



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="checkbox"/>	<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"/> (MMDDYYYY)
Expiration Date	<input type="text"/> <input type="text"/> (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"/> (MMDDYYYY)
Activity Date To	<input type="text" value="11152010"/> <input type="text"/> (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 menu with items like Home, Specific Member Search, Register Member, Authorization Listing, Enter an Authorization Request, View Clinical Drafts, Claim Listing and Submission, Enter an Individual Plan (highlighted with a red box), EDI Homepage, Enter Member Reminders, On Track Outcomes Reports, My Online Profile, My Practice Information, Provider Data Sheet, Compliance Handbooks, Forms, Network Specific Information, Education Center, ValueSelect Designation, and Contact Us. The main content area shows a welcome message, a message center, and a section titled "WHAT DO YOU WANT TO DO TODAY?" with a list of options including Eligibility and Benefits, Enter or Review Authorization Requests, and Enter Member Reminders. The "Enter an Individual Plan" option under "Enter or Review Authorization Requests" is highlighted with a red box.

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