

New Feature

10/08

Print Authorizations

A new feature has been added to Provider Direct which will allow providers to print Authorization Letters on demand.

This feature has been added to the Client Gateway, you will be able to search and select your client, and then all authorizations that are associated with that consumer and you, as the provider, will be shown on the bottom of the screen. You can also enter a date range which will allow you to see all authorizations for a specific date range for date of auth or date auth was approved. This will allow providers to find authorization letters for clients that were created from other providers, such as the Community Support Providers. You will not be able to see the actual treatment authorization request, and you will not be able to see authorization letters for services the consumer will receive from other providers.

The list will contain the top 200 results. This means providers are responsible for printing or saving the authorization letters to their computer system if they feel the need to continue to reference authorization letters in the future.

To use the new Print Authorizations Module by consumer, follow these simple steps:

- Log into Provider Direct
- Use the navigation to go to Modules, Members and Client Gateway
- In the top TAR section, click the new module "Print Authorizations"
- Enter the consumer's SSN and click the binoculars
 - You can also search by last name, first name and dob also, but must have a 100% complete match to find results
- Once you select the client by clicking the icon to the left of their name, you will be taken back to the previous screen to enter a date range to filter your results if you wish. To view all auths for that consumer, click the binoculars
- The authorizations will populate on the bottom of the screen

To search for a date range, enter the date range using mm/dd/yyyy format, then select Create Date or Auth Date and click the binoculars to search.

- Create date is the date the authorization was processed and approved
- Auth Date is the date the authorization will start

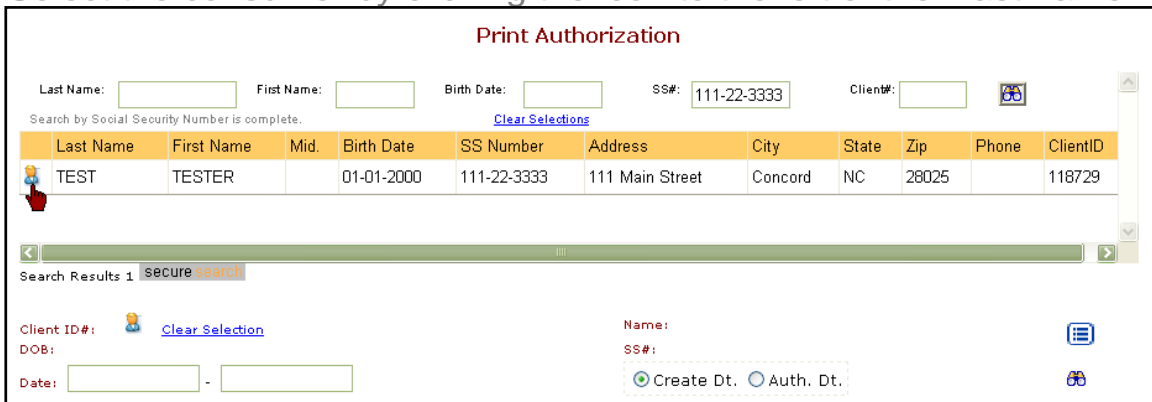
From the Client Gateway, click on Print Authorizations



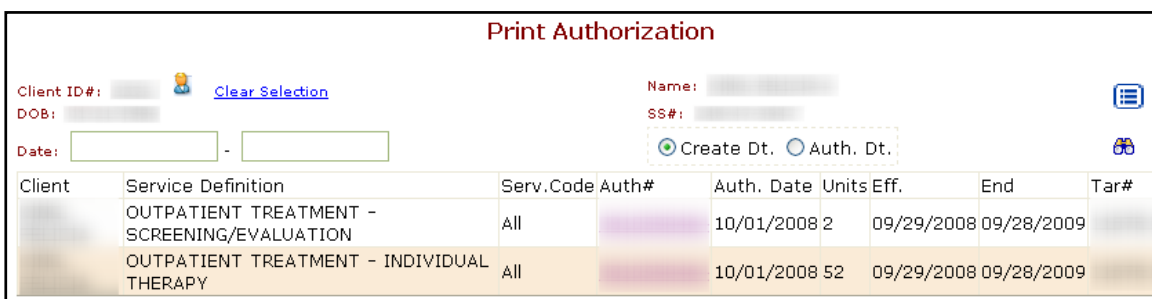
To search for a specific client's authorization letters, click the client search icon.



