

Accepting or Rejecting a Provider Prior Authorization

Provider Prior Authorizations (PPA) are used for multiple purposes in eXPRS:

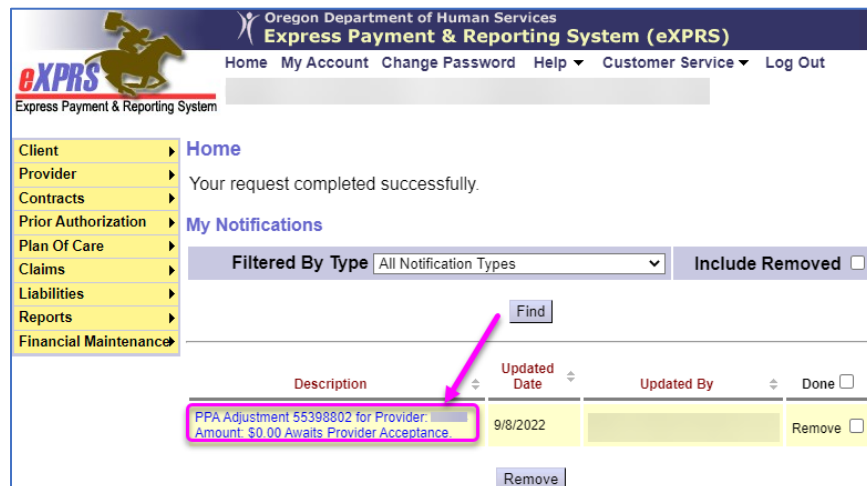
- **Allotment/Grant PPAs:** Used to generate applicable monthly payments to a provider.
- **RFFS Case Management PPAs:** Used to establish the monthly rationed payment amount cap that a Case Management Entity can bill for Case Management Services.
- **Optional PPAs:** Allows a Case Management Entity to authorize a provider to deliver specific CPA services to individuals.

A PPA must be in **Accepted** status for it to be used for any of the purposes above. Users must have one of the following roles to complete this work:

- **PPA Approver**
- **PPA Manager**

How to accept a PPA in eXPRS

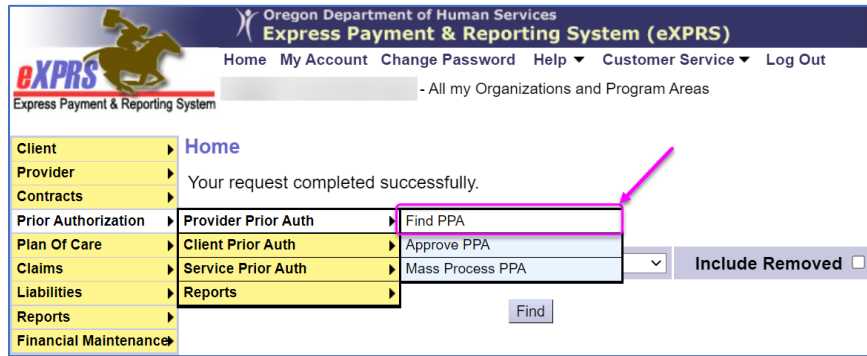
1. Log in to eXPRS. If a Home Page notification hyperlink exists, select it, and then go to Step 6. If you do not have a notification, continue to Step 3.



The screenshot shows the eXPRS web application interface. The top navigation bar includes links for Home, My Account, Change Password, Help, Customer Service, and Log Out. A sidebar menu on the left lists various system functions. The main content area displays a notification titled "My Notifications" with a filter set to "All Notification Types". A table below shows a notification for a PPA adjustment, with a pink box highlighting the description and a pink arrow pointing to the "Find" button.

Description	Updated Date	Updated By	Done
PPA Adjustment 55398602 for Provider: [redacted] Amount: \$0.00 Awaits Provider Acceptance	9/8/2022		Remove <input type="checkbox"/>

2. From the left menu, select **Prior Authorization > Provider Prior Auth > Find PPA.**



3. Enter search criteria and select **Find.**

Find Provider Prior Authorization
 Enter one or more search criteria. Only exact matches are supported.

Prior Auth Ref Num:

PA Adj #:

Provider ID:

DHS Contract Num:

Service Element:

Status:

Effective Date:

Exact: Yes No Yes No

Created From:

Include Void: Yes No

4. From the results, select the **PA Adj #** link for a PPA with the status **Pending Acceptance.**

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

PA Adj #	PA Ref Num	Provider ID	DHS Contract Num	Service Element	Proc Code	Svc Modifier Cd	Effective Date	End Date	Approval Status	Approval Status	Amount	Rate	Updated By	Updated Date
55398802	DP1184265	11		51	ORSLV	All	7/1/2019	6/30/2023	Pending	Acceptance	\$0.00			2022-09-08 13:31:10.144

5. Review the PPA for accuracy. If correct, select **Accept**; if incorrect, select **Reject**.

View Provider Prior Authorization

Prior Auth Ref Num:	DP1184265	PPA Optional:	<input checked="" type="checkbox"/>
PA Adj #:	55398802	Provider ID:	11
Provider:	B	Contractor Name:	B
DHS Contract Num:	1		
Service Element:	51	Proc Code:	ORSLV
		Svc Modifier Cd:	All
Effective Date:	7/1/2019	End Date:	6/30/2023
Rate:		Rate Type:	
Units:		Unit Type:	
Amount:	\$0.00	Status:	Pending Acceptance
PPA Notes:		Ongoing:	N
Created By:		Created Date:	9/8/2022
Updated By:		Updated Date:	9/8/2022
<input type="button" value="Accept"/>		<input type="button" value="Reject"/>	<input type="button" value="Cancel"/>