

Authorized Services Report

The report displays all Authorizations for all clients by plan and group.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Reports** and select **Authorized Services**.

The screenshot shows the 'Idaho WITS Training' system interface. At the top, the user is identified as 'Trainee44, Treatment' at 'Provider Training Agency, Treatment Location 1'. The system includes a 'Printable View' button and a 'Logout' link. A search bar for 'Report Title Contains' is present with a 'Go' button. The 'Report Catalog' is organized into several sections: 'Access' (including Admissions, Client Demographics, Agency Client Movement, Client Demographic by Substance, Program Client Movement, Referrals in by Agency, Referrals out by Agency, and Waitlist by Agency, Facility & Program); 'QA/QC' (including Program Enrollment Counts, Client List by Program, Agency/Facility Client Terminations, Pending Cases, Programs-Staffing Allocations, and Unfinished Client Activities); 'Security' (including Staff Permissions Summary); 'Miscellaneous' (including Admission Data, Billable Services, Client Profile Data, Combined Note Data, WITS Data Dictionary, Discharge Data, Encounter Data, and GPRA Assessment Data); and 'Billing' (including Adjudication Results, Aging and Trial Balances, **Authorized Services**, Billing Transaction Data, Claims Reconciliation, Contract Summary, and Expended Services). A red arrow points to the 'Authorized Services' link in the Billing section. The left navigation pane includes links for Home Page, Agency, Group List, Clinical Dashboard, Client List, System Administration, My Settings, and Reports.

2. Select **On Screen**.

3. The report will display.

Authorized Services
Agency: Provider Training Agency

On Screen **Export** **Cancel**

Export **Finish**

Authorized Services
Purpose: This report details the authorized services for each plan. Some fields are ONLY shown once exported.
Report Criteria
Agency: Provider Training Agency

Client	Group	Plan	Auth #	Status	Service Code	Auth Units
19-2524, A	IDOC Group	IDOC Funding	1519	Active	H0003	100
2013, April	ATR3	ATR 3	1854	Active	90889	4
2013, April	ATR3	ATR 3	1855	Active	H0001	20
A, Client	IDOC Group	IDOC Funding	1520	Active	H0003	100
Aardvark, Denise	IDOC Group	IDOC Funding	1474	Active	90847	50
Aardvark, Denise	IDOC Group	IDOC Funding	1474	Active	H0017	15
Ackerson, Susan	ATR3	ATR 3	1710	Active	90889	3
Ackerson, Susan	ATR3	ATR 3	1711	Active	90847	648
Allen, Bill	ATR3	ATR 3	1750	Closed	90889	3
Allen, Bill	ATR3	ATR 3	1750	Closed	H0001	20
Allen, Cindy	ATR3	ATR 3	1705	Pending	90847	648
Allen, Cindy	ATR3	ATR 3	1705	Pending	H0001	20
Allen, Fred	ATR3	ATR 3	1703	Pending	90847	648
Allen, Fred	ATR3	ATR 3	1703	Pending	H0001	20
Allen, Fred	ATR3	ATR 3	1706	Pending	90889	3
Amaryllis, A	IDOC Group	IDOC Funding	1495	Active	90847	25
Amaryllis, B	IDOC Group	IDOC Funding	1496	Active	90847	5
Amaryllis, C	IDOC Group	IDOC Funding	1497	Active	90847	5
Amaryllis, F	IDOC Group	IDOC Funding	1500	Active	90847	5
Amaryllis, F	IDOC Group	IDOC Funding	1500	Active	H0006	5
Amaryllis, F	IDOC Group	IDOC Funding	1629	Active	90847	10
Amaryllis, G	IDOC Group	IDOC Funding	1501	Active	90847	5
Amaryllis, J	IDOC Group	IDOC Funding	1504	Active	90847	5
Anderson, Abigail	IDOC Group	IDOC Funding	483	Active	H0006	60
Anderson, Ace	DHW Adult	State General Funds	1529	Active	90847	200
Anderson, Ace	DHW Adult	State General Funds	1529	Active	H0006	50
Anderson, Barney	IDOC Group	IDOC Funding	485	Active	H0006	90

- Clicking Export on either screen will generate an Excel spreadsheet.

Note: The Excel spreadsheet contains additional information.