Search for the client using SSN search or Last, First and DOB search. Select the consumer by clicking the icon to the left of their last name.



Once you select the client, you will be taken back to the previous screen to search again, or enter a date range to filter your search results by consumer.



By clicking on any of the blue Auth # links, the corresponding authorization letter will be generated and will show on your screen. This may take a few seconds to populate. You have the ability to print the auth letter or export it to a different format for saving on your pc.

Search Results 1 [Secure Search](#)

Client ID#: Name:
 DOB: SS#:

Tar#	Service Definition	Serv.Code	Auth#	Auth. Date	Units	Eff.	End
	outpatient treatment - group therapy	All	[Auth#]	06/01/2007	10	04/23/2007	06/30/2007
	outpatient treatment - individual therapy	All	[Auth#]	06/01/2007	5	04/23/2007	06/30/2007
	outpatient treatment - screening/evaluation	All	[Auth#]	06/01/2007	2	04/23/2007	06/30/2007

If you wish to search by date range, after clicking the Print Authorizations link, put in a date range and select create date or auth date, then click the binoculars.

Print Authorization

Client ID#: [Clear Selection](#) Name:
 DOB: SS#:
 Date: - Create Dt. Auth. Dt.

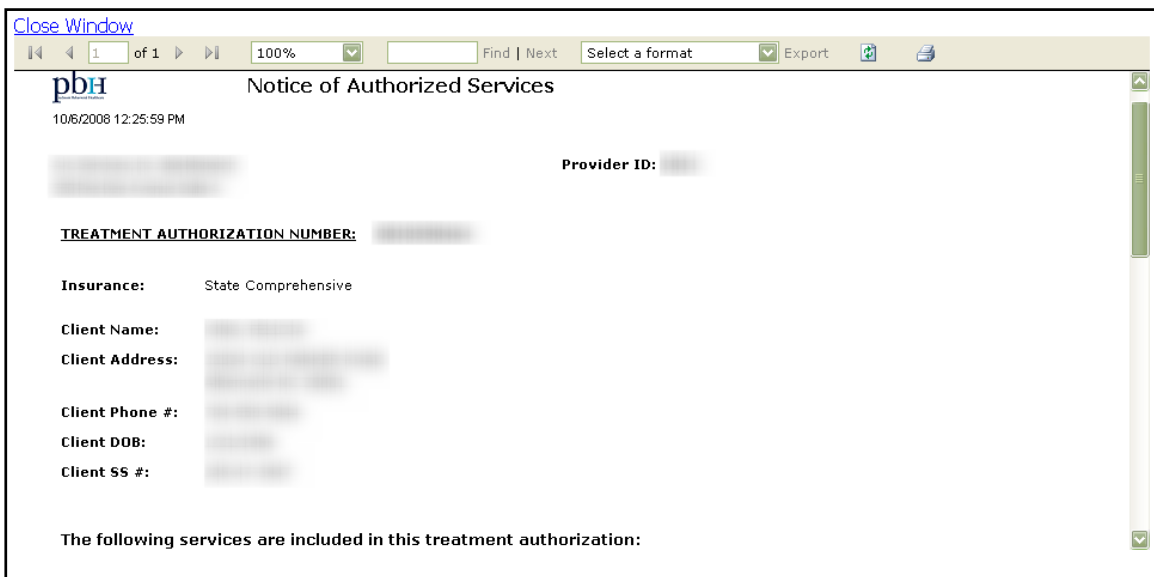
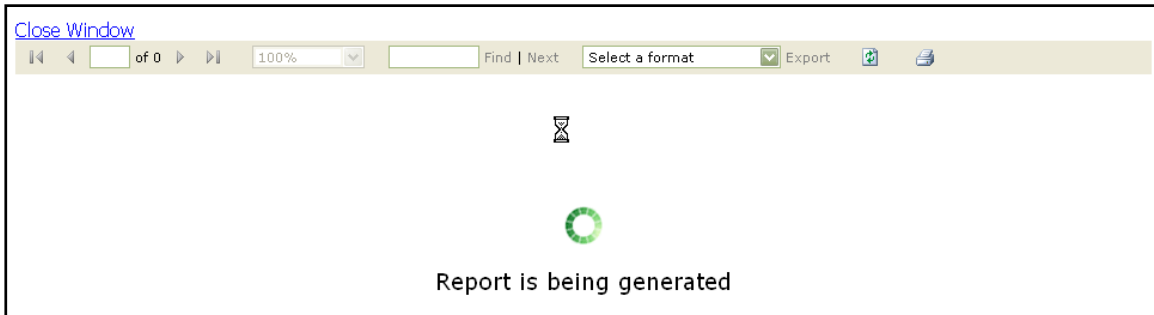
Client	Service Definition	Serv.Code	Auth#	Auth. Date	Units	Eff.	End	Tar#
	COMMUNITY SUPPORT	H0036	[Auth#]	10/02/2008	24	11/01/2008	01/31/2009	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/06/2008	96	10/09/2008	01/09/2009	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/02/2008	288	09/19/2008	12/17/2008	
