

## Prior Authorization (PA) Inquiry

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### Navigating through PA Inquiry

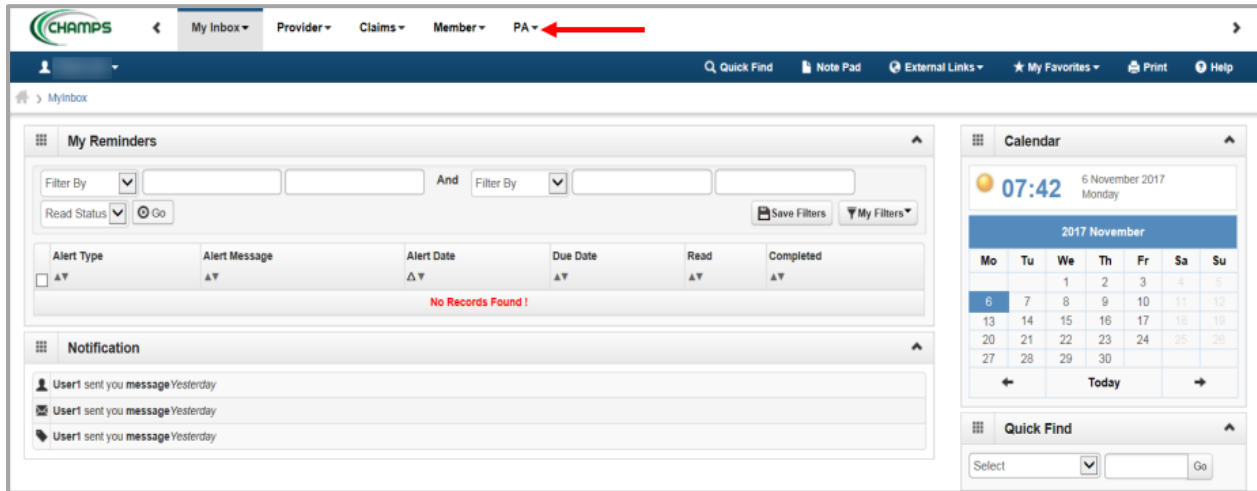
Disclaimer: The following guideline was developed with the intent of the user having access to CHAMPS with a Full Access profile. Users may not be able to view all screens or functions of CHAMPS if they do not have a Full Access profile. Users would need to work with their Organization's Domain Administrator if they should have access to a CHAMPS Full Access profile or would like to change their Profile.

It is up to the Organization to determine the appropriate access a user should be granted. The Domain Administrator can assign the applicable profile to the User.

CHAMPS available profiles:

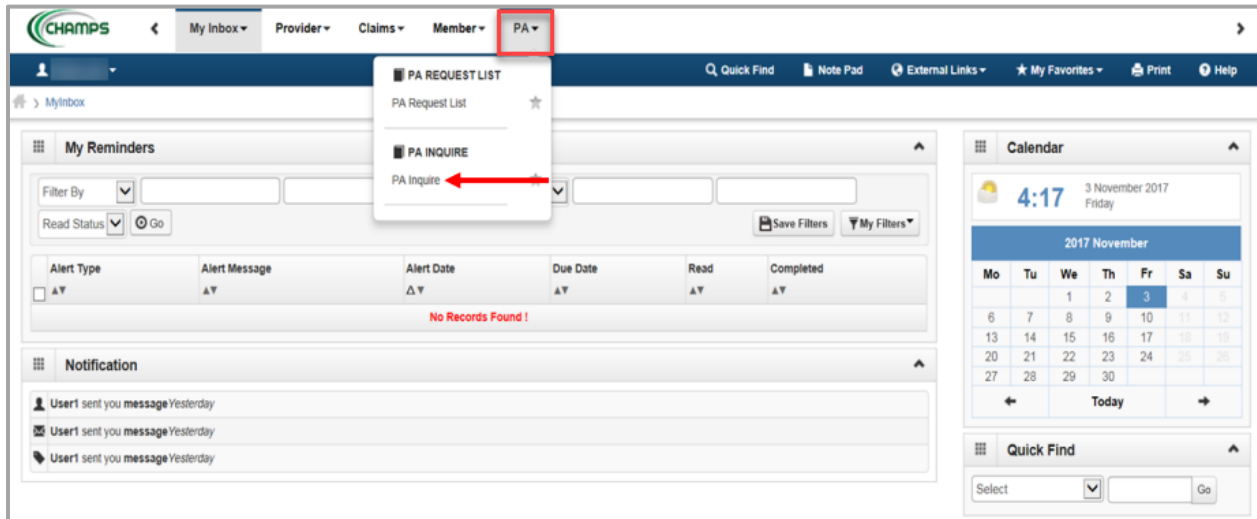
- CHAMPS Full Access
- CHAMPS Limited Access
- Claims Access
- Eligibility Inquiry
- FS LPHD
- FS Clinic
- FS LEA
- FS ISD
- FS THC Clinic
- Hospice Admission
- Hospital Admission
- MI Choice Enrollment
- NF Admission
- PACE Enrollment
- Prior Authorization Access
- Provider Enrollment Access
- SPF Admin

