

Reviewing an Authorization

To review an initial or concurrent authorization click on **Review an Authorization** from the Home Page.

The screenshot shows a web application interface. On the left is a vertical navigation menu with items like 'Authorization Listing', 'Enter an Authorization/Notification Request', 'View Clinical Drafts', 'Claim Listing and Submission', 'Enter EAP CAF', 'Enter a Referral', 'Review Referrals', 'Enter Bed Tracking Information', 'Search Beds/Opening', 'Weekly Behavior Analysis Measures', 'DI Homepage', 'Enter Member Reminders', 'On Track Outcomes', 'Reports', 'Print Spectrum Release of Information Form', 'ABA Availability Survey', 'My Online Profile', 'My Practice Information', 'Provider Credentialing Application', 'Compliance', 'Handbooks', and 'Forms'. The main content area is titled 'YOUR MESSAGE CENTER' and features an 'INBOX' icon with a downward arrow and a 'SENT' icon with a rightward arrow. Below this, a grey banner states 'Your inbox is empty'. Underneath, a section titled 'WHAT DO YOU WANT TO DO TODAY?' contains two columns of links. The left column includes 'Link/Unlink Accounts' (with a 'NEW' tag), 'Eligibility and Benefits' (with sub-links 'Find a Specific Member' and 'Register a Member'), 'Enter or Review Authorization Requests' (with sub-links 'Enter an Authorization/Notification Request', 'Review an Authorization' (circled in red), 'View Clinical Drafts', and 'Weekly Behavior Analysis Measures'), and 'Enter Member Reminders'. The right column includes 'Enter or Review Claims' (with sub-links 'Enter a Claim', 'Enter EAP CAF', 'View EAP CAF', 'Review a Claim', and 'View My Recent Provider Summary Vouchers'), 'Enter or Review Referrals' (with sub-links 'Enter a Referral' and 'Review Referrals'), 'Enter Bed Tracking Information', 'Search Beds/Opening', 'Update ABA Paraprofessional Roster Information', and 'View My Recent Authorization Letter(s)'.

To look up a specific Member's authorization, enter the Member's ID number and/or the authorization number, effective and expiration dates.

Click **View All** or **Search**.

To see general agency activity, enter the Activity Dates from and to.

Click **View All**.

Please select a Provider ID below, to perform any one of the Authorization Search transactions below.

* Provider ID: BEHAVIORAL HEALTH NE, TWORK INC (000965) ▼

NPI # for Authorization: Select... ▼

Vendor ID: []

Member ID: []

Authorization #: [] - [] - [] (No spaces or dashes)

Client Authorization #: []

Effective Date: 01182017 (MMDDYYYY)

Expiration Date: [] (MMDDYYYY)

Only display EAP cases where final billing and/or disposition has not occurred.

To search for and retrieve a downloadable authorization file listing within a specific date range, enter the desired activity From & To dates below, choose the delimiter type and click on the **Download** button.

Note: Please clear the effective and expiration date fields above in order to enable the download authorization function.

Activity Date span cannot exceed seven (7) days.

Activity Date Range can only be entered without a value in the Effective or Expiration Date fields above (or vice-versa).

Activity Date From: [] (MMDDYYYY)

Activity Date To: [] (MMDDYYYY)

Delimiter Type: Comma ',' Pipe '|'

View All Search Download

Use this search for specific Members.

Use this search to review all agency authorizations.

The Authorization Search Results screen shows the details of the Member's authorizations. Click on the authorization number link to see more details.




- Specific Member Search
- Register Member
- Authorization Listing
- Enter an Authorization/Notification Request
- View Clinical Drafts
- Claim Listing and Submission
- Enter EAP CAF
- Enter a Referral
- Review Referrals
- Enter Bed Tracking information
- Search Beds/Opening
- Weekly Behavior Analysis Measures
- EDI Homepage
- Enter Member Reminders
- On Track Outcomes Reports

Authorization Search Results

This may not be the full list of EAP cases and may only show open EAP cases based on your search criteria.

The information displayed indicates the most current information we have on file. It may not reflect claims or other information that has not been received by Beacon Health Options. If requesting payment for EAP/non-medical counseling services, select the authorization related to the services and enter the request via either the Auth Details tab or the Auth Summary tab by selecting the Enter CAF button.

Authorization Numbers

Auth # 	Member ID	Member DOB	Provider ID	Vendor ID	Service
View Letter	Member Name		Provider Alt. ID	Alternate Provider	
03-011818-1-1	TESTM0101	07/01/1998	000965	A0004497	SOAP
	TEST MEMBER, ABSOLUTE M01		13008651300865		IOP/SOP
03-010418-1-2	TESTM0101	07/01/1998	000965	A0004497	Resi Rehab Services
	TEST MEMBER, ABSOLUTE M01		13008651300865		Residential

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Authorization Letters

The Auth Summary, Auth Details, and Associated Claims tabs provide additional information.

- Home
- Specific Member Search
- Register Member
- Authorization Listing
- Enter an Authorization/Notification Request
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- Claim Listing and Submission
- Enter EAP CAF
- Enter a Referral
- Review Referrals
- Enter Bed Tracking Information
- Search Beds/Openings
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- On Track Outcomes Reports
- Print Spectrum Release of Information Form
- ABA Availability Survey
- My Online Profile
- My Practice Information
- Provider Credentialing

Auth Summary
Auth Details
Associated Claims

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Authorization Header

Member ID	TESTM0101	Return to search results
Member Name	TEST MEMBER , ABSOLUTE M01	Complete Discharge Review
Authorization #	03- 011818- 1- 1	
Client Auth # [?]	N/A	
NPI # for Authorization [?]	N/A	
Authorization Status	O - Open	
Authorization Letter(s)	(click to view)	

Service Lines

Line #	Submission Date	Service Code	Modifier Codes				Service Class Descrp.	Dates of Service	Visits Requested/ Approved	Visits Actually Used (As of Today)	Status	Reason
			1	2	3	4						
1	01/18/2018	N/A					Inpatient Level of Care	01/18/2018-03/03/2018	20/ 20	0	O - Open	APPROVED-AUTOMATED INTERFACE
2	01/18/2018	N/A					Inpatient Level of Care	01/18/2018-03/03/2018	0/ 0	0	O - Open	MAX # OF AUTO AUTH VISITS EXCEEDED