



How to Enter a new Prior Authorization



How to Enter a new Prior Authorization

- To enter a PA hold your mouse over the *Prior Authorization* heading and click **"New"**

Welcome,

Super User Providers Cost Report Account Trading Partners Claims Episode Claims Eligibility **Prior Authorization** Reports Portal Admin Publications Security Trade Files

Admin search **new** Search **New** ←

Base Information

Provider NPI -

Base Information		Service Provider	
*Assignment	<input type="checkbox"/>	Service Provider Name	NPI
*Authorization Type	<input type="checkbox"/>	*Contact Name	<input type="text"/>
*Medicaid Billing Number	<input type="text"/>	*Contact Number/Ext	<input type="text"/> <input type="text"/>
*Date of Birth	<input type="text"/>	Special Indicator	<input type="checkbox"/>
Last Name	<input type="text"/>	LTCF Discharge Date	<input type="text"/>
First Name, MI	<input type="text"/>	Admission Date	<input type="text"/>
Ordering Provider NPI	<input type="text"/> [Search]		
Ordering Provider Name	<input type="text"/>		

-Diagnosis Codes- Primary Diagnosis is sequence number 1. *** No rows found ***

Click Add button below.

add next



How to Enter a new Prior Authorization

- Base Information
 - Assignment

Base Information

Provider NPI

Base Information

*Assignment

*Authorization Type

*Medicaid Billing Number

*Date of Birth

Last Name

First Name, MI

Ordering Provider NPI

Ordering Provider Name

*Diagnosis Codes- Pr

44 - CHIROPRACTIC MANIPULATIVE TX
01 - COMPRESSION GARMENTS
02 - DECUBITUS CARE EQUIPMENT
03 - DENTAL
04 - DRESSINGS, SURGICAL
05 - ENTERAL NUTRITION AND SUPPLIES
06 - HEARING AIDS
07 - HOSPITAL BEDS
08 - INCONTINENCE SUPPLIES
09 - MISCELLANEOUS EQUIPMENT
10 - ORTHOTICS (MTA)
11 - ORTHOTICS/PROSTHETICS (NURSES)
12 - REPAIRS
13 - RESPIRATORY (MTA)
14 - RESPIRATORY (NURSES)
15 - SPEECH GENERATING DEVICES
16 - SUPPLIES (MISCELLANEOUS)
17 - THERAPIES
21 - TRANSPORTATION

Service Provider

Service Provider Name

*Contact Name

*Contact Number/Ext

Special Indicator

LTCF Discharge Date

Admission Date

*** No rows found ***
Click Add button below.

next

How to Enter a new Prior Authorization

- Base Information cont'd
 - » The available Assignments are:
 - 01 – Compression Garments
 - 02 – Decubitus Care Equipment
 - 03 – Dental
 - 04 – Dressings, Surgical
 - 05 – Enteral Nutrition & Supplies
 - 06 – Hearing Aids
 - 07 – Hospital Beds
 - 08 – Incontinence Supplies
 - 09 – Misc. Equipment
 - 10 – Orthotics (MTA)
 - 11 – Orthotics/Prosthetics (Nurses)
 - 12 – Repairs
 - 13 – Respiratory (MTA)
 - 14 – Respiratory (Nurses)
 - 15 – Speech Generating Devices
 - 16 – Supplies (Miscellaneous)
 - 17 – Therapies
 - 18 – Vision



How to Enter a new Prior Authorization

- Base Information cont'd
 - » The available Assignments cont'd
 - 19 – Wheelchairs
 - 20 – Orthodontics
 - 21 – Transportation
 - 23 – PDN
 - 34 – Hospital Inpatient
 - 35 – Hospital Outpatient
 - 37 – Psychiatric Inpatient
 - 39 – Physician Services
 - 40 – Medicaid School Program
 - 41 – CPST Services
 - 43 – Medical Nutrition Therapy
 - 44 – Chiropractic Manipulative TX
 - 45 – Psychotherapy
 - 46 – Intensive Behavioral Services



