

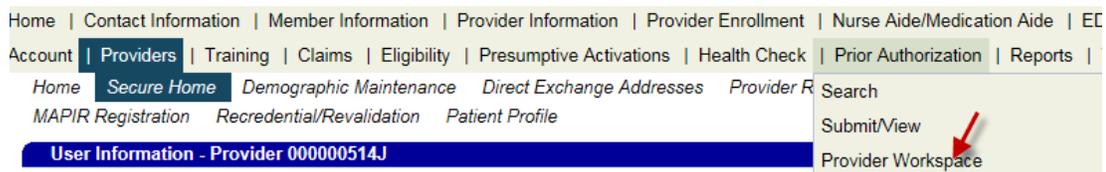
# GA Web Portal Source Edit Report User Guide

## 1.0 Overview

Medicaid Source Case Managers may view Source Service PA edits by accessing the “*Source Edit Report*” via the GA Web Portal. The report displays the details of all unresolved edit(s) that prevented submission of the PA. The Case Manager can then view the details of the edit(s) to help resolve the issue(s).

## 2.0 Report Display Instructions

- Go to the **Georgia Web Portal** at [www.mmis.georgia.gov](http://www.mmis.georgia.gov) and log in using your assigned user name and password.
- On the *Secure Home* page, select **Prior Authorization**; then **Provider Workspace**



- From the Provider WorkSpace, scroll down to the Source Provider Reports section and select **Source Edit Report**





## 4.0 Viewing Edits on the PA

In addition to viewing the Edits in the report, the case manager can also search for the PA in the Provider Workspace and see the Edits in the *Notification of Edits* section on the Prior Authorization - Source Services Review Request page. Where applicable, the error Resolution is provided.

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[Home](#) | [Search](#) | [Submit/View](#) | **Provider Workspace**

**User Information - Provider 00000514J**

### Provider Workspace

Last 10 Requests :

#### 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.
- [View, Add or Edit ICWP Sentinel Events](#) - Use this link to view, add or edit ICWP Sentinel Events

The Review Request Page is displayed, scroll to Notification of Edits section

#### ⚡ Prior Authorization - Source Services Review Request

**Warning:** You cannot submit a change request for this PA Type.

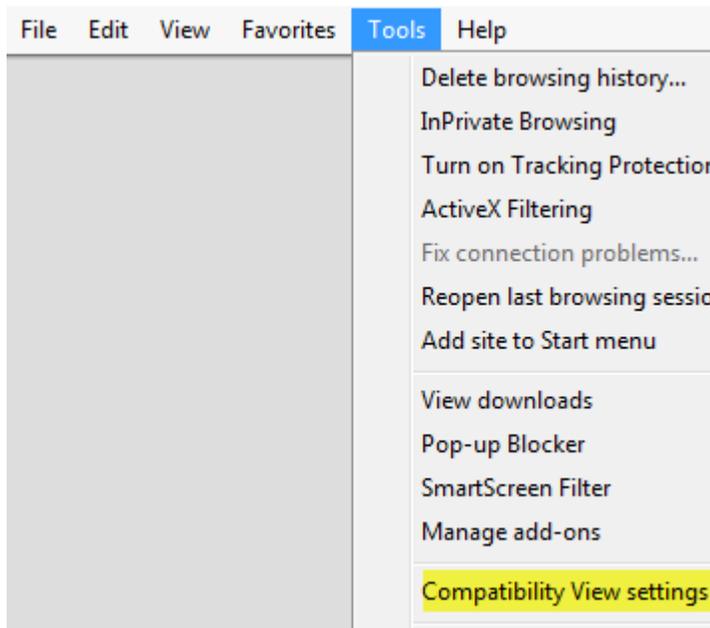
Request Information	
Request ID :	Case Status : <b>Approved</b> Case Status Date : 10/15/2015
Member ID :	
Social Security Number :	
Provider ID :	CMO PA Request ID :
Admission Date :	Discharge Date :
Effective Date : 04/09/2015	Expiration Date : 04/08/2016

Notification of Edits :										
PA Edit Number	Edit Date	Error Description	Error Resolution	Error Type	Procedure Code	DOS	Provider ID	Reference Provider ID	Ref Prov COS	View Resolution
084	10/23/2015	Cannot change Procedures, or line item dates. Used amount fields have been used	This edit usually posts when a procedure line date is changed or when procedures/modifiers are modified, AND claims have already paid. In order to get the procedure line changes to HP, the provider would need to void the claims against the procedure line, and then the PA would be re-submitted. GMCf staff should discuss with Clinical Systems Analyst; any edits related to SOURCE Service PAs should be discussed with the appropriate DCH staff.	Procedure Line	T1021	04/09/2015				

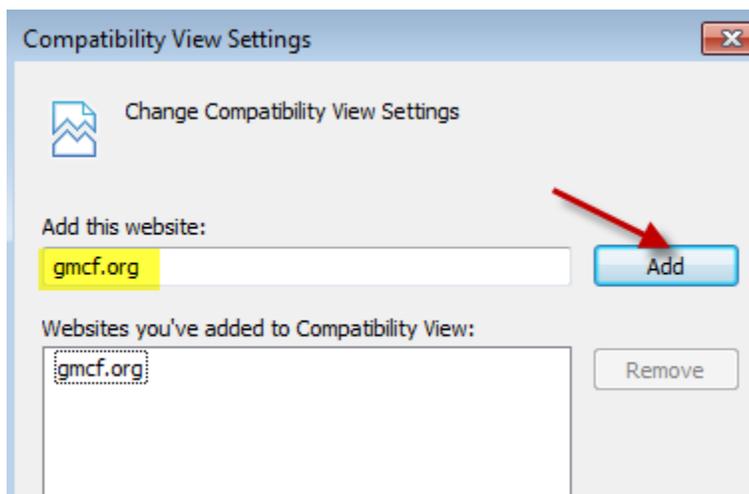
**NOTE:** Any questions regarding edits related to SOURCE Service PAs should be discussed with the appropriate DCH staff.

## 5.0 Trouble Shooting Tips

- Report runs and displays, but is blank:
  1. From your Internet Explorer Web Browser Select [Tools](#)→[Compatibility View settings](#)



2. Add [allianthealth.org](#) in the text box and select the **Add button**:  
allianthealth.org will be added to the Compatibility View box



3. Select OK, and Run the report.