

How to Service Prior Authorizations (SPAs) as a Batch in eXPRS/POC (CDDPs/Brokerages)

eXPRS has enabled a page/feature that allows users to search for provider Service Prior Authorizations (SPAs) in POCs and submit multiple draft SPAs for in a batch process.

To search/find provider SPAs:

1. Login to eXPRS. If users have more than one organization login option, they will need to be logged in under the Local Authority (for CDDPs shown below)

Login

Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="County (Local Authority)"/>

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or Contractor (for Brokerages) Organization role.

Login

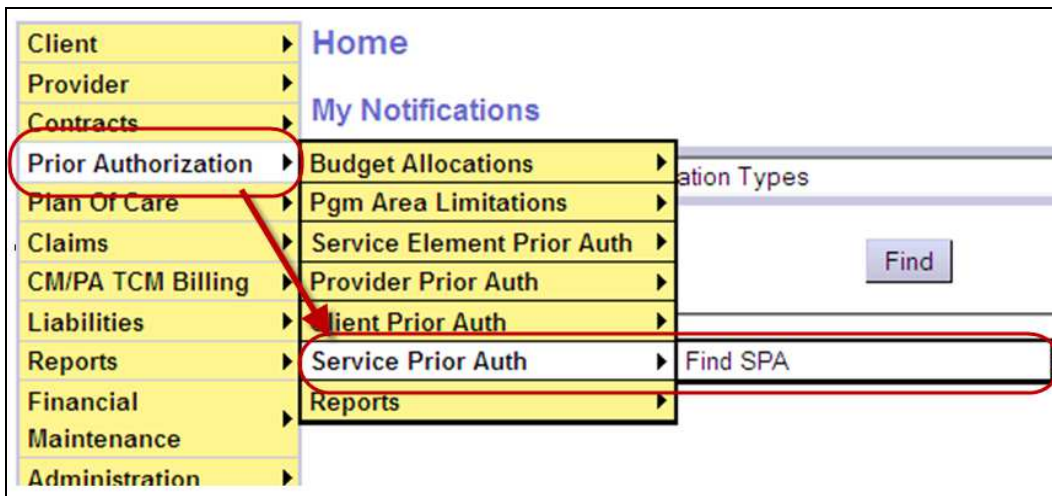
Password accepted. Choose your organization and/or program area for this session.

You are in the User Acceptance environment

Login Name:	<input type="text" value="userID"/>
Password:	<input type="password" value="••••••••"/>
Organization/Program Area:	<input type="text" value="Brokerage (Contractor)"/>

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- From the left-hand, yellow navigational menu, click on **Prior Authorization** → **Service Prior Auth** → **Find SPA**.



- Users will now be in the **Find Service Prior Authorization** page. In this page, users have many options to use to search for SPAs; by specific provider, by client, by SPA status, by specific POC service code, etc. To submit SPAs as a batch, users must select a status to activate the submit buttons.

To submit **draft** SPAs, select DRAFT from the **Status** dropdown menu, and include any other search criteria desired. Then click **FIND**.

Find Service Prior Authorization

Enter one or more search criteria. Only exact matches are supported. Results returned are limited to 20,000 rows.

Note: If criteria entered results in more than 20,000 rows, data returned will be truncated. You may need to narrow your search criteria to return a smaller dataset.

SPA ID:	<input type="text"/>	
Service Location/PSW SPD	<input type="text"/>	
Provider ID:	<input type="text"/>	
Rendering/Agency eXPRS	<input type="text"/>	
Provider ID:	<input type="text"/>	
Pay To Provider ID:	<input type="text"/>	
Client Prime:	<input type="text"/>	
Status:	<input type="text" value="Draft"/>	
Service Element:	<input type="text"/>	
Procedure Code:	<input type="text"/>	
Svc Modifier Cd:	<input type="text"/>	
DHS Contract Num:	<input type="text"/>	
Effective Date:	<input type="text"/>	
End Date:	<input type="text"/>	
Review Required:	<input type="radio"/> Yes <input type="radio"/> No	
Max Displayed:	<input type="text" value="25"/>	

Exact: Yes No

Exact: Yes No

- From the search results returned, check the box(es) for the SPAs to be submitted, and then click **SUBMIT** at the bottom of the page.

Status: **Draft**
 Service Element:
 Procedure Code:
 Svc Modifier Cd:
 DHS Contract Num:
 Effective Date:
 End Date:
 Review Required: Yes No
 Max Displayed: All

Exact: Yes No

Exact: Yes No

Find Reset

All	SPA ID	Client Prime	Client Name	Service Element	Proc Code	Svc Modifier Cd	Units	DHS Contract Num	Effective Date	End Date	R	P
<input checked="" type="checkbox"/>	2	17		49	OR100	NA	200.00	1 7	12/16/2016	12/31/2016	PL	F
<input checked="" type="checkbox"/>	2	8		49	OR507	NA	14.00	1 7	12/16/2016	12/31/2016		
<input checked="" type="checkbox"/>	2	3		151	OR526	NA	65.00	1 7	12/16/2016	12/31/2016	RU	N

Totals:

Submit

- When the submission process completes, users will be taken to a confirmation page. However, waiting for the confirmation page to return is not necessary.

Submit/Approve Service Prior Authorizations Results

SPA ID	Client Prime	Client Name	Service	Units	DHS Contract Num	Dates	Rendering Provider	Pay To Provider	Rate	Amount	Review Required	Status	Notes
1	7		SE49/OR100/NA	200.00	1 7	12/16/2016 - 12/31/2016		Public Partnerships LLC FMAS	\$14.00	\$2,800.00	Yes	Accepted	Authorization submitted Successfully

Previous Close