How to Enter a new Prior Authorization

- Additional Required fields – Base Information
 - Authorization type:
 - Prior Authorization
 - ✓ MITS will select this option automatically for most PA Assignments
 - Prior Authorization – Hospital
 - ✓ Selected for surgery PAs only
 - Pre-certification – Hospital
 - ✓ Selected for surgery PAs
 - ✓ Automatically selected for Psychiatric Inpatient PAs



How to Enter a new Prior Authorization

- Additional Required fields – Base Information cont’d
 - Medicaid Billing Number
 - ✓ Enter the consumer’s Billing number
 - Date of Birth
 - ✓ Enter the consumer’s Date of Birth (MM/DD/YYYY)
 - Contact Name
 - ✓ Enter the name that should be contacted with questions on the PA
 - Contact Number
 - ✓ Enter the phone number of the contact



How to Enter a new Prior Authorization

- Once you have completed all **required fields *** in the **Base Information** section click **“Next”**

Base Information

Provider NPI -

Assignment [dropdown]

Authorization Type [dropdown]

Medicaid Billing Number [text]

Date of Birth [text]

Last Name [text]

First Name, MI [text]

Ordering Provider NPI [text] [Search]

Ordering Provider Name [text]

Service Provider NPI

Service Provider Name [text]

Contact Name [text]

Contact Number/Ext [text] [text]

Special Indicator [dropdown]

LTCF Discharge Date [text]

Admission Date [text]

-Diagnosis Codes- Primary Diagnosis is sequence number 1.

*** No rows found ***

Click Add button below.

display add next



How to Enter a new Prior Authorization

- The **Line Item** section is now open, enter all **required fields *** (Depending on the request you may need to add a **modifier**)
- When completed click the **“Next”** button to proceed

Welcome,
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search **new**

Base Information > Line Item
Provider NPI -

Line Item	Requested Units	Requested Dollars	Authorized Units	Authorized Dollars	Service Type Code	Service Code	Service Code Thru	Status
A 01	1	\$0.00	0	\$0.00	HCPCS Procedure			PENDING ADDTL INFO

Select row above to update -or- click Add button below.

delete add

Line Item 01

*Service Type Code HCPCS Procedure

*Procedure L4360 [Search]

*Requested Eff Date 01/01/2017

*Requested End Date 12/31/2017

*Requested Units 1

*Requested Dollars \$350.00

Modifier 1 LT [Search]

Modifier 2 [Search]

Modifier 3 [Search]

Modifier 4 [Search]

List Price \$0.00

Pricing Formula

Number of Days 0

Number of Calories/Day 0

Associated PA Number

Bill Direct From Date

Bill Direct To Date

Service/Rental From Date

Service/Rental To Date

previous next

How to Enter a new Prior Authorization

- Next is the **Provider Notes** section
- Click **“Add”** to enter notes for the reviewer or click **“Next”** to continue
- **DO NOT enter medical information (aka “Clinicals”) here**

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Trade Files Admin
search **new**

Base Information > Line Item > Provider Notes
Provider NPI -

Provider Notes

*** No rows found ***

Click Add button below.

delete add

previous next

How to Enter a new Prior Authorization

- Once you have entered all of your notes click the **Next** button

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search **new**

Base Information > Line Item > Provider Notes

Provider

Provider Notes ?

Date Entered	Description
A 11/29/2016	

Select row above to update -or- click Add button below.

delete add

THIS IS WHERE YOU MAY ENTER COMMENTS/NOTES FOR THE REVIEWER TO READ.

*Description

previous next

How to Enter a new Prior Authorization

- Next is the **Attachments** section
- Click the **Add** button to begin the process of attaching documentation to your PA (or click **Save** if your PA's assignment does not require supporting documentation)

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Trade Files Admin
search **new**

Base Information > Line Item > Provider Notes > Attachments

Provider NPI -

Attachments ?

