eXPRS has enabled a new page/feature that allows users to search for provider Service Prior Authorizations (SPAs) in POCs without having to go into an individual POC first. This is useful when needing to find and submit multiple draft SPAs for POCs that may have other services in accepted status. It will also assist ODDS staff to easily find and approve individual SPAs that are pending review.

**To search/find provider SPAs without having to go through the POC:**

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in under the Local Authority (for CDDPs shown below) or Contractor (for Brokerages) Organization role.
2. From the left-hand, yellow navigational menu, click on Prior Authorization ➔ Service Prior Auth ➔ Find SPA.

3. Users will now be in the Find Service Prior Authorization page. In this page, users have many options to use to search for SPAs; by specific provider, by client, by SPA status, by specific POC service code, etc.
4. With the search criteria desired entered, click **FIND** to get a list of provider SPAs.

   ➤ **Pro-Tip**: If wishing to submit multiple draft SPAs as a batch, search using the **status = draft**. The results list will return with check boxes to the far left. You can then select/submit any/all of those draft SPAs, as needed.

   - The results list is exportable, as needed.
   - Users can open and view a specific provider SPA by clicking on the blue SPA ID number for the SPA.

5. If an SPD ID is clicked, users will be taken to the **View Service Prior Authorization** page. Once in this page, users can view the SPA details, view any SD billing entries that have been submitted against the SPA (if any), and take any action available to the user based on their assigned user permissions.
View Service Prior Authorization

Service Prior Authorization: 109  Status: Accepted

Client Prime: xyz9999a  Client Name: FIRST LAST
Service: 49/OR526-Attendant Care, home or comm/NA-Not Applicable
Rendering Provider: PSW #1
Service Location: PSW #1
Pay To Provider: TNT Fiscal Intermediary Services Inc
DHS Contract Num: 142

Effective Date: 10/1/2014  End Date: 10/14/2014
Units: 140.00 Hours Per Month  Rate: $13.00
Amount: $1,820.00  Balance: $312.00
Created By:  Created Date: 10/7/2014
Updated By:  Updated Date: 10/7/2014

Notes:
Notes related to the SPA, such as why it suspended, etc. will be listed here.

Service Delivered

<table>
<thead>
<tr>
<th>SPA ID</th>
<th>Service Date</th>
<th>Begin Time</th>
<th>End Time</th>
<th>Units</th>
<th>Amount</th>
<th>SD Status</th>
<th>Claim ICN</th>
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<td>04:00 PM</td>
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<td>8.00</td>
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Service Delivered found: 3

Actions on this SPA available to the user, based on their assigned user permissions.