

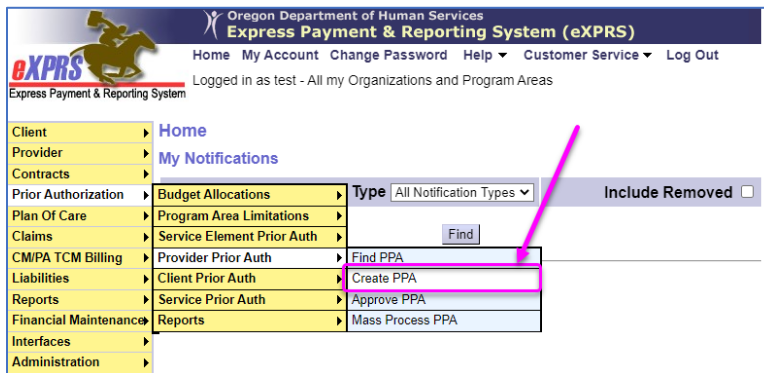
How to Create an Optional Provider Prior Authorization (PPA)

An Optional PPA is completed to allow a Case Management Entity (CME) to select a provider when authorizing a specific service. For example, if a 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.

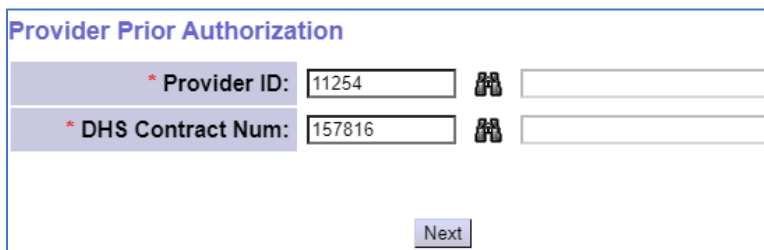
To Create an Optional PPA:

1. From the eXPRS Home Page Navigation Menu, select **Prior Authorization > Provider Prior Auth > Create PPA**.



The screenshot shows the eXPRS Home Page Navigation Menu. The menu items are: Client (Home), Provider (My Notifications), Contracts, Prior Authorization (Budget Allocations, Program Area Limitations, Service Element Prior Auth), CM/PA TCM Billing (Provider Prior Auth, Client Prior Auth, Service Prior Auth), Liabilities, Reports (Service Prior Auth, Reports), Financial Maintenance, Interfaces, and Administration. The 'Client Prior Auth' item is highlighted with a pink box, and a pink arrow points to the 'Create PPA' link within its sub-menu.

2. On the **Provider Prior Authorization** page, enter the Provider ID & DHS Contract Numbers and select **Next**.



The screenshot shows the 'Provider Prior Authorization' form. It has two input fields: '* Provider ID:' with the value '11254' and '* DHS Contract Num:' with the value '157816'. Both fields have a binoculars icon to the right. A 'Next' button is located at the bottom of the form.

TIP: If you don't know the ID or Contract Number, select the **Binoculars** to search for it.

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

The screenshot shows the 'Provider Prior Authorization' form. At the top, there are fields for 'Provider ID: 11254', 'Provider: B', 'DHS Contract Num: 157816', and 'Contractor Name: C'. Below this is a section titled 'Draft Provider Prior Auth Adjustments' with a table header containing 'PA Adj #', 'Service Element', 'Proc Code', 'Svc Modifier Cd', 'Effective Date', 'End Date', and 'Amount'. An 'Add' button is located below the table header and is 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' is a greyed-out field. 'DHS Contract Num' is 157816. 'PPA Optional' is checked with a pink box and arrow. 'Provider ID' is 11254 and 'Contractor Name' is CME One.

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

The screenshot shows the 'Provider Prior Authorization' form. The 'PPA Reference Number' field is empty. 'PA Adj #' is 0. 'Provider' is a greyed-out field. 'DHS Contract Num' is 157816. 'PPA Optional' is checked. 'Provider ID' is 11254 and 'Contractor Name' is CME One. Below these are three dropdown menus: '* Service Element' with '51' selected, '* Proc Code' with 'ORSLV' selected, and '* Svc Modifier Cd' with 'All' selected. These three dropdowns are highlighted with pink boxes.

6. Enter the **Effective Date & End Date** (first & last day of the contract period or biennium).

7. 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. '* Effective Date' is 7/1/2021 and '* End Date' is 6/30/2023. 'Rate' and 'Units' are blank. '* Amount' is 0. 'Date Increment' is 'Months_Prorated'. 'Status' is 'Draft' and '* Ongoing' is 'Y'. 'PPA Note' is a text area.

8. Set the **Ongoing** dropdown menu to **Y** or **N** as needed.

9. 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 text area)
- * Ongoing:** Y
- Created By:** (empty)
- Created Date:** (empty)
- Updated By:** (empty)
- Updated Date:** (empty)

Buttons at the bottom: **Save**, **Reset**, **Cancel**. A pink arrow points to the **Save** button.

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

Provider Prior Authorization
Provider Prior Authorization save succeeded.

Provider ID: 11254	Provider: (empty)
DHS Contract Num: 157816	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

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