- Searching by Prior Authorization Tracking Number Click on the PA tab



The screenshot shows the CHAMPS Provider Relations interface. The navigation menu at the top includes 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. A red arrow points to the 'PA' tab. Below the navigation bar, there are sections for 'My Reminders' (with a table of columns: Alert Type, Alert Message, Alert Date, Due Date, Read, Completed), 'Notification' (with a list of messages), and a 'Calendar' widget showing the date 07:42 on Monday, 6 November 2017. A 'Quick Find' search bar is also visible.

- Select PA Inquire



This screenshot shows the same CHAMPS interface, but with the 'PA' dropdown menu open. The menu options are 'PA REQUEST LIST', 'PA INQUIRE', and 'PA Inquire'. A red arrow points to the 'PA Inquire' option. The background interface is the same as the previous screenshot, showing the 'My Reminders' section with 'No Records Found!' and the 'Calendar' widget showing 4:17 on Friday, 3 November 2017.

- Enter Tracking Number
- Click "Submit"

CHAMPS My Inbox Provider Claims Member PA

Quick Find Note Pad External Links My Favorites Print Help

MyInbox > PA Inquire

Close Submit

PA Inquire:

Tracking No.:  \*

- The PA requested information will be displayed

CHAMPS My Inbox Provider Claims Member PA

Quick Find Note Pad External Links My Favorites Print Help

MyInbox > PA Inquire > PA Utilization

Close

PA Utilization

Tracking No: [redacted] Authorization Status: Requested

Beneficiary ID: [redacted] Beneficiary Name: [redacted]

Service: [redacted] Organization: PA - DEFAULT

Request Date: 11/03/2017 Last Updated Date: [redacted]

Service Start Date: [redacted] Service End Date: [redacted]

Requestor NPI: [redacted] Requestor Name: [redacted]

Requestor ID: [redacted] Source of Request: DDE

Line #	Servicing Prov NPI	Servicing Prov ID	Service TRN	Code	Mod1	Mod2	Mod3	Mod4	ToothNum	Reqst Units	Reqst \$ Amount	Auth Units	Auth \$ Amount	From Date	To Date	Status
01	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	0	0.00	[redacted]	[redacted]	Requested

View Page: 1 Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

## Searching without Tracking Number

- Click on the PA tab

CHAMPS My Inbox Provider Claims Member PA

Quick Find Note Pad External Links My Favorites Print Help

MyInbox

My Reminders

Filter By [dropdown] [input] And Filter By [dropdown] [input]

Read Status [dropdown] [input] Save Filters My Filters

Alert Type	Alert Message	Alert Date	Due Date	Read	Completed
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

No Records Found!

Notification

- User1 sent you message Yesterday
- User1 sent you message Yesterday
- User1 sent you message Yesterday

Calendar

07:42 6 November 2017 Monday

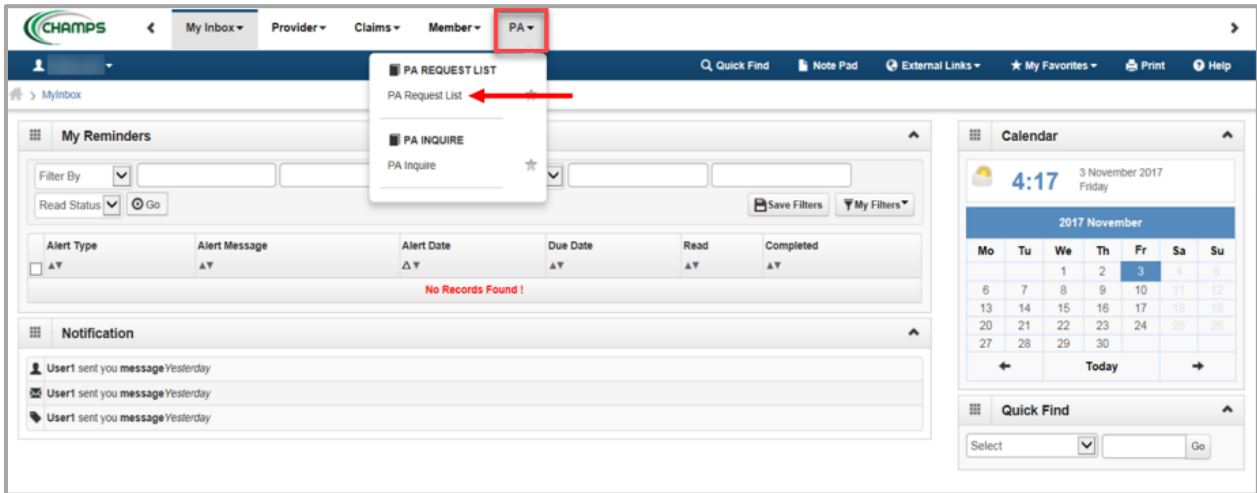
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today

