

Reading eXPRS Action Logs

Many pages in eXPRS have Action Logs, which show when information for that page has been updated or changed, and the date/time that change was made and the person who made the change. Some examples are changes in the authorized rate, end date, status, etc.

For CDDP/Brokerage staff, users with the appropriate permissions can view Action Logs for the following eXPRS items:

- **Client Prior Authorizations**
- **Service Prior Authorizations**
- **Service Delivered Billing Entries**
- **Claims**

The information in the action logs is written in technical language. This guide will assist in helping to read the information contained in the Action Logs.

To Read eXPRS Action Logs

1) Select the **Action Log Entries** section.



▼ **Action Log Entries**

2) Review the details in the section.



▼ Action Log Entries							
Action Type	Created By	Table Name	Row ID	Field Name	Old Value	New Value	Timestamp

- **Action Type:** The type of action taken on the eXPRS Item.
 - **Add:** Generally means the information was created.
 - **Update:** Generally means some data point on the eXPRS item was updated.
- **Created By:** The name of the user that initiated the action being logged.
- **Table Name:** The name of the table where the data for the item is housed. This usually corresponds to the eXPRS item you are viewing.

- **Row ID:** The table row number for the item being updated.
- **Field Name:** The name of the field in the table that was updated. Look for key words to tell you what was changed. Here are some examples of common fields:
 - **END_DT:** The **End Date** changed from the **Old Value** to the **New Value**.
 - **PRIOR_AUTH_STATUS:** The **Status** changed from the **Old Value** to the **New Value**.
 - **CLAIM_STATUS:** The **Status** changed from the **Old Value** to the **New Value**.
 - **STATUS_CD:** The **Status** was changed from the **Old Value** to the **New Value**.
 - **RATE_PER_UNIT:** The **Rate** was changed from the **Old Value** to the **New Value**.
 - **ORIG_SUBMIT_TS:** The **Date/Timestamp** when the item was originally submitted out of **draft** status.
 - **REVIEWED_TS:** The **Date/Timestamp** when the item moved to the next status level (ex: from **pending** to **approved**).
- **Old Value:** The previous data information that was replaced. For example, an old status, old rate, old end date, etc. If there is no data in this field, that means the **New Value** data is the original information.
- **New Value:** The new data information for the date that was updated. For example, the new status, new rate, new end date, etc.
- **Timestamp:** The date/time stamp for when data was changed. The timestamp is formatted as **yyyy-mm-dd hh:mm:ss.sss**. The time is shown in military 24-hour time. For example, 4:30 PM will be shown as 16:30:00.

Here's an example of how you would read this information. On the example **Action Log** of an authorization below, you can see that:

▼ Action Log Entries							
Action Type	Created By	Table Name	Row ID	Field Name	Old Value	New Value	Timestamp
Update	User's name	PRIOR_AUTH_REC	32***80	PRIOR_AUTH_STATUS	Draft	Accepted	2019-09-19 08:30:57.701
Update	User's name	PRIOR_AUTH_REC	32***80	APPLIED_RATE_PER_UNIT		326.710	2019-09-19 08:30:57.701
Update	User's name	PRIOR_AUTH_REC	32***80	RATE_PER_UNIT	299.430	326.710	2019-09-19 08:30:55.271
Add	User's name	PRIOR_AUTH_REC	32***80	PRIOR_AUTH_REF_NBR		DC8***2	2019-09-19 08:30:55.1

- The **Created By** user changed the **RATE** on the item from the **Old Value** of **\$299.43** to the **New Value** of **\$326.71** on Sept 19, 2019 at 8:30:55 AM (**2019-09-19 08:30:55.271**).
- The **Created By** user submitted the item and caused the change in **STATUS** from the **Old Value** of **draft** to the **New Value** of **accepted** on Sept 19, 2019 at 8:30:57 AM (**2019-09-19 08:30:57.701**).