eXPRS
Express Payment & Reporting System

How to Service Prior Authorizations (SPAs)
as a Batch in eXPRS/POC
(CDDPs/Brokerages)

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:	userID
Password:	••••••••••
Organization/Program Area:	County (Local Authority) ⌄

Forgot your password?   Submit

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:	userID
Password:	••••••••••
Organization/Program Area:	Brokerage (Contractor) ⌄

Forgot your password?   Submit

2. From the left-hand, yellow navigational menu, click on *Prior Authorization* →
Service Prior Auth → *Find SPA*.
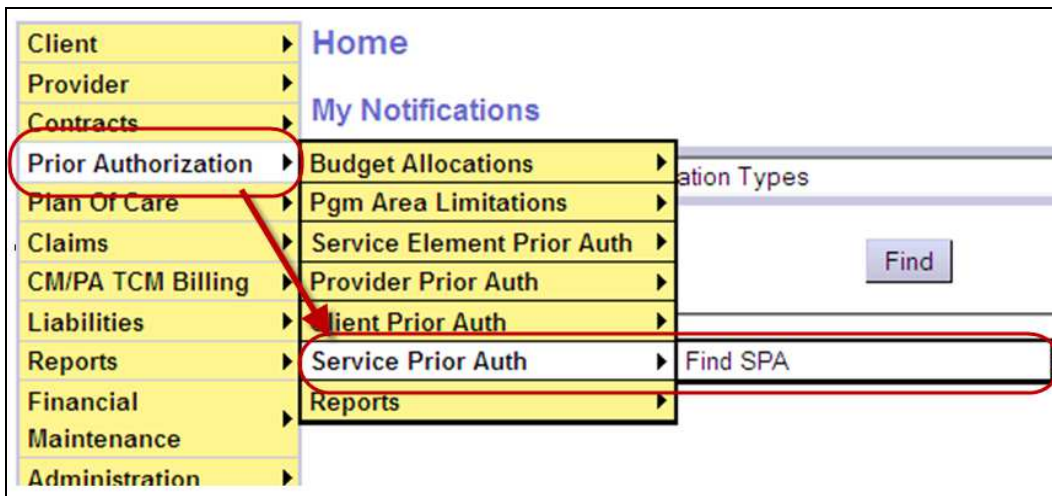
3. Users will now be in the **Find Service Prior Authorization** page. In this page, users have many options to use to search for SPAs; by specific provider, by client, by SPA status, by specific POC service code, etc. To submit SPAs as a batch, users must select a status to activate the submit buttons.

To submit *draft* SPAs, select DRAFT from the **Status** dropdown menu, and include any other search criteria desired. Then click **FIND**.

4. 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.

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