*** No rows found ***
Click Add button below.

delete add

previous save cancel

How to Enter a new Prior Authorization

- Complete the **required fields ***

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search **new**

Base Information > Line Item > Provider Notes > Attachments

Provider NPI -

Attachments

Type of Document	Transmission Type	Description
A		
Select row above to update -or- click Add button below.		
<input type="button" value="delete"/> <input type="button" value="add"/>		
<p>If you have uploaded a document please allow at least 24 hours for the document to be processed and to be available to ODM PA Staff for review.</p> <p>For attachments submitted via mail, not electronically attached, please send to the appropriate address. A button for printing a cover page and a button to view mailing address will appear after the Prior Authorization has been submitted.</p> <p>For documents transmitted via Upload, an upload button will appear after the claim has been submitted. Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and mdi can be uploaded.</p>		
*Type of Document	<input type="text"/>	<input type="text"/>
*Transmission Type	<input type="text"/>	<input type="text"/>
*Description	<input type="text"/>	

Ohio
Department of Medicaid
John R. Kasich, Governor
Barbara R. Spano, Director

How to Enter a new Prior Authorization

- Once all required fields * have been entered click **“save”**

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Trade Files Admin

search **new**

Base Information > Line Item > Provider Notes > Attachments

Provider NPI -

Attachments

Type of Document	Transmission Type	Description
A		
Select row above to update -or- click Add button below.		
<input type="button" value="delete"/> <input type="button" value="add"/>		
<p>If you have uploaded a document please allow at least 24 hours for the document to be processed and to be available to ODM PA Staff for review.</p> <p>For attachments submitted via mail, not electronically attached, please send to the appropriate address. A button for printing a cover page and a button to view mailing address will appear after the Prior Authorization has been submitted.</p> <p>For documents transmitted via Upload, an upload button will appear after the claim has been submitted. Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and mdi can be uploaded.</p>		
*Type of Document	OTHER	<input type="text"/>
*Transmission Type	UPLOAD	<input type="text"/>
*Description	DOCUMENTATION	

Ohio
Department of Medicaid
John R. Kasich, Governor
Barbara R. Spano, Director

previous cancel



How to Enter a new Prior Authorization

- Once saved MITS will let you know that the PA was entered (“**Status: SUCCESSFUL**”)
- Make a note of the **PA number**
- Click the “**Upload**” button to move to the attachment upload section

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Trade Files Admin

search **new**

The following messages were generated:

Message Description	Panel	Field	Row
Prior Authorization Status: SUCCESSFUL	Base Information		
Prior Authorization Number is 2016334001	Base Information		

Provider

Attachments			?
Type of Document	Transmission Type	Description	
OTHER	UPLOAD	DOCUMENTATION	upload print cover page



How to Enter a new Prior Authorization

- Now the **Attachment Upload** section is showing. (Notice that the Browse button is grayed out.)
- If you hold the mouse over the bar in the top section it will turn red as shown, click on this bar to turn it **blue**.

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Trade Files Admin

Attachment Upload

Type of Document	Reference
OTHER	2016334001 DOCUMENTATION

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and mdi can be uploaded.
- For Prior Authorization attachments: Select row from the list above and then use the below panel to select the file for upload.

Attachment Upload

upload attachment

*File to Upload Browse...



How to Enter a new Prior Authorization

- Once the bar in the top section is **blue** you may click the **“Browse”** button below

Welcome,

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Attachment Upload


Type of Document	Reference
OTHER	2016334001 DOCUMENTATION

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and mdi can be uploaded.
- For Prior Authorization attachments: Select row from the list above and then use the below panel to select the file for upload.

