PROVIDER ALERT

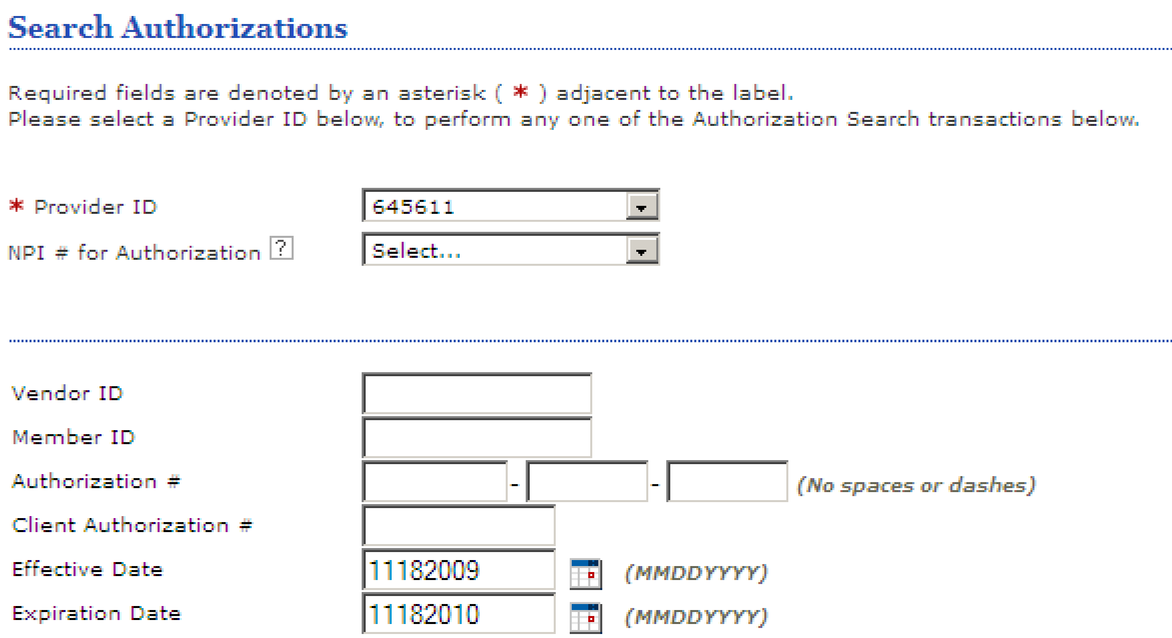
November 22, 2010

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:

<u>Review an Authorization</u>

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.