	OUTPATIENT TREATMENT - SCREENING/EVALUATION	All	[Auth#]	10/01/2008	4	10/01/2008	10/01/2009	
	OUTPATIENT TREATMENT - FAMILY THERAPY	All	[Auth#]	10/01/2008	12	10/01/2008	10/01/2009	
	OUTPATIENT TREATMENT - GROUP THERAPY	All	[Auth#]	10/01/2008	25	10/01/2008	10/01/2009	
	OUTPATIENT TREATMENT - INDIVIDUAL THERAPY	All	[Auth#]	10/01/2008	44	10/01/2008	10/01/2009	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/02/2008	138	10/30/2008	01/31/2009	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/06/2008	12	09/26/2008	09/30/2008	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/06/2008	464	10/01/2008	11/27/2008	
	OUTPATIENT TREATMENT - SCREENING/EVALUATION	All	[Auth#]	10/06/2008	3	09/30/2008	09/29/2009	
	OUTPATIENT TREATMENT - INDIVIDUAL THERAPY	All	[Auth#]	10/06/2008	52	09/30/2008	09/29/2009	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/02/2008	60	09/23/2008	10/22/2008	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/06/2008	600	10/05/2008	01/04/2009	
	COMMUNITY SUPPORT	H0036	[Auth#]	10/03/2008	480	10/25/2008	01/22/2009	
	OUTPATIENT TREATMENT - SCREENING/EVALUATION	All	[Auth#]	10/06/2008	3	10/01/2008	08/31/2009	

Press the blue navigation icon to return to the Client Gateway



Print, Export, Save Authorization Letters

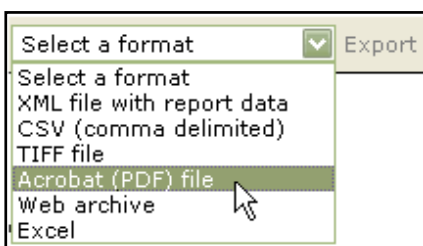
Once you have found the authorization and opened it up, you will see a "Report is being generated" screen, and then the letter will appear.