Client	Group	Plan	Auth #	Status	Start Date	End Date	Comment	Service Code	Auth Units	Used Unit	Unique Client #	Member #	Policy #
19-2524, A	IDOC Group	IDOC Funding	1519	Active	9/5/2013	6/30/2014		H0003	100	0	306131580000014	306131580000014	
2013, April	ATR3	ATR 3	1854	Active	1/1/2014	6/30/2014		90889	4	0	20420188000001P	20420188000001P	
2013, April	ATR3	ATR 3	1855	Active	1/1/2014	6/30/2014		H0001	20	0	20420188000001P	20420188000001P	
A, Client	IDOC Group	IDOC Funding	1520	Active	9/5/2013	6/30/2014		H0003	100	0	20625185451203L	20625185451203L	
Aardvark, Denise	IDOC Group	IDOC Funding	1474	Active	8/21/2013	6/30/2014		90847	50	25	20401184000004E	20401184000004E	
Aardvark, Denise	IDOC Group	IDOC Funding	1474	Active	8/21/2013	6/30/2014		H0017	15	1	20401184000004E	20401184000004E	
Ackerson, Susan	ATR3	ATR 3	1710	Active	12/13/2013	6/30/2014		90889	3	1	21015170000019U	21015170000019U	
Ackerson, Susan	ATR3	ATR 3	1711	Active	12/18/2013	6/30/2014		90847	648	0	21015170000019U	21015170000019U	
Allen, Bill	ATR3	ATR 3	1750	Closed	1/1/2014	3/1/2014		90889	3	0	10816172000002I	10816172000002I	
Allen, Bill	ATR3	ATR 3	1750	Closed	1/1/2014	3/1/2014		H0001	20	6	10816172000002I	10816172000002I	
Allen, Cindy	ATR3	ATR 3	1705	Pending	12/2/2013	3/1/2014		90847	648	0	20510165000003I	20510165000003I	
Allen, Cindy	ATR3	ATR 3	1705	Pending	12/2/2013	3/1/2014		H0001	20	0	20510165000003I	20510165000003I	
Allen, Fred	ATR3	ATR 3	1703	Pending	12/1/2013	3/31/2014		90847	648	0	10606185000006R	10606185000006R	
Allen, Fred	ATR3	ATR 3	1703	Pending	12/1/2013	3/31/2014		H0001	20	0	10606185000006R	10606185000006R	
Allen, Fred	ATR3	ATR 3	1706	Pending	12/12/2013	6/30/2014		90889	3	0	10606185000006R	10606185000006R	
Amaryllis, A	IDOC Group	IDOC Funding	1495	Active	8/18/2013	6/30/2014		90847	25	0	201021860000014	201021860000014	
Amaryllis, B	IDOC Group	IDOC Funding	1496	Active	8/27/2013	6/30/2014		90847	5	4	202011860000024	202011860000024	
Amaryllis, C	IDOC Group	IDOC Funding	1497	Active	8/27/2013	6/30/2014		90847	5	0	203011860000034	203011860000034	
Amaryllis, F	IDOC Group	IDOC Funding	1500	Active	8/27/2013	6/30/2014		90847	5	0	206011860000064	206011860000064	
Amaryllis, F	IDOC Group	IDOC Funding	1500	Active	8/27/2013	6/30/2014		H0006	5	0	206011860000064	206011860000064	
Amaryllis, F	IDOC Group	IDOC Funding	1629	Active	10/11/2013	6/30/2014		90847	10	0	206011860000064	206011860000064	
Amaryllis, G	IDOC Group	IDOC Funding	1501	Active	8/27/2013	6/30/2014		90847	5	0	107021860000074	107021860000074	
Amaryllis, J	IDOC Group	IDOC Funding	1504	Active	8/27/2013	6/30/2014		90847	5	0	210021860000104	210021860000104	
Anderson, Abigail	IDOC Group	IDOC Funding	483	Active	5/1/2013	6/30/2013		H0006	60	0	20401150000001B	20401150000001B	
Anderson, Ace	DHW Adult	State General F	1529	Active	9/6/2013	10/25/2013	transition	90847	200	35	10807189000001C	10807189000001C	
Anderson, Ace	DHW Adult	State General F	1529	Active	9/6/2013	10/25/2013	transition	H0006	50	12	10807189000001C	10807189000001C	
Anderson, Barney	IDOC Group	IDOC Funding	485	Active	5/1/2013	6/30/2013		H0006	90	0	10101191000002A	10101191000002A	
Anderson, Denise	IVDU	Block Grant-DH	1596	Active	9/19/2013	6/30/2014		H0001	20	0	20531190000004E	20531190000004E	
Anderson, Denise	IVDU	Block Grant-DH	1596	Active	9/19/2013	6/30/2014		H0004	5	0	20531190000004E	20531190000004E	
Anderson, Denise	PWWC	Block Grant-DH	1712	Active	12/19/2013	6/30/2014		H0001	10	0	20531190000004E	20531190000004E	
Banana, A	IDOC Group	IDOC Funding	1137	Active	7/1/2013	6/30/2014		90847	25	42	108011800000014	108011800000014	
Banana, A	IDOC Group	IDOC Funding	1137	Active	7/1/2013	6/30/2014		A0080	25	25	108011800000014	108011800000014	
Banana, A	IDOC Group	IDOC Funding	1137	Active	7/1/2013	6/30/2014		H0003	25	8	108011800000014	108011800000014	

Authorized Services Report Definitions

Field	Definition
Client	Last name and first name of the Individual client.
Group	Funding group (state funded population type) defined by the Contractor.
Plan	Funding category defined by the Contractor.
Auth #	Authorization number (generated by the system).
Status	Status of the Authorization.
Start Date	Start Date of the Authorization. <i>This field is only visible in the Excel spreadsheet.</i>
End Date	End Date of the Authorization. <i>This field is only visible in the Excel spreadsheet.</i>
Comment	Comments entered on the Authorization. <i>This field is only visible in the Excel spreadsheet.</i>
Service Code	Code for the selected service on the Authorization (this field is not visible to the provider on the Encounter).
Auth Units	Date the service was provided (Encounter Start Date).
Used Units	Total number of units billed on all Claim Items (Encounter Notes that are Released to Billing with a status of Released, Awaiting Review, Hold, or Batched). <i>This field is only visible in the Excel spreadsheet.</i>

Field	Definition
Unique Client #	The WITS Unique Client Identification Number for the client. <i>This field is only visible in the Excel spreadsheet.</i>
Member #	The WITS Unique Client Identification Number for the client (this is populated on the state funded client group enrollment by the system). <i>This field is only visible in the Excel spreadsheet.</i>
Policy #	This field is not used by Idaho. <i>This field is only visible in the Excel spreadsheet.</i>