

Attach Documentation to PA Requests

Description

Providers may attach documents to a prior authorization (PA) request after submitting a new PA, or attach documents to a pending not referred PA request that was previously submitted. Documents may also be attached to Change Requests and Reconsideration Requests.

Guidelines:

- For the following review types, attachments **can only be made as part of change request/reconsideration request process and not for pending PAs.**
 - Additional Psychiatric/Psychological Services
 - Additional Office Visits
 - Swingbed Requests
- Documents may be attached to these types of requests when the request is pending or is initially tech denied for missing information:
 - Katie Beckett DMA6A
- Documents may be attached to the following types of requests when the request is submitted, pending, **initial** tech denial if less than 30 days post request date, and attached to Reconsideration request.
 - CCSP Level of Care and Placement
 - SOURCE Level of Care and Placement
 - NOW and COMP Level of Care and Placement
- The GAPP LON may be attached to Approved DMA80s.
- In order to attach a document to a request, the document must be saved to one of the provider's system drives.
- The following file types are acceptable for attachments: TXT, DOC, DOCX, PDF, TIF, TIFF, EXCEL, JPG, JPEG, and JPE.
- The following symbols should not be included in the file name: \, /, #, <, >, ', ".

- The name of the file to be attached cannot have the same name of a file that is already attached.

- The file size for an individual attachment **MUST** be less than 20 MB in size; so if a file is especially large, divide the file into two files.
- Multiple documents may be attached to one PA request, although each file must be attached individually. In addition, the documentation that is attached should only relate to the member associated with the PA, and not relate to any other members.

Instructions

Follow these instructions to attach documents to existing requests or to requests upon initial submission.

1. **Attach to a previously submitted pending request, change request, reconsideration request or administrative review request.**

- Log into the **Georgia Web Portal**. On the *Secure Home* page, click the **Prior Authorization** link; and then select *Provider Workspace* from the drop list.
- For Change, Reconsideration or Admin Review Request, Select the desired link listed in the **PA Change, Reconsideration and Recertification Requests** section:.

– **PA Change, Reconsideration and Recertification Requests**

Submit/View PA Change Requests - Use this link to request a cha

Submit Reconsideration Requests - Use this link to request a rec

Submit/View PA Recertification Requests - Use this link to reques

Submit/View PA Admin Review Requests - Use this link to reques

- For previously submitted pending request click **Search, Edit or Attach Documentation to Requests**:

– **Enter and Edit Authorization Requests**

Enter a New Authorization Request - Use this link to enter a ne

Search, Edit or Attach Documentation to Requests - Use this lir

Member Medicaid ID Updates - Use this link to Search, Edit, an

- Search for and open the *Review Request* page for the PA to which a document or documents are to be attached. If files have already been attached to the request, the files will display in the **Attached Files** table.

- If the PA request meets attachment criteria, the [Attach File](#) link will be available.



The screenshot displays a medical request interface. It features two tables: 'Diagnosis' and 'Procedures'. Below the tables is a navigation bar with five buttons: 'Edit Request', 'Withdraw Request', 'Attach File', 'Return To Search Results', and 'Return to Provider Workspace'. The 'Attach File' button is highlighted in yellow.

Diagnosis			
ICD-9 Code	ICD-9 Description	ICD-9 Date	Primary
770.81	PRIMARY APNEA OF NEWBORN	07/27/2010	Yes
530.81	ESOPHAGEAL REFLUX	07/27/2010	No

Procedures								
CPT Code	CPT Description	From Date	To Date	Units	Approved Units	Approved Amount	Decision	Reason
E0619	APNEA MONITOR W RECORDER	08/01/2010	12/31/2010	5			Pending	

Buttons: [Edit Request](#) | [Withdraw Request](#) | [Attach File](#) | [Return To Search Results](#) | [Return to Provider Workspace](#)

Figure 1

- Click attach file, and on the page that displays, go to the **Create an Attachment** section. Go to step #3.

2. **Attach upon PA submission:**

- Log into the **Georgia Web Portal**. On the *Secure Home* page, click the **Prior Authorization** link; and then select *Submit/View* from the drop list.
- Complete the PA request and click **Submit Request**.
- On the page that displays after clicking **Submit Request**, go to the **Create an Attachment** section.

