

Authorization Dashboard for Clinical Supervisor

Purpose

The Authorization Dashboard allows staff members to view Authorizations and Authorization Change Requests.

Locate the Authorization Dashboard

1. **Getting here:** The Clinical Dashboard is located on the navigation bar between the Clinical Dashboard and Client List.

17.10.1

Idaho-WITS Training

User: Willingham, Robert | Location: Provider Training Agency, Treatment Location 1

Logout

Snapshot

Home Page

Agency Contacts

Agency

Group List

Clinical Dashboard

Authorization Dashboard

Client List

System Administration

My Settings

Reports

Home

Announcements

Actions	Summary	Posted Date	Start Date	Priority

Client List

Actions	Client Type	Client Name, ID	Applies To Staff	Message	Facility	Date Due

Schedule for: Start Date: 12/22/2014 End Date: Refresh Search Calendar | Edit/Add Schedule

Actions	Start	End	Summary	Status

Data Elements on the Authorization Dashboard

There are twelve (12) data elements for each authorization:

- **Auth #:** This is the number of the specified authorization.
- **Client Name:** This is the clients name as it appears on the Client Profile.
- **Auth Effective Date:** This is the Effective Date of the specified authorization.
- **Auth End Date:** This is the End Date of the specified authorization
- **ASAM LOC:** This is the ASAM level of care that is associated with this authorization.
- **Last Update:** This is the date that this authorization was last updated.
- **Administering Agency:** This is the agency that sent the authorization to the provider.
- **Change Request Date:** This is that date that the Authorization Change Request was entered.
- **Change Request Type:** This reflects the type of the Authorization Change Request.
- **Change Request Update By:** This reflects the last user who updated the Authorization Change Request.
- **Change Request Status:** This is the status of the Authorization Change Request. If the value is 'Denied', the value will appear in red.
- **Primary Staff:** This is the Primary staff

Authorization Dashboard

Client First Name Client Last Name Provider Agency Provider Training Agency

Unique Client Number Facility Contracting Agency

Authorization # Payor Group Administering Agency

Auth Effective Date Change Request Date Plan

Auth End Date Last Update Request Updated By

Change Request Status ASAM LOC

Primary Staff Selected Staff

Smith, Roger
Willingham, Robert

Clear

Auth #	Client Name	Auth Effective Date	Auth End Date	ASAM LOC	Last Update	Administering Agency	Change Request Date	Change Request Type	Change Request Updated By	Change Request Status	Primary Staff
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DATA ELEMENTS

Viewing an Individual Authorization or Authorization Change Request

1. Narrow the records to review on the Authorization Dashboard by entering a value in any of the search fields.

2. Click **Go**.

NOTE: Client activities highlighted in blue serve as a link that can be used to quickly navigate to that specified activities.

17.11.0
WITS Idaho-WITS Training
User: Willingham, Robert | Location: Provider Training Agency | Snapshot

Home Page
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Authorization Dashboard

Client First Name: Client Last Name: Provider Agency: Provider Training Agency:
Unique Client Number: Facility: Contracting Agency:
Authorization #: Payor Group: Administering Agency:
Auth Effective Date: Change Request Date: Plan:
Auth End Date: Last Update: Request Updated By:
Change Request Status: ASAM LOC:

Primary Staff: Smith, Roger; Willingham, Robert
Selected Staff:

Clear Go

Auth #	Client Name	Auth Effective Date	Auth End Date	ASAM LOC	Last Update	Administering Agency	Change Request Date	Change Request Type	Change Request Updated By	Change Request Status	Primary Staff
1898	Calbur_X	1/1/2014	6/3/2014		7/7/2014	zBusiness Psychology Associates					
1876	Calbur_X	5/4/2014	5/9/2014		5/27/2014	zBusiness Psychology Associates	5/7/2014	Change to Service	Jensen, Brina	Approved	
1885	Calbur_X	5/8/2014	5/8/2014		5/27/2014	zBusiness Psychology Associates					
1752	Calbur_X	1/29/2014	3/31/2014	II.1 Intensive Outpatient	4/30/2014	zBusiness Psychology Associates	1/30/2014	Add New Service	Jensen, Brina	Denied	Williams, Bryce
1752	Calbur_X	1/29/2014	3/31/2014	II.1 Intensive Outpatient	4/30/2014	zBusiness Psychology Associates	1/30/2014	Add New Service	Jensen, Brina	Denied	Williams, Bryce
1752	Calbur_X	1/29/2014	3/31/2014	II.1 Intensive Outpatient	4/30/2014	zBusiness Psychology Associates	1/30/2014	Change to Service	Jensen, Brina	Denied	Williams, Bryce