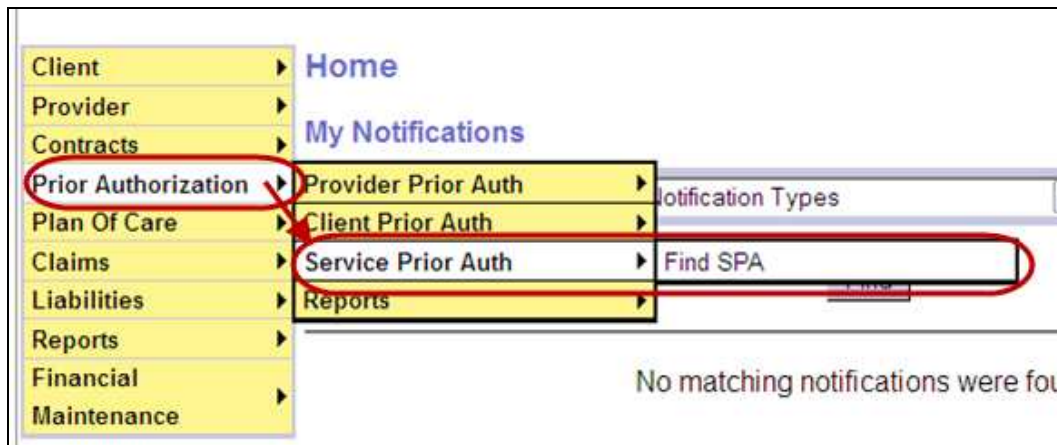


How to Find Individual Service Prior Authorizations (SPAs) in POC (Agency Providers)

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 verify that services have been authorized and their status by service code or specific client without having to search through the billing pages.

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

1. Login to eXPRS.
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 client prime number, by SPA status, by specific POC service code, etc.

Find Service Prior Authorization

Enter one or more search criteria. Only exact matches are supported. Results returned are limited to 20,000 rows.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

SPA ID:	<input type="text"/>	
Service		
Location/PSW SPD Provider ID:	<input type="text"/>	
Rendering/Agency eXPRS Provider ID:	<input type="text"/>	
Pay To Provider ID:	<input type="text"/>	
Client Prime:	<input type="text"/>	
Status:	<input type="text"/>	
Service Element:	<input type="text"/>	
Procedure Code:	<input type="text"/>	
Svc Modifier Cd:	<input type="text"/>	
DHS Contract Num:	<input type="text"/>	
Effective Date:	<input type="text"/>	
End Date:	<input type="text"/>	
Review Required:	<input type="text"/>	
Max Displayed:	25	

Exact: Yes No
Exact: Yes No

The search criteria fields available are defined below. You may need to enter more than one criterion to successfully search.

- **SPA ID** = the system assigned number for the service prior authorization; users may not know what this number is initially.
- **Service Location/PSW SPD Provider ID** = the SPD provider ID assigned to the Agency provider's service location record or the PSW provider's record; users may not know this number.
- **Rendering/Agency Provider eXPRS Provider ID** = the Agency's main eXPRS provider ID number.
- **Pay to Provider ID** = the eXPRS ID number for the provider authorized to receive payment; will likely be the same as the rendering provider for Agency providers.

- **Client Prime** = the prime number assigned to the client receiving services; users may not know this number initially.
- **Status** = the status of the service prior authorization (SPA); select from the dropdown, or leave blank to get all statuses.
 - **Accepted** = the SPA has been successfully submitted and is active to have services provided and billed
 - **Draft** = the SPA has been created and saved, but not submitted; it is not yet active.
 - **Pending** = the SPA has been created and submitted, but requires a higher level of approval from ODDS; it is not yet active.
 - **Withdrawn** = the SPA has been withdrawn by the CDDP or Brokerage; it is not active.
 - **Void** = the SPA has been voided by the CDDP or Brokerage; it is not active.
- **Service Element** = the service funding package or grouping that the individual authorization is authorized under from the CDDP or Brokerage.
- **Procedure Code** = the specific code assigned to identify the service; select from the dropdown or leave blank.
- **Svc Modifier Cd** = the specific modifier code assigned to identify the service in more detail; not all service procedure codes have modifiers.
- **DHS Contract Num** = the number for the funding contract for the CDDP or Brokerage that the service is authorized under.
- **Effective Date** = the first date the service authorization is effective and authorized for.
- **End Date** = the last date the service authorization is effective and authorized for.
- **Review Required** = the designation for the SPA that determines if billings submitted for this service are required to be reviewed by the authorizing CDDP or Brokerage prior to claims aggregation and payment.
 - **Y = YES**, review of submitted billings by the CDDP or Brokerages is required; billings will “pend” for review.

- **N = NO**, review of submitted billings by the CDDP or Brokerages is not required; billings will process through system validations edits without pending for approval.
- **Max Displayed** = the number of results returned by the system displayed on a page.

4. With the search criteria desired entered, click **FIND** to get a list of SPAs.

SPA ID	Client Name	Client Name	Service Element	Proc Code	Effective Date	Rendering Provider	Pay To Provider	Service Location ID	Service Location	Rate	Amount	Review Required	Status
2978118	xyz20000a	Mickey Mouse	151	OR526	12/2015	Agency Provider Name	Agency Provider Name	#####	Agency Provider Name or SE service record	\$27.28	\$327.36	Yes	Accepted
Totals:										\$27.28	\$327.36		

- 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** (blue hyperlink) number is clicked, users will be taken to the **View Service Prior Authorization** page. Once in this page, users can view the SPA details, view the SD billing entries that have been submitted against the SPA (if any).
- **Pro Tip**: right-click on the SPD ID number to open the SPA in a new tab or window, and you'll not lose your original search results list.

View Service Prior Authorization

Service Prior Authorization: 2978118 Status: Accepted

Client Prime:	xyz0000a	Client Name:	Mickey Mouse
Service:	SE151/OR526-Attendant Care, home or comm/NA-Not Applicable		
Rendering Provider:	Agency Provider = #####		
Service Location:	Agency Provider = #####		
Pay To Provider:	Agency Provider = #####		
DHS Contract Num:	142140	County:	
Effective Date:	6/1/2015	End Date:	6/30/2015
Units:	12.00 Hours per Month	Rate:	\$27.28
Amount:	\$327.36	Balance:	\$0.00
Created By:		Created Date:	5/15/2015
Updated By:		Updated Date:	5/15/2015

Notes: Notes for this SPA, such as why it is suspended or if it's pending for review will be listed here.

SD billings created/ submitted for this authorization will show in this section.

▼ Service Delivered

No Service Delivered found for this Service Authorization

Cancel

Previous