

Nursing Facility Level I Lookup

Purpose

Nursing facility providers with a category of service (COS) of 110 – Skilled Care Nursing Facility - or COS 160 – Intermediate Care Nursing Facility - may use the Level I Look-up function to find PASRR Level I assessments for Medicaid Members in their facility.

Instructions

1. Log into the Georgia Web Portal to access the *Secure Home* page.
2. Click the **Prior Authorization** link.
3. Select **Provider Workspace** from the drop list.

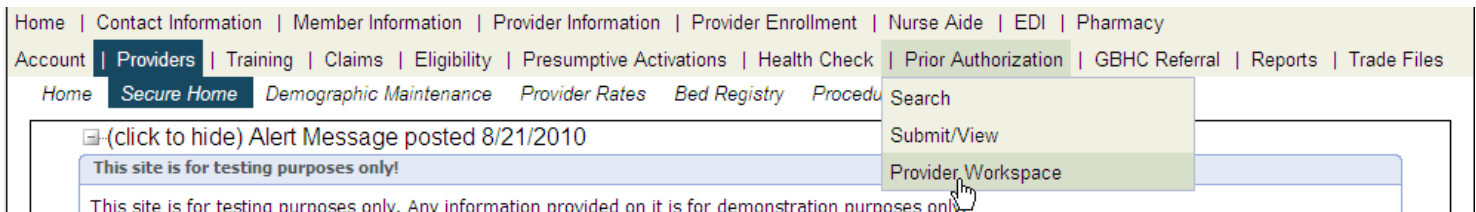


Figure 1

4. On the Workspace, go to the **PASRR Level I Information** section and select **Nursing Facility Level I Lookup**.

Enter and Edit Authorization Requests

[Enter a New Authorization Request](#) - Use this link to enter a new prior authorization request. [More...](#)

[Search, Edit or Attach Documentation to Requests](#) - Use this link to search, edit or attach documentation to authorization requests. [More...](#)

[Member Medicaid ID Updates](#) - Use this link to Search, Edit, and modifying Member Medicaid IDs for SwingBed or Katie-Beckett requests.

PA Change and Reconsideration Requests

[Submit/View PA Change Requests](#) - Use this link to request a change to existing authorization requests. [More...](#)

[Submit Reconsideration Requests](#) - Use this link to request a reconsideration to a denied case except CIS request. [More...](#)

[Submit CIS Reconsideration Review Requests](#) - Use this link to request a reconsideration to CIS requests. [More...](#)

PASRR Level I Information

[Enter a New PASRR Request](#) - Use this link to enter a new request for PASRR Level I screening.

[PASRR Level I Search, Edit, and Member Medicaid ID Updates](#) - Use this link to Search, Edit, and modifying Member Medicaid IDs for PASRR Level I.

[Nursing Facility Level I Lookup](#) - Use this link to find Level I authorizations for Medicaid Members in your facility. [More...](#)

Figure 2

5. On the *PASRR Look up* page, enter the Member Medicaid ID **OR** the last four numbers of the member's Social Security Number. **Do not enter both.**
6. Then, enter the member's date of birth. You may use the calendar popup or enter manually.
7. Click **Search**.

PASRR (Level I) Look Up

Member Medicaid ID : **OR** Last 4 digits of Member Social Security Number :

AND

Member Date of Birth :

Search **Reset**

Figure 3

8. If the member information entered matches the member information for a Level I request, the Level 1 number (Request ID), status, and start date display below the search area.

PASRR (Level I) Look Up

Member Medicaid ID : OR Last 4 digits of Member Social Security Number :

AND

Member Date of Birth :

Request ID	Status	Effective_Date
111010608523	Approved	1/6/2011 9:50:33 AM

NOTE: THIS IS A TEST PA NUMBER CREATED WITH A FICTITIOUS MEMBER.

Figure 4

- To search for another Level I, click **Reset**, and enter search information for a different member.