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

P.O. Box 618
Hanover, Maryland 21076
http://maryland.valueoptions.com

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

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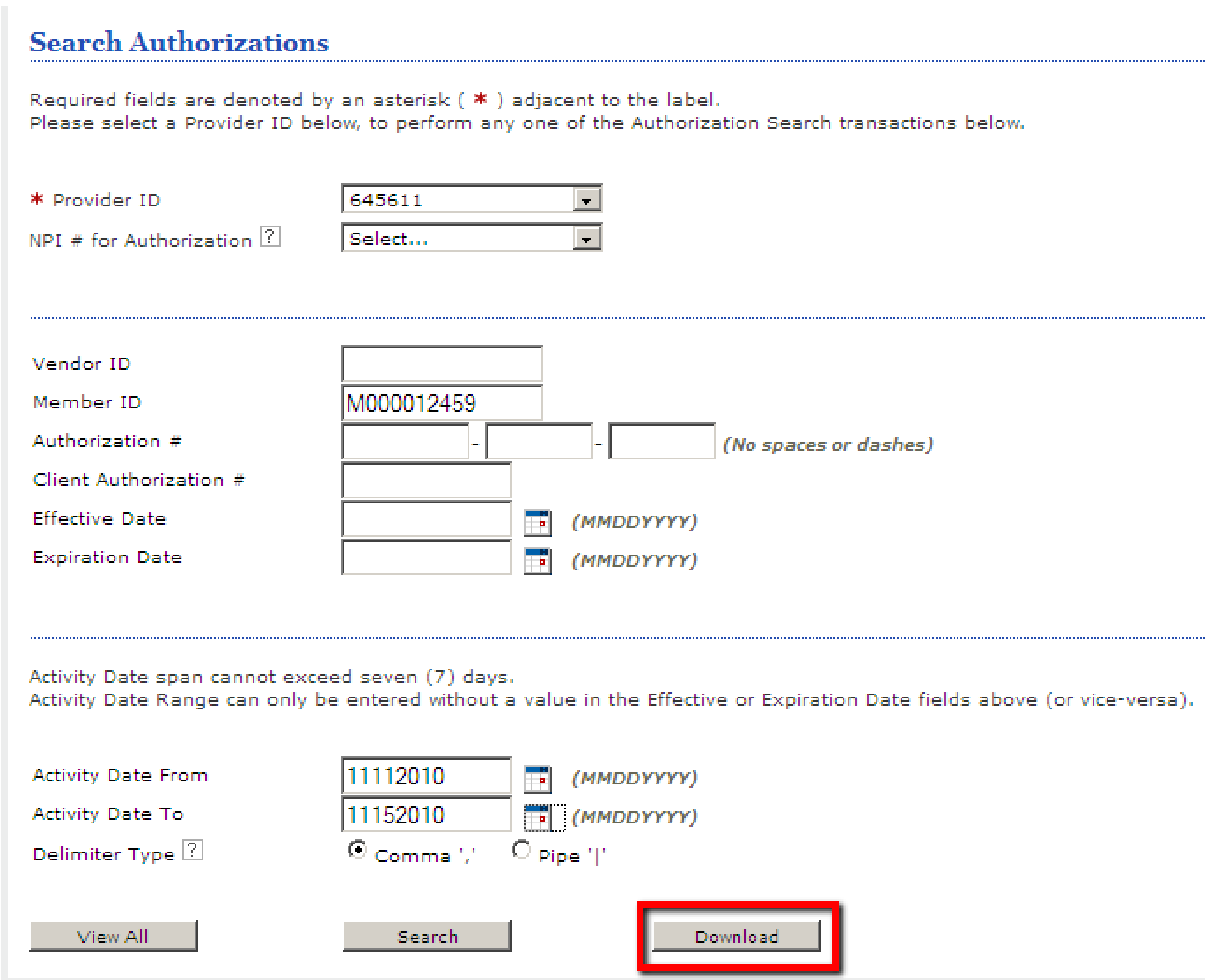
Download Authorization Details

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.



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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

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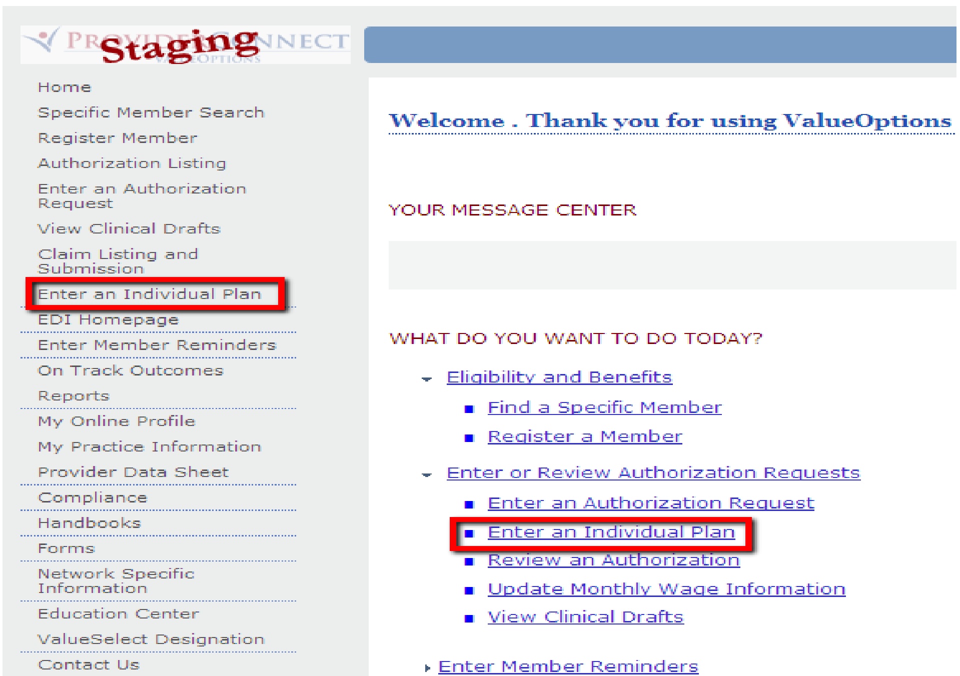
Review Individual Plan Narrative Entries

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.



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