How to Service Prior Authorizations (SPAs) as a Batch in eXPRS/POC (CDDPs/Brokerages)

eXPRS has enabled a page/feature that allows users to search for provider Service Prior Authorizations (SPAs) in POCs and submit multiple draft SPAs for in a batch process.

To search/find provider SPAs:

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. To submit SPAs as a batch, users must select a status to activate the submit buttons.

To submit draft SPAs, select DRAFT from the Status dropdown menu, and include any other search criteria desired. Then click FIND.
4. From the search results returned, check the box(es) for the SPAs to be submitted, and then click **Submit** at the bottom of the page.

5. When the submission process completes, users will be taken to a confirmation page. However, waiting for the confirmation page to return is not necessary.