

## How to Find a Client Prior Authorization (CPA)

A Client Prior Authorization (CPA) is used to authorize a provider to deliver a specific service to an individual. A CPA contains information about the service, such as the start/end dates, the provider, rates, etc.

## To Find a CPA in eXPRS:

1. Login to eXPRS. If you have multiple **Organization/Program Areas**, use the appropriate role for the work you are doing.

## 2. Select Prior Authorization > Client Prior Auth > Find CPA.

	Client Provider Contracts	Home My Notifications						
(	Prior Authorization	Provider Prior Auth	•	Notification Types				
	Plan Of Care	Client Prior Auth	•	Find CPA				
	Claims D	Service Prior Auth	•	Find				
	Liabilities	Reports	•					
	Reports •		NL	<ul> <li>matching notifications were four</li> </ul>				
	Financial Maintenance	No matching notifications were rou						

3. On the Find Client Prior Authorization page, enter search criteria and select Find. The more criteria entered, the narrower search results will be.

Find Client Prior Au	Ithorization
Prior Auth Ref Num:	
PA Adj #:	
Provider ID:	A
Client Prime:	AL A
Status:	v
Service Element:	✓
Procedure Code:	v
Svc Modifier Cd:	v
DHS Contract Num:	AL
Home County:	v
Service Location:	A .
Units:	
Effective Date:	Exact: O Yes  No
End Date:	Exact: O Yes O No
Max Displayed:	25 🗸
Ongoing:	v
Show Notes:	⊖Yes

**<u>Tip</u>**: Some common search criteria used to find a CPA are:

- **Client Prime** = Returns results for only one individual
- **Service Element** = Returns only results for the specific Service Element.
- Effective Date & End Date = Returns are active at any time within the date range entered
- 4. Any CPAs that match the search criteria entered will return in a list. In the screenshot below, the Letters directly correlate to the results below.

Se	ervice Elemen	nt: 51 - Su	pported Livir	ng Service	es 🗸													
Pr	rocedure Cod	e:		v	]	<b>U</b>												
S	vc Modifier C	d:			~													
DHS	Contract Nun	n:	E E	3														
	Home Count	y:	~	_														
Se	rvice Locatio	n:	E E															
	Unit	s:																
	Effective Dat	e: 8/1/202	1 🔢	R		Exact	t: OYes @	🖲 No										
	End Dat	e: 8/1/202	2 🔳	•		Exact	t: OYes @	🖲 No										
I	Max Displaye	d: 25 🗸	]															
	Ongoin	g: 🗸																
	Show Note:	s: OYes	No															
			Find	Reset														
									_									
									в					Expo	ort options: 🔬	CSV   🗶 E	xcel   🔁 PD	F   🚠 RTF
D0.048	Olivert			D	Svc		DHS	Description	Effective	Fred						Complete	A	
 #≑	Prime Clie	ent Name 💠	Element +	Code =	Cd	Units ≑	Num	ID ÷	Date =	Date 🌻	Rate	Amount	\$ Sta	atus ≑	Ongoing 🗘	Location =	Brokerage	County =
			51	ORSLV	All	1.00			7/1/2021	6/30/2022	\$5,818.29	\$139,638.96	Ac	cepted	Y			
			51	ORSLV	ΔII	1.00			7/1/2022	6/30/2023	\$6 990 55	\$83,886,61	Ac	cented	Y			
				2							11,119.00		7 40					
			51	ORSLV	All	1.00			7/1/2021	9/20/2021	\$5,425.01	\$14,466.69	Aci	cepted	N			

**<u>Tip</u>**: Most search results can be exported from eXPRS into different formats for use external to the system.

5. From the results list, select the far-left **PA Adj #** hyperlink to open the CPA.

PA Adj # ≑	Client Prime 🗘	Client Name 🍦	Service Element <sup>‡</sup>	Proc Code <sup>‡</sup>	Svc Modifier ≑ Cd	Units \$	DHS Contract ≑ Num	Provider ID 🗘
12345678			51	ORSLV	All	1.00		
23456789			51	ORSLV	All	1.00		
34567890			51	ORSLV	All	1.00		

6. From the View Client Prior Authorization page, the user can review the CPA's details and take any available actions.

View Cli	ent Prior Au	thorization									
Client P	Client Prior Authorization: DC Status: Accepted										
1	Client Prime	Clier	ent to be Served: Client Name:								
2	Service to be Provided: Service Element: 51 Proc Cd/Mod Cd: ORSLV / All										
		Prov	vider of Serv	vice:							
	Provider ID		Prov	ider:							
2	Address		Ph	one:							
	City/State										
	Service Location	-									
4	DHS Contra	DHS Contr ct Num:	act Funding	j Services:							
		Rate and	Duration of	Services:							
	Effective Date:	7/1/2022	End Date:	6/30/2023	Ongoing:	Y					
	Unit Type:	Months_Prorated	Units:	1.00	Rate:	2903.65					
	Amount:	\$34,843.78	Balance:	\$34,843.78							
100	Created By:	System Maintenance	Created Date:	7/1/2022							
5	Updated By:	System Maintenance	Updated Date:	7/1/2022							
	Notes:										