



PROVIDER ALERT

November 22, 2010

Accessing Authorization Details in ProviderConnect after Confirmation

In response to provider requests for a reminder on how to access the ITPs and other authorization details, after leaving the confirmation page in ProviderConnect, please refer to the following:

Review an Authorization

Select the "Review an Authorization" feature found on the Provider Connect home page. Use the available fields to filter as desired and click the Search button to display results.

Search Authorizations

Required fields are denoted by an asterisk (*) adjacent to the label.
Please select a Provider ID below, to perform any one of the Authorization Search transactions below.

* Provider ID	<input type="text" value="645611"/>
NPI # for Authorization ?	<input type="text" value="Select..."/>
Vendor ID	<input type="text"/>
Member ID	<input type="text"/>
Authorization #	<input type="text"/> - <input type="text"/> - <input type="text"/> (No spaces or dashes)
Client Authorization #	<input type="text"/>
Effective Date	<input type="text" value="11182009"/> <input type="button" value="..."/> (MMDDYYYY)
Expiration Date	<input type="text" value="11182010"/> <input type="button" value="..."/> (MMDDYYYY)

View authorization services, spans, requested units, statuses, letters, and more from the authorization details tab.



Service Lines													
Line #	Submission Date	Service Code	Modifier Codes				Service Class Descrp.	Dates of Service	Visits Requested/ Approved	Visits Actually Used (As of Today)	Fund	Status	Reason
			1	2	3	4							
1	11/12/2010	N/A					SUPPORTED EMPLOYMENT JOB PLACEMENT	11/12/2010- 12/27/2010	1/ 0	0	FMCD	O - Open	PENDING
2	11/12/2010	N/A					SUPPORTED EMPLOYMENT EXTENDED SUPPORT SERVICES	12/28/2010- 11/30/2011	12/ 0	0	FMCD	O - Open	PENDING



Download Authorization Details

Select the "Review an Authorization" feature found on the Provider Connect home page. Use the available fields to filter as desired and click the Download button to export results in your format of choice.

Search Authorizations

Required fields are denoted by an asterisk (*) adjacent to the label.
Please select a Provider ID below, to perform any one of the Authorization Search transactions below.

* Provider ID	<input type="text" value="645611"/>
NPI # for Authorization ?	<input type="text" value="Select..."/>
Vendor ID	<input type="text"/>
Member ID	<input type="text" value="M000012459"/>
Authorization #	<input type="text"/> - <input type="text"/> - <input type="text"/> (No spaces or dashes)
Client Authorization #	<input type="text"/>
Effective Date	<input type="text"/> <input type="text" value="MMDDYYYY"/>
Expiration Date	<input type="text"/> <input type="text" value="MMDDYYYY"/>

Activity Date span cannot exceed seven (7) days.
Activity Date Range can only be entered without a value in the Effective or Expiration Date fields above (or vice-versa).

Activity Date From	<input type="text" value="11112010"/> <input type="text" value="MMDDYYYY"/>
Activity Date To	<input type="text" value="11152010"/> <input type="text" value="MMDDYYYY"/>
Delimiter Type ?	<input checked="" type="radio"/> Comma ',' <input type="radio"/> Pipe ' '

<input type="button" value="View All"/>	<input type="button" value="Search"/>	<input type="button" value="Download"/>
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View the results in the appropriate application, e.g. Microsoft Excel or Notepad.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Consumer First Name	Consumer Last Name	Consumer SSN	Consumer ID	Consumer Age	Gender	Birth Date	Parent	Provider ID	Provider Name	Vendor ID	NPI #	Level of Service
2	TTWMIKE	TESTMEM81	'245406448'	'M000012459'	48	M	10/18/1962	MRLD	'645611'	HUMANIM INC	A135170		OP/COMMUNITY BASED
3	TTWMIKE	TESTMEM81	'245406448'	'M000012459'	48	M	10/18/1962	MRLD	'645611'	HUMANIM INC	A135170		OP/COMMUNITY BASED
4	TTWMIKE	TESTMEM81	'245406448'	'M000012459'	48	M	10/18/1962	MRLD	'645611'	HUMANIM INC	A135170		OP/COMMUNITY BASED



Review Individual Plan Narrative Entries

Enter an Individual Plan outside the Authorization Request workflow by selecting the appropriate option from the Provider Connect home page. Select the member and service type of interest as you would if updating the existing Individual Plan.

A screenshot of the "Provider Connect Staging" website. The left sidebar contains a list of navigation links, with "Enter an Individual Plan" highlighted by a red box. The main content area displays a welcome message, a message center, and a section titled "WHAT DO YOU WANT TO DO TODAY?". Under this section, there are two expandable menus. The first menu, "Eligibility and Benefits", contains "Find a Specific Member" and "Register a Member". The second menu, "Enter or Review Authorization Requests", contains "Enter an Authorization Request", "Enter an Individual Plan" (highlighted with a red box), "Review an Authorization", "Update Monthly Wage Information", and "View Clinical Drafts". A third menu, "Enter Member Reminders", is partially visible at the bottom.

Expand the Narrative History sections to view prior entries, and cancel out of the update form once complete.