3. Under **Create an Attachment**, click **Browse** to open the file directory.

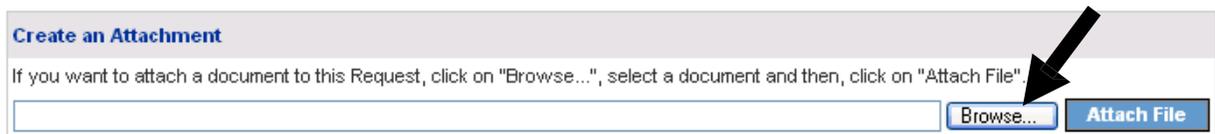


Figure 2

4. Find the file that is to be attached. Select the file by double clicking the file, or highlight the file and click **Open**.

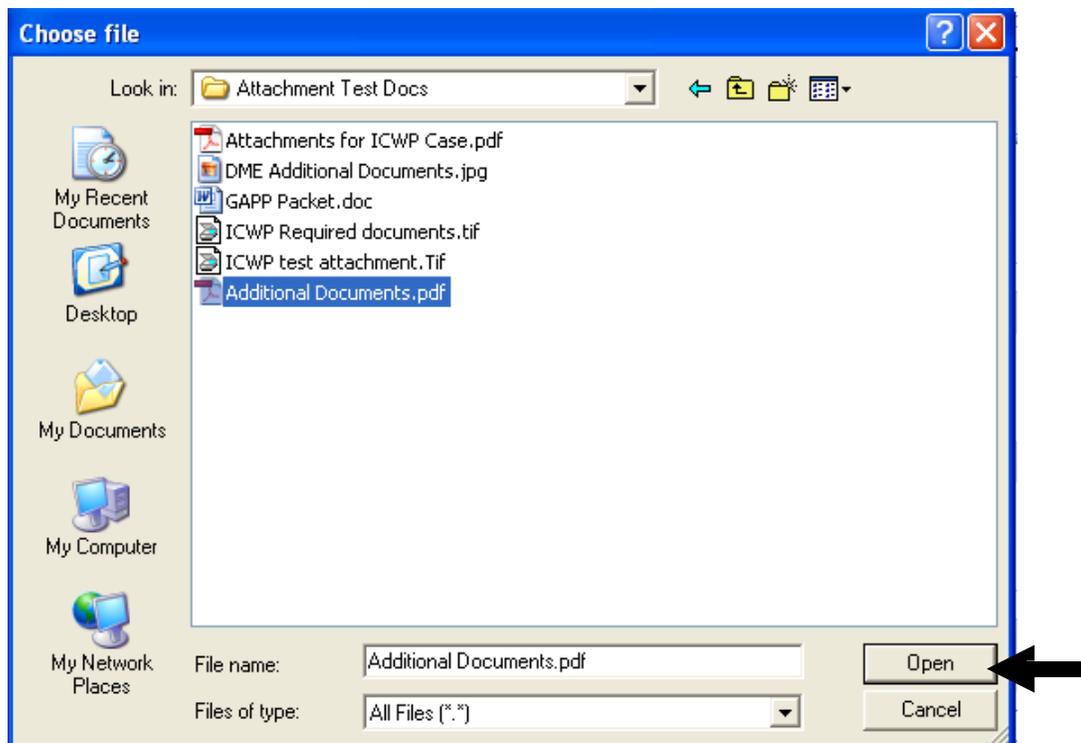
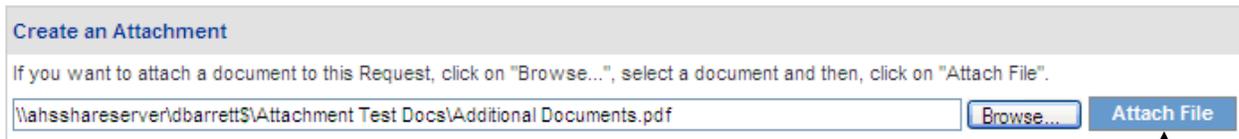


Figure 3

- Once the file is selected, it will display in the box next to browse. To attach the selected document, click the **Attach File** button.



The screenshot shows a web form titled "Create an Attachment". Below the title is a text box containing the file path: \\ahsshareserver\dbarrett\$\Attachment Test Docs\Additional Documents.pdf. To the right of the text box are two buttons: "Browse..." and "Attach File". An arrow points to the "Attach File" button.