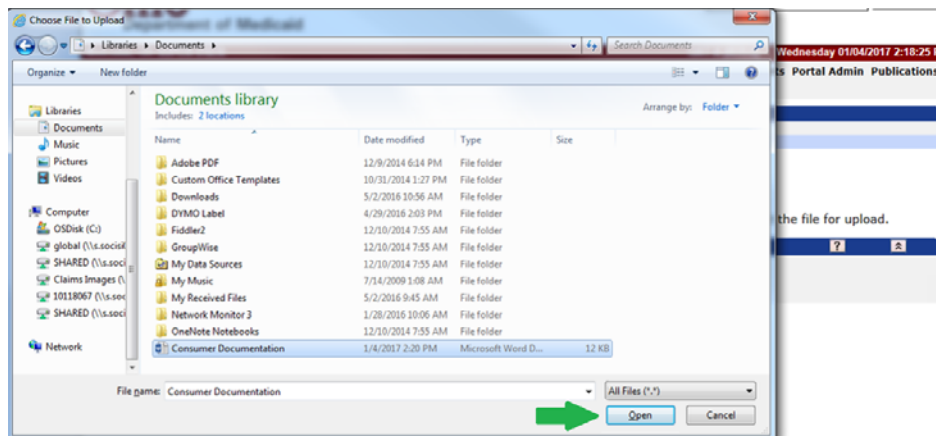
Attachment Upload

upload attachment

*File to Upload Browse... 

How to Enter a new Prior Authorization

- After you have clicked on the Browse button a window will open
- Select the document on your computer that you wish to upload and click the **“Open”** button



How to Enter a new Prior Authorization

- Once the document is displaying in the File to Upload field click the **“Upload Attachment”** button

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Attachment Upload	
Type of Document	Reference
OTHER	2017004001 DOCUMENTATION

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and mdi can be uploaded.
- For Prior Authorization attachments: Select row from the list above and then use the below panel to select the file for upload.

Attachment Upload	
upload attachment	
*File to Upload	\\s.socis01.isi.oitfs.ohio.gov\odmhome\users\10118067\Docu Browse...

How to Enter a new Prior Authorization

- MITs will give you a **Tracking number**. This lets you know that you performed the correct steps to upload a document.

Welcome,

Super User Providers Cost Report Account Trading Partners Claims Episode Claims Eligibility Prior Authorization Reports Portal Admin Publications Security Trade Files Admin

Attachment Upload	
Type of Document	Reference
OTHER	2017004001 DOCUMENTATION

Please note the following important parameters when uploading files:

- File size cannot be greater than 50MB (51200KB).
- Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and mdi can be uploaded.
- For Prior Authorization attachments: Select row from the list above and then use the below panel to select the file for upload.

Attachment Upload	
upload attachment	
*File to Upload	Browse...

Upload Success	
\\s.socis01.isi.oitfs.ohio.gov\odmhome\users\10118067\Documents\Consumer Documentation.docx has been uploaded. The tracking number is 6897588.	



How to Search for a Prior Authorization



How to Search for a Prior Authorization

- If you want to search for a PA you have already entered hold your mouse over the *Prior Authorization* heading and click **“Search”**

Welcome.

super User Providers Account Trading Partners Claims Episode Claims Eligibility **Prior Authorization** Reports Portal Admin Publications Security Trade Files Admin

search new Search

Prior Authorization Search: New

Prior Authorization	<input type="text"/>	Medicaid Billing Number	<input type="text"/>
Submission Date	<input type="text"/>	Date of Birth	<input type="text"/>
Inpatient Procedure	<input type="text"/> [Search]	Name	<input type="text"/>
Procedure	<input type="text"/> [Search]	Procedure Code Thru	<input type="text"/> [Search]
Revenue Code	<input type="text"/> [Search]	Revenue Code Thru	<input type="text"/> [Search]
Status	<input type="text"/>	Diagnosis	<input type="text"/> [Search]
Assignment Code	<input type="text"/>		
Ordering Provider NPI	<input type="text"/>		

