

Submitting Service Prior Authorizations as a Batch

(updated 9/18/2025)

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)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="County (Local Authority)"/>

[Forgot your password?](#)

or Contractor (for Brokerages) Organization role.

Login

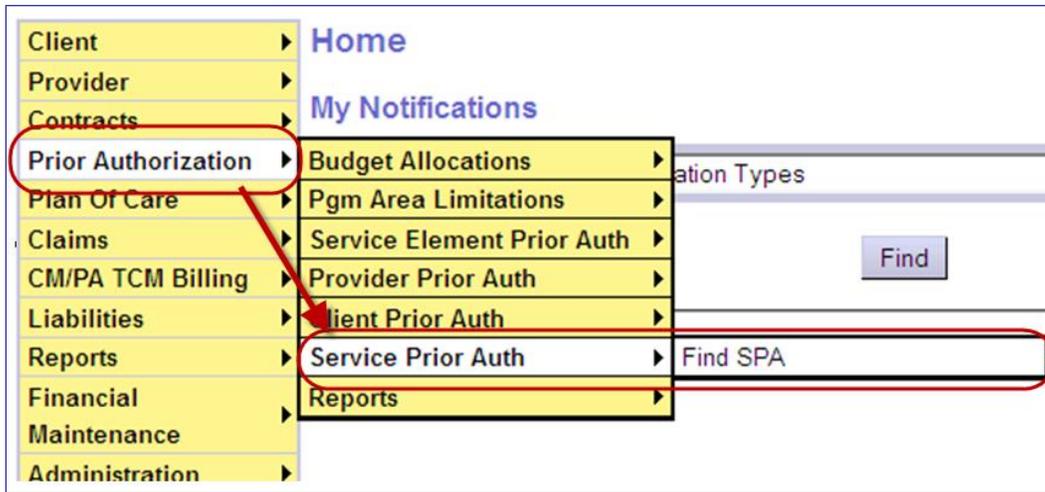
Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="Brokerage (Contractor)"/>

[Forgot your password?](#)

- 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 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**.

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:

Service Location/PSW SPD
Provider ID: 

Rendering/Agency eXPRS
Provider ID: 

Pay To Provider ID: 

Client Prime: 

Status: **Draft**

Service Element:

Procedure Code:

Svc Modifier Cd:

DHS Contract Num: 

Effective Date: 

End Date: 

Review Required: Yes No

Max Displayed: 25

Exact: Yes No

Exact: Yes No

- 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.

Status: **Draft**

Service Element:
 Procedure Code:
 Svc Modifier Cd:
 DHS Contract Num:
 Effective Date:
 End Date:
 Review Required: Yes No
 Max Displayed: All

All	SPA ID	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Effective Date	End Date	R	P
<input checked="" type="checkbox"/>	2	17		49	OR100	NA	200.00	1 7	12/16/2016	12/31/2016	Pl	F
<input checked="" type="checkbox"/>	2	8		49	OR507	NA	14.00	1 7	12/16/2016	12/31/2016		
<input checked="" type="checkbox"/>	2	3		151	OR526	NA	65.00	1 7	12/16/2016	12/31/2016	BU	N

Totals:

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

Submit/Approve Service Prior Authorizations Results

SPA ID	Client Prime	Client Name	Service	Units	DHS Contract Num	Dates	Rendering Provider	Pay To Provider	Rate	Amount	Review Required	Status	Notes
1	7		SE49/OR100/NA	200.00	1 7	12/16/2016 - 12/31/2016		Public Partnerships LLC FMAS	\$14.00	\$2,800.00	Yes	Accepted	Authorization submitted Successfully