# How to Edit a Client Prior Authorization (CPA)

CPAs in **Accepted, Pending** or **Draft** status can be edited. The editable information is different depending on the status of the CPA:
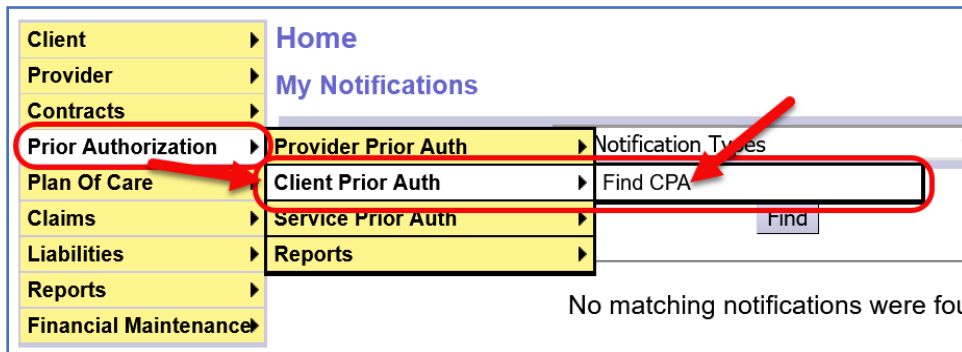
- **Draft:** Any field can be edited.
- **Pending** or **Accepted:** Only the **End Date, Ongoing** field, **Rate** (if not Fixed), **Add Notes**, and the **Brokerage Request Date** on SE48 CPAs can be edited

A user must have one of the following roles to complete this work:
- **CPA Manager** – Able to edit an **Accepted, Pending** or **Draft** CPA
- **CPA Preparer** – Able to edit a **Draft** CPA
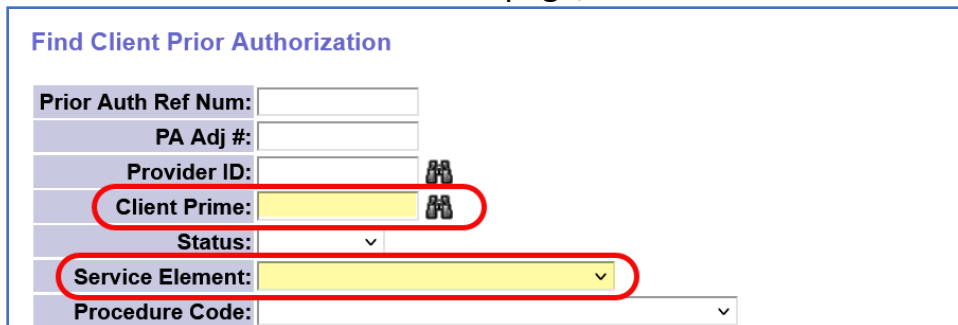
## To Edit a CPA in eXPRS:

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**



3. On the **Find Client Prior Authorization** page, enter criteria and select **Find**.

**TIP**:  Search by **Client Prime**, **Service Element**, and **DHS Contract Num** to bring up a narrower list of CPAs.

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



| PA Adj # | Client Prime | Client Name | Service Element | Proc Code | 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 | | |

5.  Scroll down to the bottom of the CPA and select **Edit.**



| 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:** 6990.55 |
| **Amount:** $83,886.61 | **Balance:** $83,886.61 | |
| **Created By:** System Maintenance | **Created Date:** 7/1/2022 | |
| **Updated By:** System Maintenance | **Updated Date:** 7/1/2022 | |
| **Notes:** | | |

▶ Prior Auth Claims

[ Edit ]   [ Void ]   [ Copy ]   [ Cancel ]   [ Previous ]

6.  Select the **Previous** button (if needed) to access the section of the CPA being edited.  Make the edits, and then select **Next** (if needed) to move back through the CPA.

7.  Select **Save.**

**Rate and Duration of Services:**

| | |
|---|---|
| **Effective Date:** 7/1/2022 | **End Date:** 8/1/2022    **Ongoing:** N |
| **Unit Type:** Months_Prorated    **Units:** 1.00 | **Rate:** $6,990.55 |
| **Amount:** $83,886.61 | **Balance:** $83,886.61 |

**Notes:**

**Add Notes:** Ending Service Early.

Save    Cancel

8. Review and observe that the changes have been saved.



**Rate and Duration of Services:**

| | |
|---|---|
| **Effective Date:** 7/1/2022 | **End Date:** 8/1/2022    **Ongoing:** N |
| **Unit Type:** Months_Prorated    **Units:** 1.00 | **Rate:** 6990.55 |
| **Amount:** $7,216.05    **Balance:** $7,216.05 | |
| **Created By:** System Maintenance    **Created Date:** 7/1/2022 | |
| **Updated By:** CDDP USER    **Updated Date:** 8/12/2022 | |

**Notes:** 08/12/2022 - CDDP USER: Ending Service Early.