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 <u>www.mmis.georgia.gov</u> 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



3.0 Source Edit Report Data Elements

The report will display the following information:

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≈Alli	ANT GMCF		SOURCE Edit F Report Generated Time:						
PA ID	Header/Detail	Edit Number	Edit Number Description	Procedure Code	Modifier	Effective Date	Rendering Provider ID		
	DETAIL	065	If units or amount have been used on current detail, max monthly unit amount cannot be decreased.	T1021	TF	3/18/2015			
-	DETAIL	096	Detail line effective date can only be changed up to 30 days before	S5160		3/5/2015			
			the original detail Effective date.	S5161		3/5/2015			
				T1021	U1	3/5/2015			
				T2022	SE	3/5/2015			
	HEADER	097	Header effective date can only be changed up to 30 days from			3/5/2015			
			original header Effective date.			3/5/2015			
						3/5/2015			
						3/5/2015			

- PAID Authorization ID associated with the Edit
- Header/Detail Refers to the section in the PA that caused the Edit "Header" indicates an error in the Header data of the PA

Still in Facility :	No				
Effective Date :	03/05/2015	Expiration Date :	03/04/2016		
Modified By :	CSAThruSys	Modified Date :	10/19/2015	Created By :	

"Detail" refers to an error with information on the PA Procedure line

Procedures												
Service Code	Service Description	From Date	To Date	Units	Req Units / Month	Amount	Cost Sharing Amount	Rendering Provider ID	Mod 1	Mod 2	Mod 3	
T2022	CASE MANAGEMENT, PER MONTH	03/05/2015	03/04/2016	12	1	2,240.04	0.00		SE			EDIT
S5160	EMER RESPONSE SYS INSTAL&TST	03/05/2015	03/05/2015	1	1	1.00	0.00					EDIT
S5161	EMER RSPNS SYS SERV PERMONTH	03/05/2015	03/04/2016	12	1	378.36	0.00					EDIT
T1021	HH AIDE OR CN AIDE PER VISIT	03/05/2015	03/04/2016	2,720	232	27,472.00	0.00		U1			EDIT
0								Q				ADD CANCEL

- Edit Number System Error number
- Edit Description Brief description of the issue that needs to be fixed
- **Procedure Code** Procedure code on the Procedure Line
- **Provider ID** Provider ID associated with the Procedure Code on the Procedure Line

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.

unt Providers Training Claims Eligibility Presumptive Activations Health Check	Prior Authorization Reports Trade Files							
ome Search Submit/View Provider Workspace	Search							
Generation State (click to hide) Alert Message posted 2/24/2012	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 pur	Provider Workspace							
User Information - Provider 000000514J								
Provider Workspace								
Last 10 Requests : Show								
Enter and Edit Authorization Requests								
Enter a New Authorization Request - Use this link to enter a new prior authorization request	. <u>More</u>							
Search, Edit or Attach Documentation to Requests - Use this link to search, edit or attach do	ocumentation to authorization requests. More							
Member Medicaid ID Updates - Use this link to Search, Edit, and modifying Member Medica	id IDs for SwingBed or Katie Beckett requests.							
View, Add or Edit ICWP Sentinel Events - Use this link to view, add or edit ICWP Sentinel E	Events							

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

^v Prior Authorization - Source Services Review Request

Warning: \	You cannot :	submit a change re	equest for this PA T	уре.									
Request	Information												
Request ID :				Case Status :	Approved	Case S	tatus Date :	10/15/2	015				
Member I	D :												
Social Sec	curity Numbe	r:											
Provider I	D :					CMO P	A Request	ID :					
Admission	n Date :			Discharge Date :									
Effective [Date :	04/09/2015		Expiration Date :	04/08/2016								
Notific	ation of Edit	is :											
								1	1				
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 po changed or when p AND claims have a procedure line cha to void the claims a the PA would be re discuss with Clinic to SOURCE Service	osts when a procedi procedures/modifier already paid. In orden nges to HP, the pro against the procedu s-submitted. GMCF al Systems Analyst; a PAs should be di	ure line date s are modifie er to get the vider would n re line, and t staff should any edits re	is ed, need then lated	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

Compatibility View Settings								
Change Compatibility View Settings								
Add this website:	Add							
Websites you've added to Compatibility View:	Remove							

3. Select OK, and Run the report.