Records 20

search clear add

How to Search for a Prior Authorization

- If you have the 10 digit number of the specific PA you wish to find, enter it in the “Prior Authorization” field and click **“Search”**
- If you do not have the PA # you may instead use the **“Submission Date”** **or** **“Medicaid Billing Number”** & **“Date of Birth”** fields (NOTE: Only use one of these options) and click **“Search”**

Welcome, Super User Providers Account Trading Partners Claims Episode Claims Eligibility **Prior Authorization** Reports Portal Admin Publications Security Trade Files Admin

search new

Prior Authorization Search:

Prior Authorization Medicaid Billing Number

Submission Date Date Of Birth

Inpatient Procedure [Search] Name

Procedure [Search] Procedure Code Thru [Search]

Revenue Code [Search] Revenue Code Thru [Search]

Status Diagnosis [Search]

Assignment Code

Ordering Provider NPI

Records 20

How to Search for a Prior Authorization

- If you only entered 1 line item the PA will now be open
- If more than 1 line item was entered on the PA, each line item is displayed in the search results

Welcome, Super User Providers Cost Report Account Claims Eligibility **Prior Authorization** Reports Portal Admin Publications

search new

Prior Authorization Search: NPI -

Prior Authorization Medicaid Billing Number

Submission Date Date Of Birth

Inpatient Procedure [Search] Name

Procedure [Search] Procedure Code Thru [Search]

Revenue Code [Search] Revenue Code Thru [Search]

Status Diagnosis [Search]

Assignment Code

Ordering Provider NPI

Records 20

Search Results														
Prior Authorization	Medicaid Billing Number	Last Name	First Name	Status	PA Assignment	Service Type Code	Service Code	Service Code Thru	Primary Diagnosis	Auth Eff	Auth End	Auth Units	Auth Dollars	Ordering Provider NPI
2017010178				A	10	HCPCS Procedure	A5513		E118	01/10/2017	12/31/2017	1	28.04	
2017010178				A	10	HCPCS Procedure	A5500		E118	01/10/2017	12/31/2017	1	46.07	
2017010178				A	10	HCPCS Procedure	A5500		E118	01/10/2017	12/31/2017	1	46.07	
2017010178				A	10	HCPCS Procedure	A5513		E118	01/10/2017	12/31/2017	1	28.04	

How to Search for a Prior Authorization

- The search results shows the consumer's **Billing Number**, **Last & First Name**, **Status of the PA**, **Service (Procedure) Codes** requested, and **the Authorized Dollar amount (if approved)**. The most common statuses are:

- **A – Approved**
- **C – Canceled**
- **D - Denied**
- **I – Pending Additional Information**
- **M – Modified Approved**
- **P – Pending Review**

Search Results													
Prior Authorization	Medicaid Billing Number	Last Name	First Name	Status	PA Assignment	Service Type Code	Service Code	Code Thru	Primary Diagnosis	Auth Eff	Auth End	Auth Units	Auth Dollars
2017010178				A	10	HCPCS Procedure	A5513		E118	01/10/2017	12/31/2017	1	28.04
2017010178	<i>Billing</i>	<i>Last</i>	<i>First</i>	A	10	HCPCS Procedure	A5500		E118	01/10/2017	12/31/2017	1	46.07
2017010178	<i>Number</i>	<i>Name</i>	<i>Name</i>	A	10	HCPCS Procedure	A5500		E118	01/10/2017	12/31/2017	1	46.07
2017010178	<i>here</i>	<i>here</i>	<i>here</i>	A	10	HCPCS Procedure	A5513		E118	01/10/2017	12/31/2017	1	28.04

How to Search for a Prior Authorization

- If you hold or move your mouse over any of the bars in the search results it will turn red as shown
- Click on any of these bars to open your PA

Search Results									
Prior Authorization	Medicaid Billing Number	Last Name	First Name	Status	PA Assignment	Service Type Code	Service Code	Service Code Thru	Primary Diagnosis
2017010178				A	10	HCPCS Procedure	A5513		E118
2017010178				A	10	HCPCS Procedure	A5500		E118
2017010178				A	10	HCPCS Procedure	A5500		E118
2017010178				A	10	HCPCS Procedure	A5513		E118

