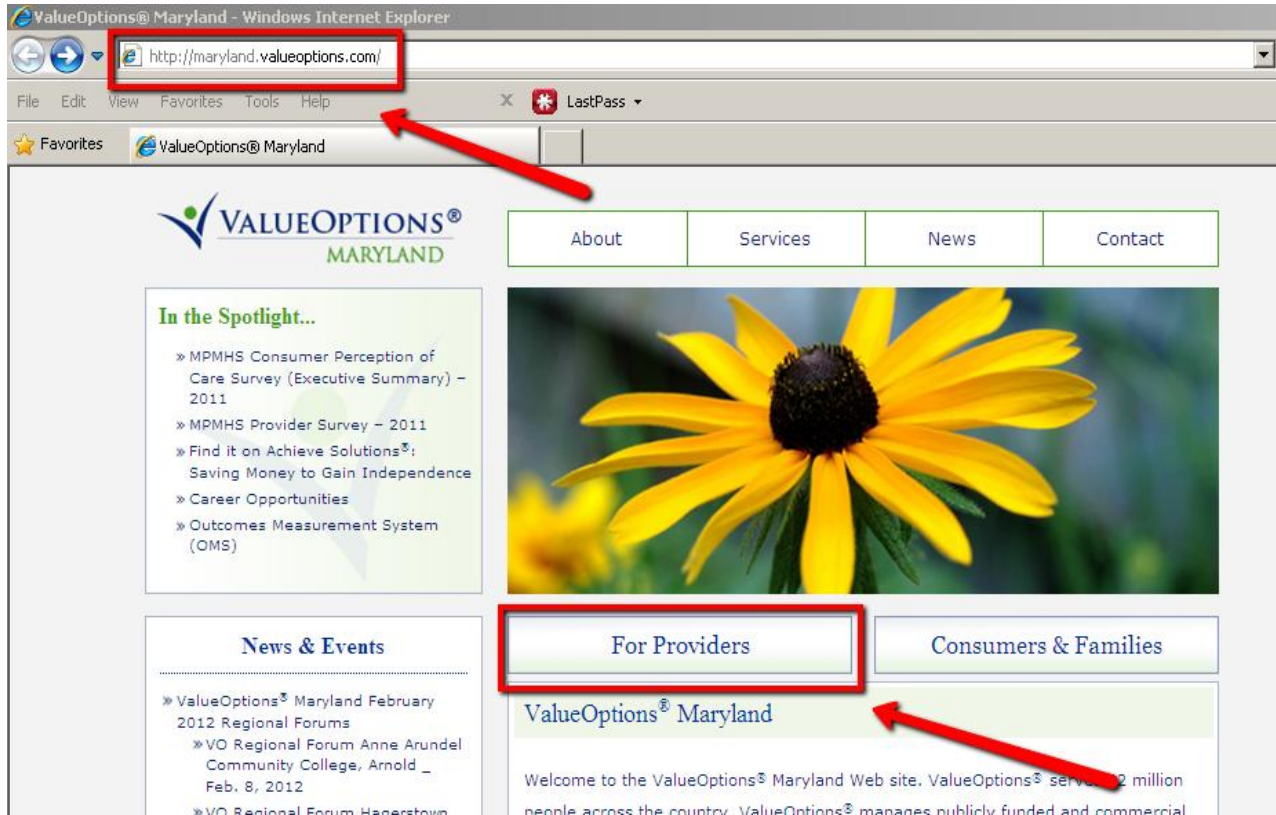


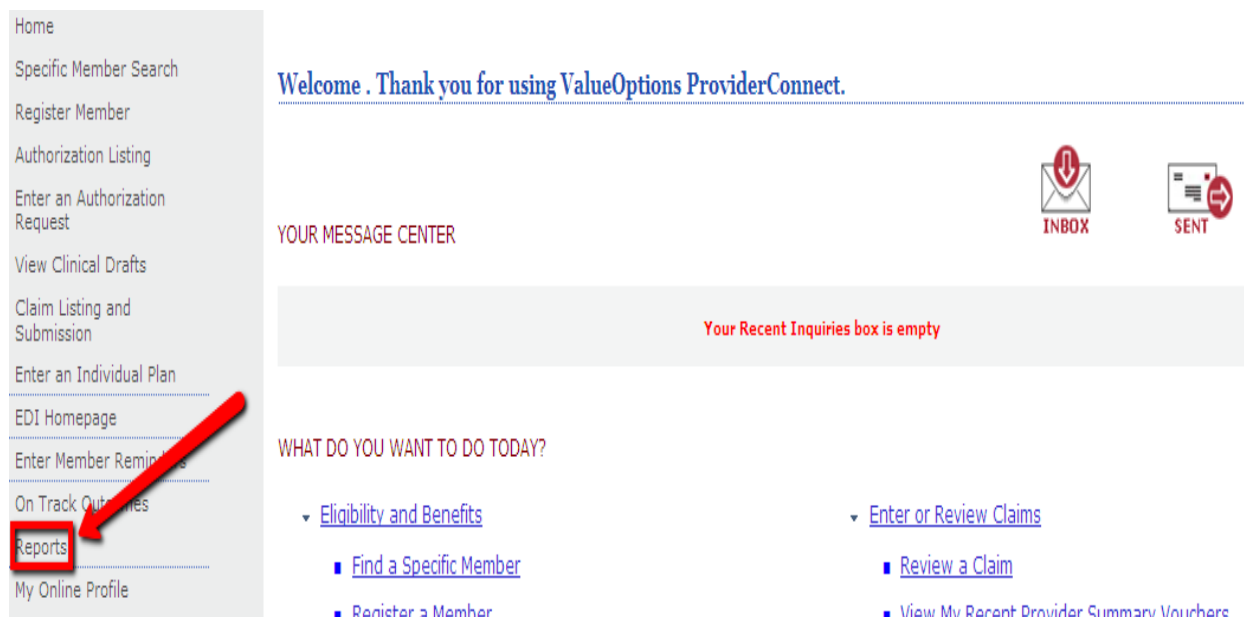


## Running the Authorization Change Report

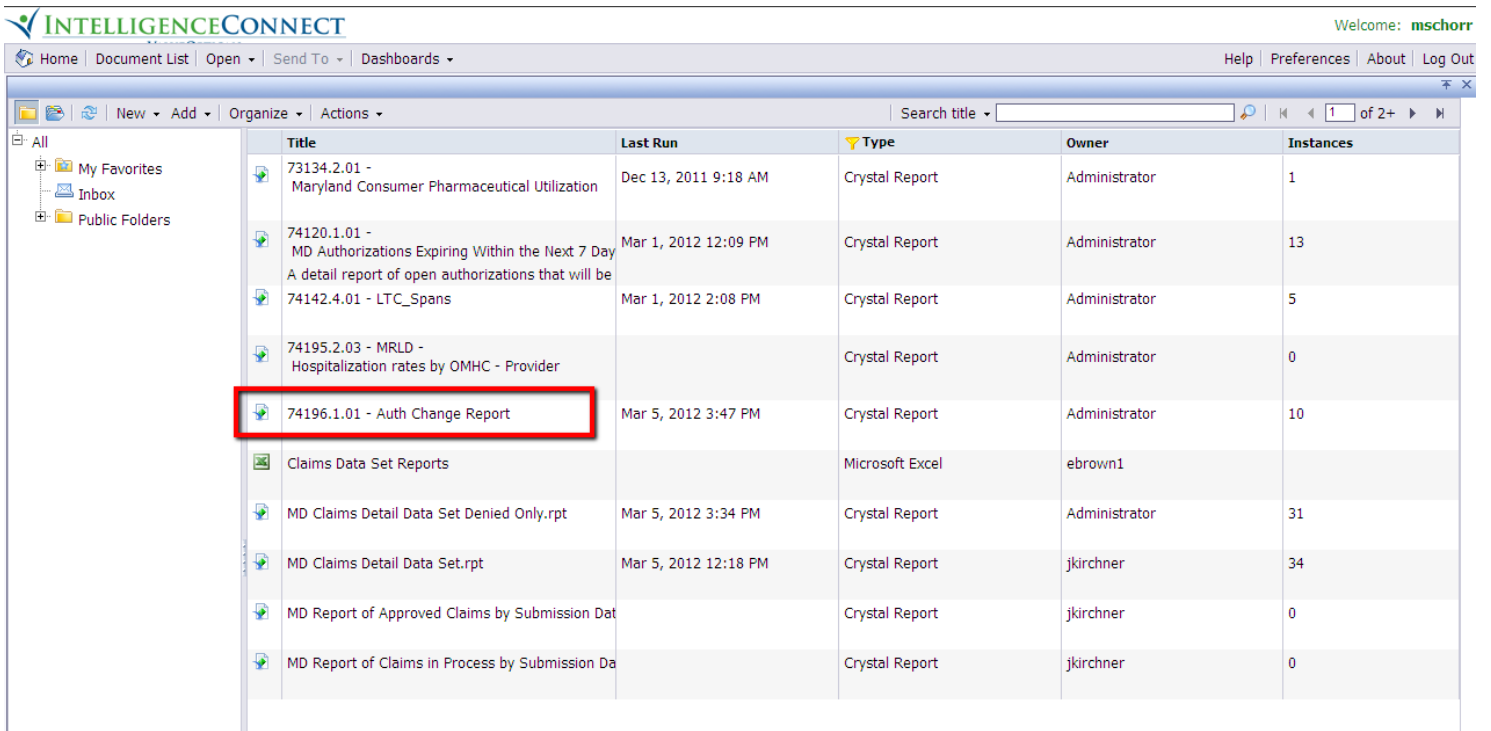
1. From your web browser (Internet Explorer, Firefox, Safari, etc.) log in to ProviderConnect from the ValueOptions Maryland website: (<http://maryland.valueoptions.com/>) -> **For Providers ->Log In**



