

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.

Home	Contact Infor	mation Member Information P	Provider Information	n Provider Enr	ollment	Nurse Aide EDI	Pharmacy		
Accour	t Providers	Training Claims Eligibility	Presumptive Act	tivations Heal	th Check	Prior Authorization	GBHC Refe	rral Reports Tra	ide Files
Hon	e Secure H	ome Demographic Maintenance	Provider Rates	Bed Registry	Procedu	Search			
	Glick to hide) Alert Message posted 8/21/2010					Submit/View			
	This site is for testing purposes only!					Provider Workspace			
	This site is for testing purposes only. Any information provided on it is for demonstration purposes on $\mathbb{N}^{\mathbb{N}}$								

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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.

Member Medicaid ID -		OR	Last 4 digits of Member Social Security Number	2938
includer incologio ib .		On	Last 4 algue of memory occur occurry number .	2000
	AND			
Member Date of Birth	12/26/2010			

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 (Leve	el I) Look Up		
Member Medicaid ID	AND	OR Last 4 digits of Member Social Security Nu	mber : 2938
Member Date of Birt	h : 12/26/2010		
Search Reset			OTE: THIS IS A TEST PA UMBER CREATED WITH
Request ID	Status	Effective_Date A	FICTITIOUS MEMBER.
111010608523	Approved	1/6/2011 9:50:33 AM	
0			



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