Figure 4

- If the file is uploaded, the 'File uploaded successfully' message displays, and a link to the attachment will display in the **Attached Files** table.



The screenshot shows the "Create an Attachment" form with a success message: "File uploaded successfully." in red text. The "Attach File" button is still visible.



The screenshot shows a table titled "Attached Files". An arrow points to the table. The table has the following columns: File, Type, Code, Document Name, User, Date, and a delete button. The first row contains the following data:

File	Type	Code	Document Name	User	Date	
Additional Documents.pdf	Attached By Nurse			DBARRETT	10/25/2010 10:25:38 AM	DELETE

Figure 5

- For some request types, the 'type' of each required document displays next to a checkbox. The purpose of the checkbox is to associate the actual file attached with the specific additional information required by policy. The following request types have document type checkboxes:

- Durable Medical Equipment (DME) (depends on procedure codes requested)
- Children's Intervention Services (CIS)
- Georgia Pediatric Program (GAPP)
- Independent Care Waiver Program (ICWP)
- SOURCE Level of Care and Placement

Refer to the figures on the next pages for examples of the checkboxes for these PA types.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Codes	Documents
E0431	<input type="checkbox"/> Certificate of Medical Necessity (CMII) <input type="checkbox"/> Copy of Testing Results
E0445	<input type="checkbox"/> Certificate of Medical Necessity (CMII)
E1390	<input type="checkbox"/> Certificate of Medical Necessity (CMII) <input type="checkbox"/> Copy of Testing Results

Figure 6 DME

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Codes	Documents
ATTESTATION	<input type="checkbox"/> Attestation Form
IEP	<input type="checkbox"/> IEP
IFSP	<input type="checkbox"/> IFSP
LMN	<input type="checkbox"/> Letter of Medical Necessity
PROGRESS NOTE	<input type="checkbox"/> Current Progress Notes
STANDARD TEST	<input type="checkbox"/> Standardized testing

Figure 7 CIS

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Codes	Documents
ADDRESS STATUS FORM	<input type="checkbox"/> Address Status Form
CARE PATH	<input type="checkbox"/> Care Path (10- 12 pages)
EQUIP/SUPP PER MONTH	<input type="checkbox"/> Equipment list/supplies required per month – Appendix H2
ICWP FIN SUM	<input type="checkbox"/> ICWP Financial Summary – Appendix H3
NARRATIVE SUM	<input type="checkbox"/> Narrative Summary
NEW PAF FORM	<input type="checkbox"/> New PAF form
REFERENCE SHEET	<input type="checkbox"/> Reference Sheet- Appendix H5
VARIANCE TOOL	<input type="checkbox"/> Variance Tool

Figure 8 ICWP

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Type of Review	Documents
INITIAL	<input type="checkbox"/> Letter of Medical Necessity <input type="checkbox"/> Medical Plan of Treatment (MD-POT) <input type="checkbox"/> IFSP or IEP <input type="checkbox"/> Care Plan <input type="checkbox"/> GAPP Assessment Form (Appendix K) <input type="checkbox"/> Insurance Information

Figure 9 GAPP Initial

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Type of Review	Documents
RENEWAL	<input type="checkbox"/> Letter of Medical Necessity <input type="checkbox"/> IFSP or IEP <input type="checkbox"/> Summary Report <input type="checkbox"/> Care Plan <input type="checkbox"/> Insurance Information <input type="checkbox"/> Nurses Notes <input type="checkbox"/> GAPP Assessment

Figure 10 GAPP Renewal

- To attach a file or files to a PA with document type checkboxes, first determine if one file that includes all the required information is to be attached, or individual files are to be attached.

One Attachment for all Checkboxes:

- If **one file is to be attached** and that file includes all the required information, click all the checkboxes and then attach the one file.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Type of Review	Documents
RENEWAL	<input checked="" type="checkbox"/> Letter of Medical Necessity <input checked="" type="checkbox"/> IFSP or IEP <input checked="" type="checkbox"/> Summary Report <input checked="" type="checkbox"/> Care Plan <input checked="" type="checkbox"/> Insurance Information <input checked="" type="checkbox"/> Nurses Notes <input checked="" type="checkbox"/> GAPP Assessment

Figure 11

- If the attachment is successful, a 'file upload' message displays. The attached file is added to the **Attached Files** table; and the file is associated with each document type.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

File uploaded successfully.