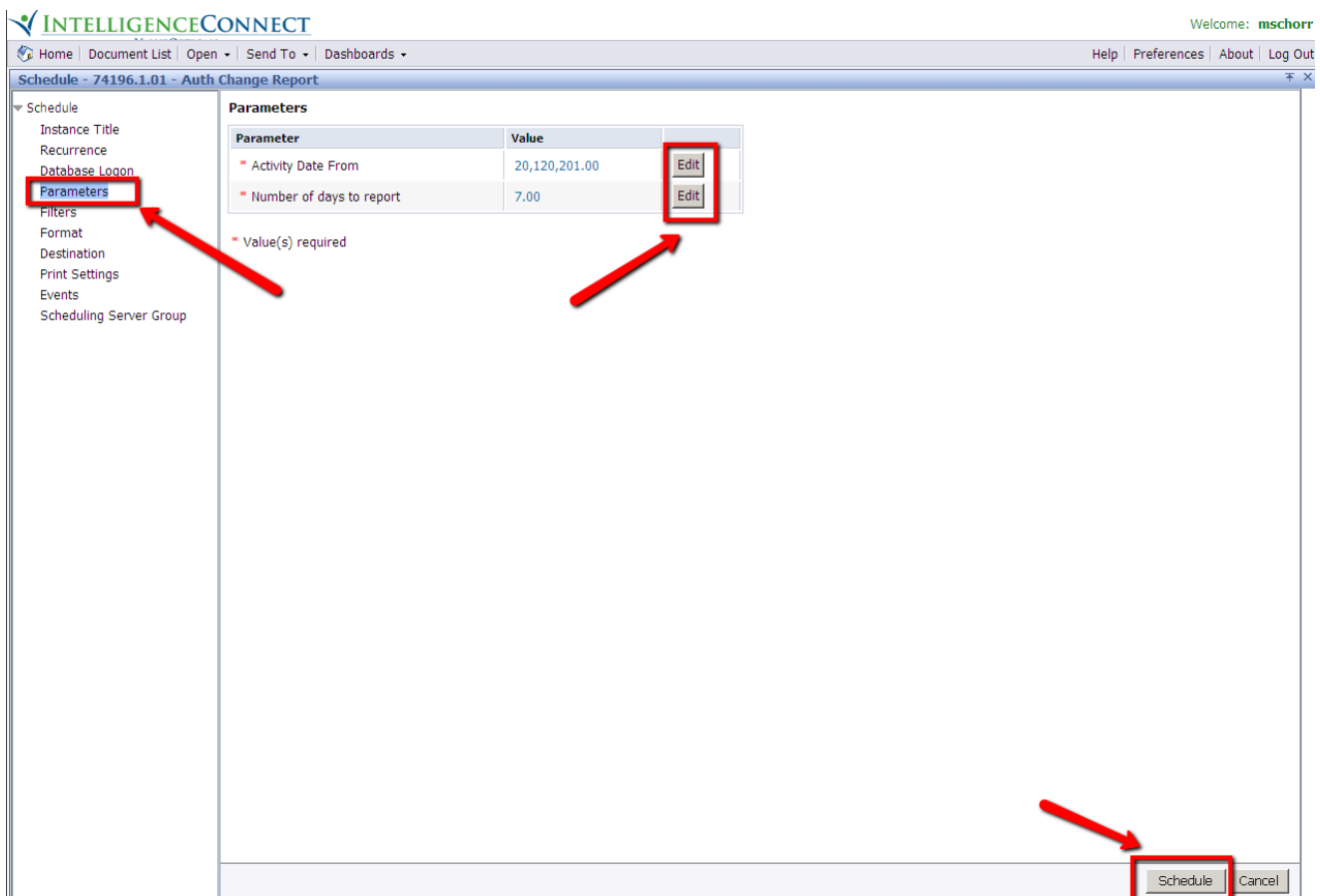
2. Click the Reports link in ProviderConnect.



