

How to Accept or Reject a Provider Prior Authorization (PPA)

Provider Prior Authorizations (PPA) are used for multiple purposes in eXPRS:

- 1) **Allotment/Grant PPAs:** Used to generate applicable monthly payments to a provider.
- 2) **RFFS Case Management PPAs:** Used to establish the monthly rationed payment amount cap that a Case Management Entity can bill for Case Management Services.
- 3) **Optional PPAs:** Allows a Case Management Entity to authorize a provider to deliver specific CPA services to individuals.

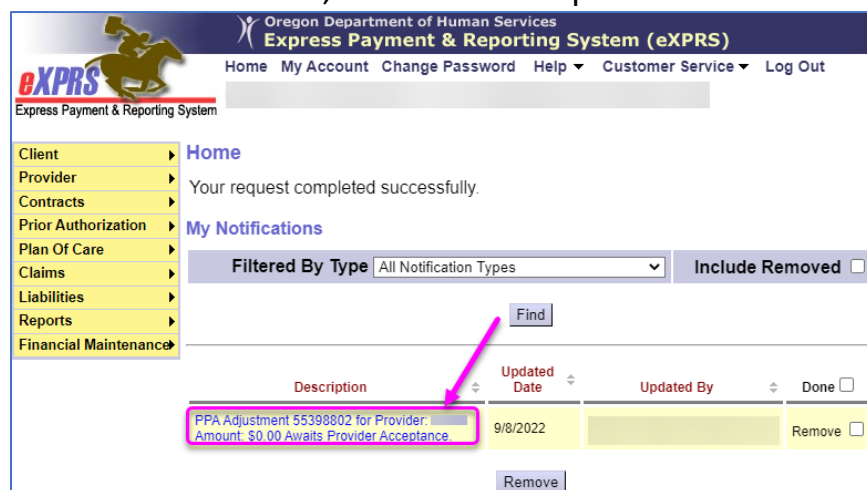
A PPA must be in **Accepted** status for it to be used for any of the purposes above.

Users must have one of the following roles to complete this work:

- **PPA Approver**
- **PPA Manager**

To Accept a PPA in eXPRS:

1. Log in to eXPRS.
2. If a Home Page notification hyperlink exists, select it, and then go to Step #6. If you do not have a notification, continue to Step #3.

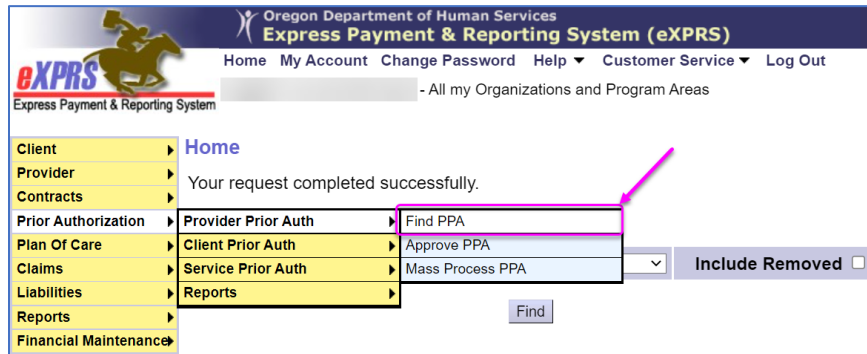


The screenshot shows the eXPRS web application interface. At the top, there is a navigation bar with the eXPRS logo and the text 'Oregon Department of Human Services Express Payment & Reporting System (eXPRS)'. Below the navigation bar, there are links for 'Home', 'My Account', 'Change Password', 'Help', 'Customer Service', and 'Log Out'. On the left side, there is a sidebar menu with categories like 'Client', 'Provider', 'Contracts', 'Prior Authorization', 'Plan Of Care', 'Claims', 'Liabilities', 'Reports', and 'Financial Maintenance'. The main content area shows a notification titled 'My Notifications'. The notification is filtered by 'All Notification Types' and includes a 'Find' button. The notification itself is a table with the following data:

Description	Updated Date	Updated By	Done
PPA Adjustment 55398802 for Provider. Amount: \$0.00 Awaits Provider Acceptance	9/8/2022		Remove <input type="checkbox"/>

There is a 'Remove' button below the table.

- From the left navigation menu, select **Prior Authorization > Provider Prior Auth > Find PPA**.



- Enter search criteria and select **Find**.

- From the results list, select the **PA Adj #** hyperlink for a PPA with the status **Pending Acceptance**.

Find Provider Prior Authorization
Enter one or more search criteria. Only exact matches are supported.

Prior Auth Ref Num:

PA Adj #:

Provider ID:

DHS Contract Num:

Service Element:

Status: Approval Status:

Effective Date: End Date:

Exact: Yes No Exact: Yes No

Created From: Created To:

Include Void: Yes No

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

PA Adj #	PA Ref Num	Provider ID	DHS Contract Num	Service Element	Proc Code	Svc Modifier Cd	Effective Date	End Date	Status	Approval Status	Amount	Rate	Updated By	Updated Date
55398802	DP1184265	11		51	ORSLV	All	7/1/2019	6/30/2023	Pending	Acceptance	\$0.00			2022-09-08 13:31:10.144

6. Review the PPA for accuracy. If correct, select **Accept**; if incorrect, select **Reject**.

View Provider Prior Authorization

Prior Auth Ref Num:	DP1184265	PPA Optional:	<input checked="" type="checkbox"/>
PA Adj #:	55398802	Provider ID:	11
Provider:	B	Contractor Name:	B
DHS Contract Num:	1:		

Service Element:	51	Proc Code:	ORSLV	Svc Modifier Cd:	All
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Effective Date:	7/1/2019	End Date:	6/30/2023	
Rate:		Rate Type:		
Units:		Unit Type:		
Amount:	\$0.00	Status:	Pending Acceptance	
PPA Notes:			Ongoing:	N
Created By:		Created Date:	9/8/2022	
Updated By:		Updated Date:	9/8/2022	

