How to Enter a new Prior Authorization

• To enter a PA hold your mouse over the Prior Authorization heading and click “New”
How to Enter a new Prior Authorization

• Base Information
  ➢ Assignment

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Compression Garments</td>
</tr>
<tr>
<td>02</td>
<td>Decubitus Care Equipment</td>
</tr>
<tr>
<td>03</td>
<td>Dental</td>
</tr>
<tr>
<td>04</td>
<td>Dressings, Surgical</td>
</tr>
<tr>
<td>05</td>
<td>Enteral Nutrition &amp; Supplies</td>
</tr>
<tr>
<td>06</td>
<td>Hearing Aids</td>
</tr>
<tr>
<td>07</td>
<td>Hospital Beds</td>
</tr>
<tr>
<td>08</td>
<td>Incontinence Supplies</td>
</tr>
<tr>
<td>09</td>
<td>Misc. Equipment</td>
</tr>
<tr>
<td>10</td>
<td>Orthotics (MTA)</td>
</tr>
<tr>
<td>11</td>
<td>Orthotics/Prosthetics (Nurses)</td>
</tr>
<tr>
<td>12</td>
<td>Repairs</td>
</tr>
<tr>
<td>13</td>
<td>Respiratory (MTA)</td>
</tr>
<tr>
<td>14</td>
<td>Respiratory (Nurses)</td>
</tr>
<tr>
<td>15</td>
<td>Speech Generating Devices</td>
</tr>
<tr>
<td>16</td>
<td>Supplies (Miscellaneous)</td>
</tr>
<tr>
<td>17</td>
<td>Therapies</td>
</tr>
<tr>
<td>18</td>
<td>Vision</td>
</tr>
</tbody>
</table>
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

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

**Base Information**

- Medicaid Billing Number
- Date of Birth
- Contact Number
- Contact Name
- Provider Name

**Diagnosis Codes**

- Primary Diagnosis is sequence number 1.
- Click Add button below.

**How to Enter a new Prior Authorization**

- Provider Name
- NPI
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

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
How to Enter a new Prior Authorization

• Once you have entered all of your notes click the “Next” button

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)
How to Enter a new Prior Authorization

• Complete the **required fields** *

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

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**.
How to Enter a new Prior Authorization

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

Please note the following important parameters when uploading files:

• File size cannot be greater than 50MB (51200KB).
• Only file types of gif, tiff, bmp, jpeg, png, ppt, pptx, doc, docx, xsl, xslx, pdf, txt, and msi 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.

• 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

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.
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”
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”

<table>
<thead>
<tr>
<th>Prior Authorization Search</th>
<th>Medicaid Billing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Date</td>
<td>Date Of Birth</td>
</tr>
<tr>
<td>Inpatient Procedure</td>
<td>Procedure Code Thru</td>
</tr>
<tr>
<td>Procedure</td>
<td>Revenue Code Thru</td>
</tr>
<tr>
<td>Revenue Code</td>
<td>Status</td>
</tr>
<tr>
<td>Assignment Code</td>
<td>Ordering Provider NPI</td>
</tr>
</tbody>
</table>

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
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

<table>
<thead>
<tr>
<th>Prior Authorization</th>
<th>Medicaid Billing Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>PA Assignment</th>
<th>Service Type Code</th>
<th>Service Code Thru</th>
<th>Primary Diagnosis</th>
<th>Auth Eff</th>
<th>Auth End</th>
<th>Auth Units</th>
<th>Auth Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017010178</td>
<td>Billing</td>
<td>Last</td>
<td>First</td>
<td>A</td>
<td>10</td>
<td>HCPCS Procedure</td>
<td>1118</td>
<td>01/10/2017</td>
<td>12/31/2017</td>
<td>1</td>
<td>28.04</td>
<td></td>
</tr>
<tr>
<td>2017010178</td>
<td>Number</td>
<td>Name</td>
<td>Name</td>
<td>A</td>
<td>10</td>
<td>HCPCS Procedure</td>
<td>1118</td>
<td>01/10/2017</td>
<td>12/31/2017</td>
<td>1</td>
<td>46.07</td>
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<tr>
<td>2017010178</td>
<td>here</td>
<td>here</td>
<td>here</td>
<td>A</td>
<td>10</td>
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<td>01/10/2017</td>
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<td>28.04</td>
<td></td>
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</tbody>
</table>

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
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

How to Search for a Prior Authorization

- The **Line Item** and **Provider Notes** sections are next
How to Search for a Prior Authorization

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