

## **PROVIDER ALERT**

## October 1, 2010

## **ProviderConnect Print Functionality**

ValueOptions is aware that several providers are experiencing difficulty with the various print buttons on the confirmation page of the request for service workflow in ProviderConnect.

If providers are experiencing printing issues, please use the 'Download Authorization Request' button and print with a PDF. Within the PDF document, providers can print the entire Authorization Request or chose to print specific pages.

After clicking on the 'Download Authorization Request' button, click on the PDF option, and click continue (see screenshot below).



## Determination Status:

The services requested require additional review. You will be contacted regarding the status of this request if further information is needed. An authorization decision will be made within the required timeframes and details of that decision may be found under the member's authorization history.

| Member Name  | Member ID   | Member DOB   | Subscriber Name         | Subscriber ID   |  |
|--|---|--|-------------------------|---|--|
| Pended Authorization #   | Client Authorization #  | Type of Request  |                         |   |  |
| Date of Admission/ Start of Services   | Requested From  | Submission Date  |                         |   |  |
| Level of Service   | Type of Service   | Level of Care  | Type of Care            |   |  |
| Reason Code  |   |  |                         |   |  |
| Provider Name & Address  | Provider ID   | Provider Alternate ID  | NPI # for Authorization |   |  |
|  |   |  |                         |   |  |
| Message  |   |  |                         |   |  |
| Attached Documents<br>Document Title   |   |  |                         |   |  |
| Authorization Printing & Downloading Options:<br>(For the best print results, please print in Landscape (format) |   |  |                         |   |  |
| Print Authorization Result<br>Print the Results page (this page)   | Print Authorization Request<br>Print the entire Authorization Request | Download Authorizatio<br>Download the entire Author                |                         | Return to Provider Home<br>Return to the ProviderConnect homepage |  |
|  | $\rightarrow$   | Download file in 'PDF' or 'XML' fo<br>Please select a file format. | rmat.                   |   |  |

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