3. Right click on the Authorization report and choose the Schedule action



4. To schedule a report to run, click on Parameters, edit the report parameters to meet your preferred date span, and then click Schedule.



5. Refresh the report until it completes

INTELLIGENCECONNECT

Welcome: mschorr

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History - 74196.1.01 - Auth Change Report

Show All Show Completed Show only instances owned by me

Filter Instances By Time

Actions Organize

Instance Time	Title	Run By	Parameters	Format	Status
Mar 5, 2012 3:47 PM	74196.1.01 - Auth Change Report	mschorr	20,120,101.00; 7.00	Microsoft Excel	Success
Mar 5, 2012 3:16 PM	74196.1.01 - Auth Change Report	mschorr	2,012,012.00; 7.00	Microsoft Excel	Failed
Mar 5, 2012 3:16 PM	74196.1.01 - Auth Change Report	mschorr	20,120,201.00	Microsoft Excel	Failed
Mar 5, 2012 3:15 PM	74196.1.01 - Auth Change Report	mschorr	2,012,012.00; 7.00	Microsoft Excel	Failed
Mar 5, 2012 2:12 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Failed
Feb 29, 2012 6:48 PM	74196.1.01 - Auth Change Report	642841MD	20,120,331.00; 7.00	Microsoft Excel	Success
Feb 29, 2012 6:41 PM	74196.1.01 - Auth Change Report	642841MD	20,120,201.00; 7.00	Microsoft Excel	Success
Feb 27, 2012 2:13 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Failed
Feb 20, 2012 2:13 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Failed
Feb 14, 2012 2:13 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Recurring

6. Click to open the completed report in a spreadsheet application (Excel)

File Download

Do you want to open or save this file?

Name: 74196.1.01 - Auth Change Report.xls  
 Type: Microsoft Excel 97-2003 Worksheet  
 From: intelligenceconnect

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

7. The results indicate a change of provider, within the specified date range, initiated over the phone by the consumer. As shown in the example below, the Auth End date was changed the next business day.

Consumer First Name	Consumer Last Name	Consumer SSN	Consumer ID	Birthdate	Provider Name	Vendor ID	Level of Care	Type of Care	Auth Start	Auth End	Approved Units	Auth #	Last Change Date
JANE	DOE	123456789	M123456789	03/26/1975	TEST PROVIDER NAME	D123546	Outpatient	OPMH OMS	02/10/2012	04/30/2012	150	01-123-1234-12	05/01/2012