

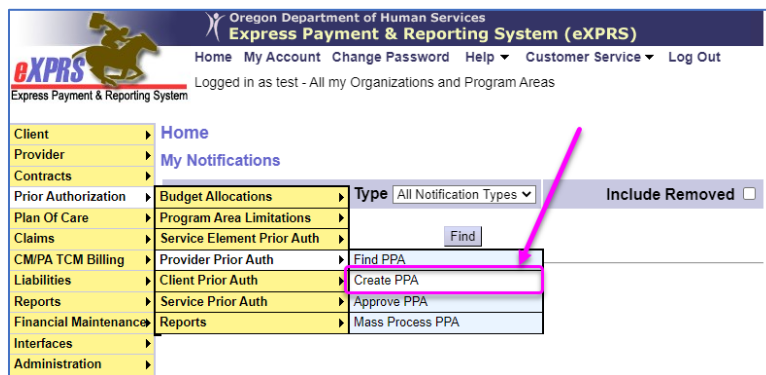
Creating an Optional Provider Prior Authorization

An Optional Provider Prior Authorization allows a Case Management Entity (CME) to select a provider when authorizing a specific service. For example, if a specific provider offers Supported Living Services (SE51), then an Optional PPA for this Service Element must be completed for the CME to create authorizations using this Provider.

Users must have the **PPA Manager** role to complete this work.

To Create an Optional PPA:

1. From the left menu, select **Prior Authorization > Provider Prior Auth > Create PPA**.



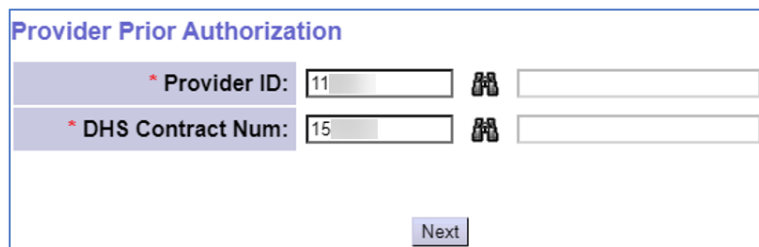
Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)

Home My Account Change Password Help Customer Service Log Out
Logged in as test - All my Organizations and Program Areas


Express Payment & Reporting System


- Client ▶ Home
- Provider ▶ My Notifications
- Contracts ▶
- Prior Authorization ▶ Budget Allocations ▶ Type: All Notification Types Include Removed
- Plan Of Care ▶ Program Area Limitations ▶ Find
- Claims ▶ Service Element Prior Auth ▶
- CM/PA TCM Billing ▶ Provider Prior Auth ▶ Find PPA
- Liabilities ▶ Client Prior Auth ▶ Create PPA
- Reports ▶ Service Prior Auth ▶ Approve PPA
- Financial Maintenance ▶ Reports ▶ Mass Process PPA
- Interfaces ▶
- Administration ▶

2. On the **Provider Prior Authorization** page, enter the Provider ID & DHS Contract Numbers and select **Next**. You can also search for this information using the binoculars.



Provider Prior Authorization

* Provider ID: 11 

* DHS Contract Num: 15 

Next

3. On the **Provider Prior Authorization** Screen, select **Add**.

The screenshot shows the 'Provider Prior Authorization' form. At the top, there are input fields for 'Provider ID: 11', 'Provider: B', 'DHS Contract Num: 15', and 'Contractor Name: C'. Below these is a section titled 'Draft Provider Prior Auth Adjustments' which contains a table with columns: 'PA Adj #', 'Service Element', 'Proc Code', 'Svc Modifier Cd', 'Effective Date', 'End Date', and 'Amount'. An 'Add' button is located at the bottom center of the table, highlighted with a pink box and a pink arrow pointing to it.

4. On the **Provider Prior Authorization** Screen, Check the **PPA Optional** box

The screenshot shows the 'Provider Prior Authorization' form. The 'PPA Reference Number' field is empty. 'PA Adj #' is 0. 'Provider' and 'DHS Contract Num: 15' are present. The 'PPA Optional' checkbox is checked and highlighted with a pink box and a pink arrow. Other fields include 'Provider ID: 11' and 'Contractor Name: CME One'.

5. Enter the **Service Element, Proc Code & Svc Modifier Cd**

The screenshot shows the 'Provider Prior Authorization' form. The 'PPA Reference Number' is empty. 'PA Adj #' is 0. 'Provider' and 'DHS Contract Num: 15' are present. The 'PPA Optional' checkbox is checked. Below the main form, three dropdown menus are highlighted with pink boxes: '* Service Element: 51', '* Proc Code: ORSLV', and '* Svc Modifier Cd: All'.

6. Enter the **Effective Date & End Date** (first & last day of the contract period or biennium), and ensure the **Rate/Units** boxes are blank, the **Date Increment** is **Months_Prorated** and the **Amount** box is 0.

The screenshot shows the 'Provider Prior Authorization' form. The 'Effective Date' is 7/1/2021 and the 'End Date' is 6/30/2023. The 'Rate' and 'Units' fields are blank. The 'Amount' is 0. The 'Date Increment' is 'Months_Prorated'. The 'Status' is 'Draft' and the '* Ongoing' checkbox is checked. The 'PPA Note' field is empty.

- Set the **Ongoing** dropdown menu to **Y** or **N** as needed. Enter any notes in the **PPA Note** field and select **Save**.

The screenshot shows a form with the following fields and values:

- Effective Date:** 7/1/2021
- End Date:** 6/30/2023
- Rate:** (empty)
- Rate Type:** (empty)
- Units:** (empty)
- Date Increment:** Months_Prorated
- Amount:** 0
- Status:** Draft
- PPA Note:** (empty)
- Ongoing:** Y
- Created By:** (empty)
- Created Date:** (empty)
- Updated By:** (empty)
- Updated Date:** (empty)

Buttons at the bottom: Save, Reset, Cancel. The Save button is highlighted with a pink box and a pink arrow points to it.

- The **Provider Prior Authorization > Draft Provider Prior Auth Adjustments** section will now show the saved Optional PPA.

The screenshot shows a confirmation screen with the following information:

Provider Prior Authorization
 Provider Prior Authorization save succeeded.

Provider ID: 11 **Provider:** (empty)
DHS Contract Num: 15 **Contractor Name:** CME One

Draft Provider Prior Auth Adjustments

PA Adj #	Service Element	Proc Code	Svc Modifier Cd	Effective Date	End Date	Amount
55398823	53	OR004	WE	7/1/2019	6/30/2023	\$0.00

The table row is highlighted with a pink box.

It can now be Accepted or Rejected following the standard process.