

Nursing Facility Level I Lookup

Purpose

Nursing facility providers with a category of service (COS) of 110 - Skilled Care Nursing Facility or COS 160 - Intermediate Care Nursing Facility - may use the Level I Look-up function to find PASRR Level I assessments for Medicaid Members in their facility.

Instructions

- 1. Log into the Georgia Web Portal to access the *Secure Home* page.
- 2. Click the **Prior Authorization** link.
- 3. Select Provider Workspace from the drop list.

Home Contact Information Member Information Provider Information Provider Enrollment Nurse Aide EDI Pharmacy						
Account Providers Training Claims Eligibility Presumptive Activations Health Check	Prior Authorization GBHC Referral Reports Trade Files					
Home Secure Home Demographic Maintenance Provider Rates Bed Registry Proced	^{lu} Search					
□-(click to hide) Alert Message posted 8/21/2010	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 purposes on						

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Figure 1

4. On the Workspace, go to the PASRR Level I Information section and select Nursing Facility Level I Lookup.

Enter and Edit Authorization Requests-

Enter a New Authorization Request - Use this link to enter a new prior authorization request. More...

Search, Edit or Attach Documentation to Requests - Use this link to search, edit or attach documentation to authorization requests. More...

Member Medicaid ID Updates - Use this link to Search, Edit, and modifying Member Medicaid IDs for SwingBed or Katie-Beckett requests.

PA Change and Reconsideration Requests

Submit/View PA Change Requests - Use this link to request a change to existing authorization requests. More...

Submit Reconsideration Requests - Use this link to request a reconsideration to a denied case except CIS request. More...

Submit CIS Reconsideration Review Requests - Use this link to request a reconsideration to CIS requests. More...

PASRR Level I Information

Enter a New PASRR Request - Use this link to enter a new request for PASRR Level I screening.

PASRR Level I Search, Edit, and Member Medicaid ID Updates - Use this link to Search, Edit, and modifying Member Medicaid IDs for PASRR Level I. Nursing Facility Level I Lookup - Use this link to find Level I authorizations for Medicaid Members in your facility. More...

Figure 2

- 5. On the *PASRR Look up* page, enter the Member Medicaid ID **OR** the last four numbers of the member's Social Security Number. **Do not enter both**.
- 6. Then, enter the member's date of birth. You may use the calendar popup or enter manually.
- 7. Click Search.

Member Medicaid ID :		OR	Last 4 digits of Member Social Security Number :	2938
nomber medicate in .			Last i signe et memori cocur cocurry number :	2000
	AND			
Member Date of Birth :	12/26/2010			

Figure 3

8. If the member information entered matches the member information for a Level I request, the Level 1 number (Request ID), status, and start date display below the search area.

PASRR (Leve	el I) Look Up			
Member Medicaid ID	AND	OR Last 4 digits of Member Social Security	Number :	2938
Member Date of Birt	h : 12/26/2010			
Search Reset			NUMB	THIS IS A TEST PA ER CREATED WITH
Request ID	Status	Effective_Date	A FICTI	TIOUS MEMBER.
111010608523	Approved	1/6/2011 9:50:33 AM		
0				



9. To search for another Level I, click **Reset**, and enter search information for a different member.