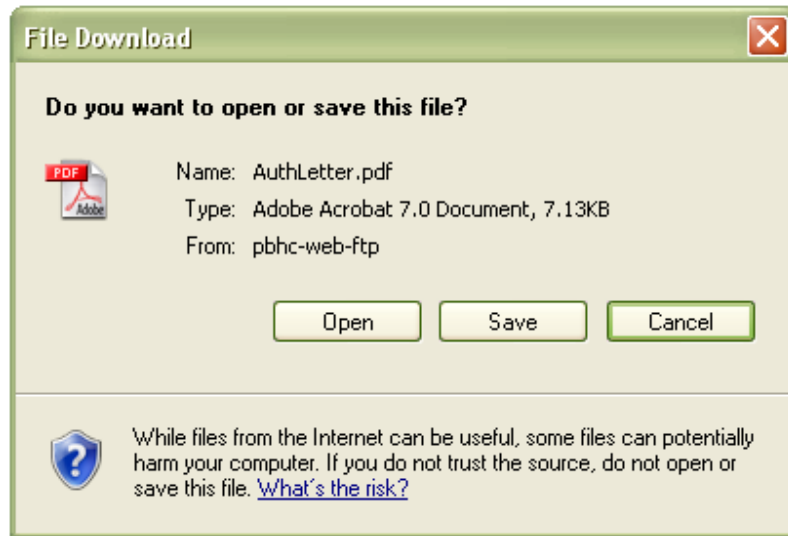
You will not see the entire letter on the screen, you will need to use the scroll bar to the right to view all information about the authorization.

You have several options at the top of the screen which allows you to export and save or print.

To export, select a format from the export dropdown box, then click Export. . The most popular choice will be Acrobat so the file is saved in a PDF format.



Next select if you want to open the file to view or Save the file to your computer.



If you choose open, the file will open on your screen.

pbH Notice of Authorized Services

10/6/2008 12:25:59 PM

Provider ID: [REDACTED]

TREATMENT AUTHORIZATION NUMBER: [REDACTED]

Insurance: State Comprehensive

Client Name: [REDACTED]

Client Address: [REDACTED]

Client Phone #: [REDACTED]

Client DOB: [REDACTED]

Client SS #: [REDACTED]

The following services are included in this treatment authorization:

Service Definition: OUTPATIENT TREATMENT - SCREENING/EVALUATION
Auth. Start Date: 9/29/2008
Auth. End Date: 9/28/2009
Authorized Units: 2

Description of Service Codes included:

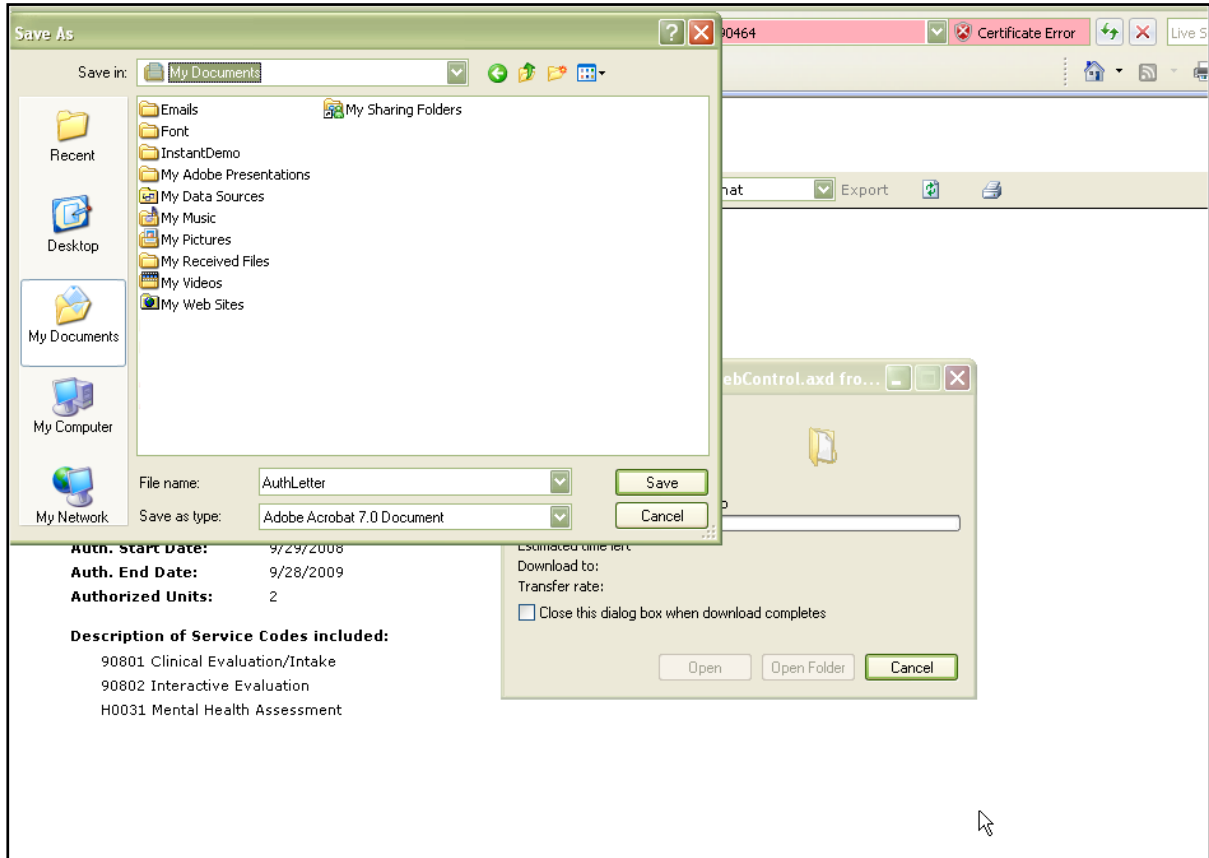
- 90801 Clinical Evaluation/Intake
- 90802 Interactive Evaluation
- H0031 Mental Health Assessment
- 90801 Clinical Evaluation/Intake GT -- Interactive Telecommunications
- H0031-SU Mental Health Assessment