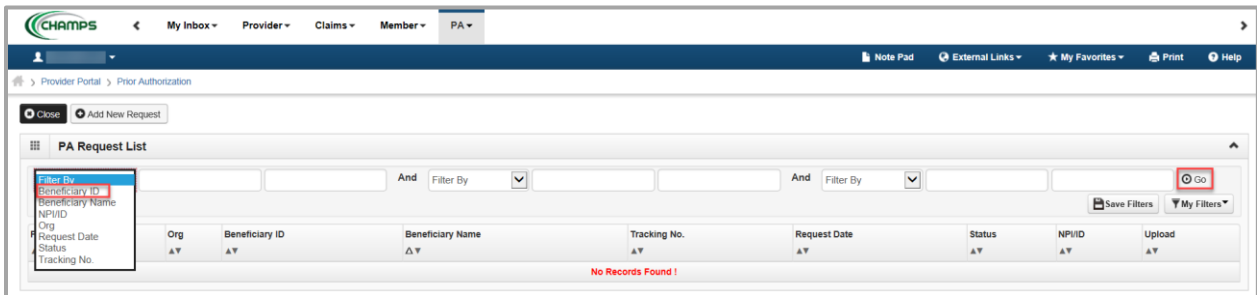
Quick Find

Select [dropdown] [input] Go

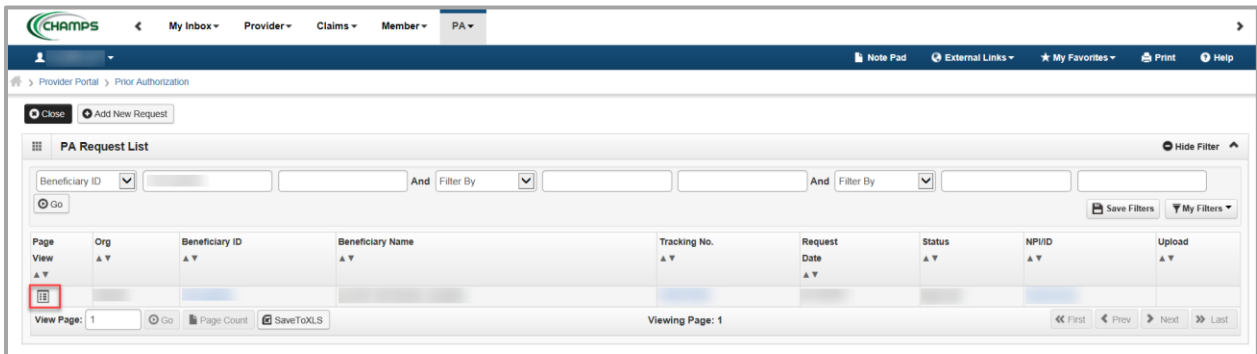
- Select PA Request List



- Filter By: Beneficiary ID
- Click "Go"



- To View the PA click on the icon,  under the Page View column



- The PA requested information will be displayed

The screenshot shows the CHAMPS PA Utilization screen. It displays a summary of a PA request and a table of utilization records. The summary includes fields for Tracking No., Beneficiary ID, Service, Request Date (1/10/2017), Service Start Date, Requestor NPI, Requestor ID, Authorization Status, Beneficiary Name, Organization (PA - CSHCS), Last Updated Date, Service End Date, Requestor Name, and Source of Request.

Line #	Servicing Prov NPI	Servicing Prov ID	Service TRN	Code	Mod1	Mod2	Mod3	Mod4	ToothNum	Reqst Units	Reqst \$ Amount	Auth Units	Auth \$ Amount	From Date	To Date	Status
01																Approved

- If a PA was not submitted for a beneficiary you will see no records found.

The screenshot shows the CHAMPS PA Request List screen. It features a search filter section with dropdown menus for Beneficiary ID and Filter By, and a 'Go' button. Below the filter is a table with columns for Page View, Org, Beneficiary ID, Beneficiary Name, Tracking No., Request Date, Status, NPI/ID, and Upload. A red box highlights the text 'No Records Found' in the table area.

Page View	Org	Beneficiary ID	Beneficiary Name	Tracking No.	Request Date	Status	NPI/ID	Upload
No Records Found								