prior Authorizations Provider Resources webpage](#).

3. Complete the online form and then print and fax to the appropriate fax number found on the form.

Phone Requests for Prior Authorizations

Providers may also submit prior authorizations by calling 1-844-602-2570.

Questions?

For questions regarding the following:

- Prior Authorizations contact WyoBlue at 1-844-602-2570.
- Review our [Provider Resources | General Resources | Provider Manual](#).
- Availity Essentials registration contact Availity at 1-800-282-4548.
- Unable to access the Symphony Provider Portal issues email NextBluepartners@bcbsnd.com.
- For all other questions, contact WyoBlue Provider Services at 1-844-682-9449.