Notwithstanding this authorization, failure to comply with the terms and conditions of your contract with our organization or its policies and procedures will result in claims denial.

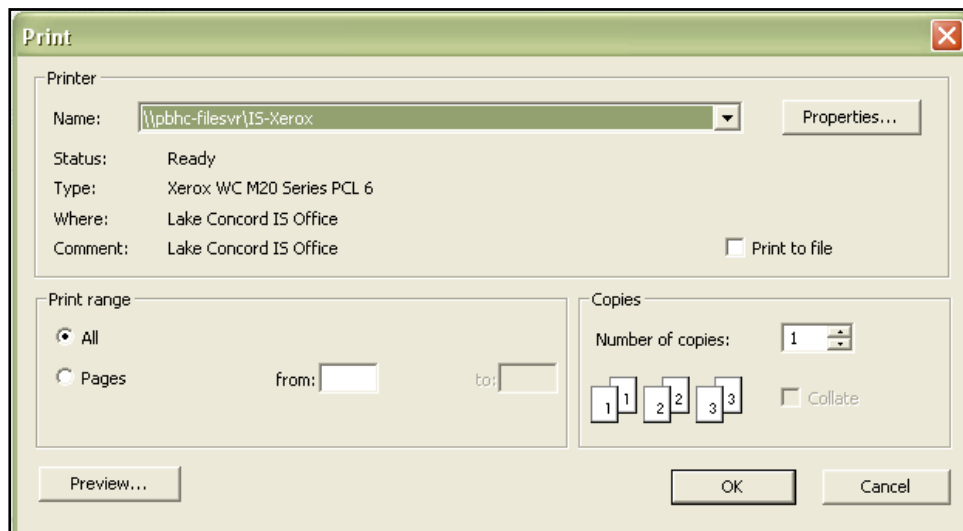
This instrument has been pre-audited in the manner required by the Local Government Budget and Financial Control Act, General Statute 159.

Should you have any questions please feel free to contact us at 1-800-939-5911.

If you click save, select a location on your computer or network to save the file. The default name will show as AuthLetter, make sure you change the name of the file to be easy to locate later on. After the save is complete, you can open the file or close it.



Printing the authorization is very simple, click the print icon on the report menu, a screen will pop up which will allow you to select your printer, and then click OK.



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