How to Search for a Prior Authorization

- Once the PA is opened, the **Base Information** section is displayed first.
 - **This section cannot be changed after the PA has been submitted**

Welcome,

Super User Providers Account Trading Partners Claims Episode Claims Eligibility **Prior Authorization** Reports Portal Admin Publications Security Trade Files Admin

search new

Provider NPI -

Base Information

Prior Authorization 2016334001

Assignment ORTHOTICS (MTA)

*Authorization Type Prior Authorization

Medicaid Billing Number

Date of Birth

Last Name

First Name, MI

Ordering Provider NPI NPI

Ordering Provider Name

Service Provider NPI

Service Provider Name

*Contact Name

*Contact Number/Ext (614)555-1212

Special Indicator

LTCF Discharge Date

Admission Date

-Diagnosis Codes- Primary Diagnosis is sequence number 1.

*** No rows found ***



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How to Search for a Prior Authorization

- The **Line Item** and **Provider Notes** sections are next

delete add

Line Item	Requested Units	Requested Dollars	Authorized Units	Authorized Dollars	Service Type Code	Service Code	Service Code Thru	Status
01	1	\$350.00	0	\$0.00	HCPCS Procedure	L4360		PENDING ADOTL INFO

Type changes below.

*Requested Eff Date 01/01/2017

*Requested End Date 12/31/2017

*Requested Units 1

*Requested Dollars \$350.00

*Service Type Code HCPCS Procedure

*Procedure L4360 [Search]

Modifier 1 LT [Search]

Modifier 2 [Search]

Modifier 3 [Search]

Modifier 4 [Search]

List Price \$0.00

Pricing Formula

Number of Days 0

Number of Calories/Day 0

Associated PA Number

Bill Direct From Date

Bill Direct To Date

Service/Rental From Date

Service/Rental To Date

Authorized Units 0

Quantity Used Units 0

Balance Units 0

Authorized Dollars \$0.00

Quantity Used Dollars \$0.00

Balance Dollars \$0.00

Authorized Eff Date 01/01/2017

Authorized End Date 12/31/2017

Status PENDING ADOTL INFO

-Reason Code-

*** No rows found ***

-Related Code-

*** No rows found ***

Provider Notes

Date Entered	Description
11/29/2016	THIS IS WHERE YOU MAY ENTER COMMENTS/NOTES FOR THE REVIEWER TO READ.

Select row above to update -or- click Add button below.



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How to Search for a Prior Authorization

- The **Attachments** section is next followed by the **External Notes** section last

The screenshot shows a web application interface with two main sections: Attachments and External Notes.

Attachments Section:

- Fields: Type of Document (OTHER), Transmission Type (UPLOAD), Description (DOCUMENTATION).
- Buttons: status, add, upload, print cover page, mailing address.
- Text: "Select row above to update -or- click Add button below."
- Instructions: "If you have uploaded a document please allow at least 24 hours for the document to be processed and to be available to ODH PA Staff for review." and "For documents transmitted via Upload, an upload button will appear after the claim has been submitted. Only file types of gif, tiff, bmp, jpg, ppt, pptx, doc, docx, xls, xlsx, pdf, txt, and midi can be uploaded."
- Form fields: Type of Document (dropdown), Transmission Type (dropdown), Description (text input).

External Notes Section:

- Table with columns: Line Number, Date Mailed, Description.
- Table content: 1, 11/29/2016, PLEASE SUBMIT AT LEAST ONE ATTACHMENT FOR ODM TO DETERMINE MEDICAL NECESSIT.
- Text: "Select row above to view complete description."
- Form fields: Line Number (input), Date (input), Description (text area).

At the bottom right of the form are buttons for save, cancel, and void.