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Type of Review	Documents
RENEWAL	<input type="checkbox"/> Letter of Medical Necessity
	<input type="checkbox"/> Care Plan
	<input type="checkbox"/> GAPP Assessment
	<input type="checkbox"/> IFSP or IEP
	<input type="checkbox"/> Insurance Information
	<input type="checkbox"/> Summary Report
	<input type="checkbox"/> Nurses Notes

Attached Files

File	Type	ReviewType	Document Name	User	Date	
GAPP Packet.doc	Attached By Nurse	RENEWAL	Letter of Medical Necessity	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>
GAPP Packet.doc	Attached By Nurse	RENEWAL	Care Plan	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>
GAPP Packet.doc	Attached By Nurse	RENEWAL	GAPP Assessment	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>
GAPP Packet.doc	Attached By Nurse	RENEWAL	Nurses Notes	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>
GAPP Packet.doc	Attached By Nurse	RENEWAL	Insurance Information	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>
GAPP Packet.doc	Attached By Nurse	RENEWAL	Summary Report	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>
GAPP Packet.doc	Attached By Nurse	RENEWAL	IFSP or IEP	DBARRETT	10/25/2010 1:09:35 PM	<input type="button" value="DELETE"/>

Figure 12

Multiple Files to Attach:

- When **more than one file is to be attached**, first click the applicable checkbox or checkboxes related to the first file. Then, attach the file.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Codes	Documents
ATTESTATION	<input checked="" type="checkbox"/> Attestation Form
IEP	<input checked="" type="checkbox"/> IEP
IFSP	<input type="checkbox"/> IFSP
LMN	<input checked="" type="checkbox"/> Letter of Medical Necessity
PROGRESS NOTE	<input checked="" type="checkbox"/> Current Progress Notes
STANDARD TEST	<input type="checkbox"/> Standardized testing

Figure 13

Attached Files

File	Type	Code	Document Name	User	Date	
Additional Documents.pdf	Attached By Nurse	ATTESTATION	Attestation Form	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Additional Documents.pdf	Attached By Nurse	IEP	IEP	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Additional Documents.pdf	Attached By Nurse	LMN	Letter of Medical Necessity	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Additional Documents.pdf	Attached By Nurse	PROGRESS NOTE	Current Progress Notes	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>

Figure 14

12. To attach another file, repeat the same process. Select the check box or checkboxes and then attach the file.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

\\ahsshareserver\l\l\barrett\Attachment Test Docs\Standardized Testing.doc

File uploaded successfully.

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Codes	Documents
ATTESTATION	<input type="checkbox"/> Attestation Form
IEP	<input type="checkbox"/> IEP
IFSP	<input type="checkbox"/> IFSP
LMN	<input type="checkbox"/> Letter of Medical Necessity
PROGRESS NOTE	<input type="checkbox"/> Current Progress Notes
STANDARD TEST	<input checked="" type="checkbox"/> Standardized testing

Figure 15

13. The checkbox that was not selected will still display in red indicating no attachment for that document type.

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

File uploaded successfully.

Please Check the name of the documents included in the Attachment before you attach. (All the files colored in red need to be attached for faster review.)

Codes	Documents
ATTESTATION	<input type="checkbox"/> Attestation Form
IEP	<input type="checkbox"/> IEP
IFSP	<input type="checkbox"/> IFSP
LMN	<input type="checkbox"/> Letter of Medical Necessity
PROGRESS NOTE	<input type="checkbox"/> Current Progress Notes
STANDARD TEST	<input type="checkbox"/> Standardized testing

Attached Files

File	Type	Code	Document Name	User	Date	
Additional Documents.pdf	Attached By Nurse	ATTESTATION	Attestation Form	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Additional Documents.pdf	Attached By Nurse	IEP	IEP	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Additional Documents.pdf	Attached By Nurse	LMN	Letter of Medical Necessity	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Additional Documents.pdf	Attached By Nurse	PROGRESS NOTE	Current Progress Notes	DBARRETT	10/25/2010 1:14:18 PM	<input type="button" value="DELETE"/>
Standardized Testing.doc	Attached By Nurse	STANDARD TEST	Standardized testing	DBARRETT	10/25/2010 1:17:40 PM	<input type="button" value="DELETE"/>

Figure 16