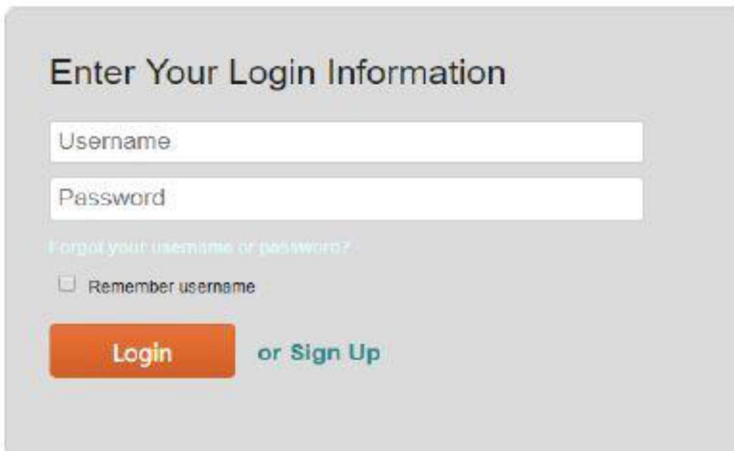
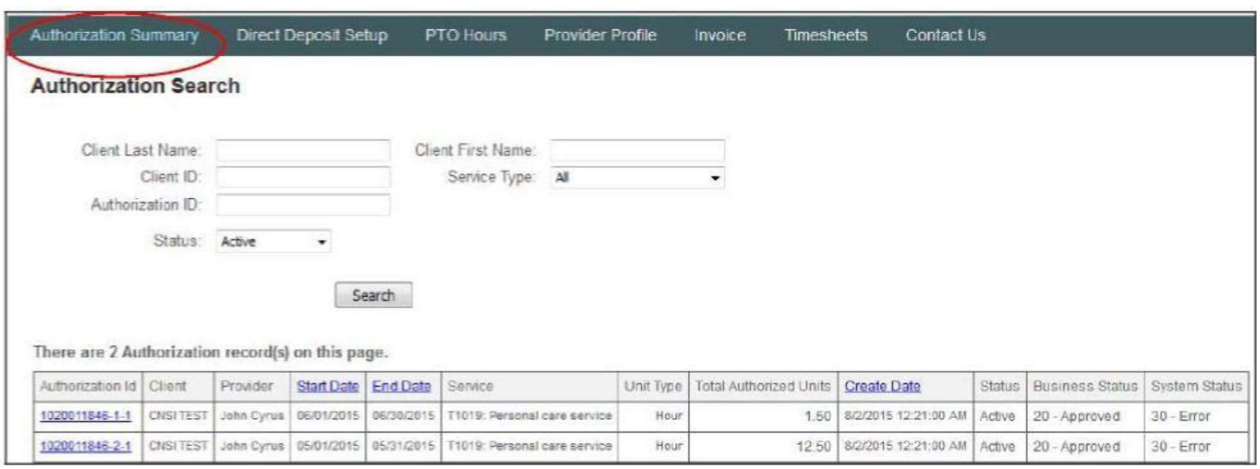
How to View Authorization Information

Users can view authorization summary information. IPOne will store all authorization records for easy access and these can be viewed anytime. Review instructions below on how to access this information.

1. Log in to IPOne; then,



2. Click on Authorization Summary found on the top left of the page.



3. The default view of this page will display all active authorization records. A Provider may search for a specific authorization or use a combination of any the following filters:

   - Client Last Name
   - Client First Name
   - Client ID
   - Authorization ID
   - Service Type
   - Status

4. Once filters have been defined to help narrow down the results, click **Search**.

5. When the Authorization is found, click on the blue link in the first column under **Authorization ID** to review the detail within the authorization record.

There are 2 Authorization record(s) on this page.

Authorization Id	Client	Provider	Start Date	End Date	Service	Unit Type	Total Authorized Units	Create Date	Status	Business Status	System Status
1020011846-1-1	CNSI TEST	John Cyrus	06/01/2015	06/30/2015	T1019: Personal care service	Hour	1.50	8/2/2015 12:21:00 AM	Active	20 - Approved	30 - Error
1020011846-2-1	CNSI TEST	John Cyrus	05/01/2015	05/31/2015	T1019: Personal care service	Hour	12.50	8/2/2015 12:21:00 AM	Active	20 - Approved	30 - Error

6. This will take the user to the **Authorization Detail** page, which provides information about authorized services. The Authorization Detail page shows information found in the authorization letter that is sent to the IP each time a change in services is made. The authorization letter includes monthly authorization information.

Authorization Summary | Direct Deposit Setup | PTO Hours | Provider Profile | Invoice | Timesheets

Authorization Detail

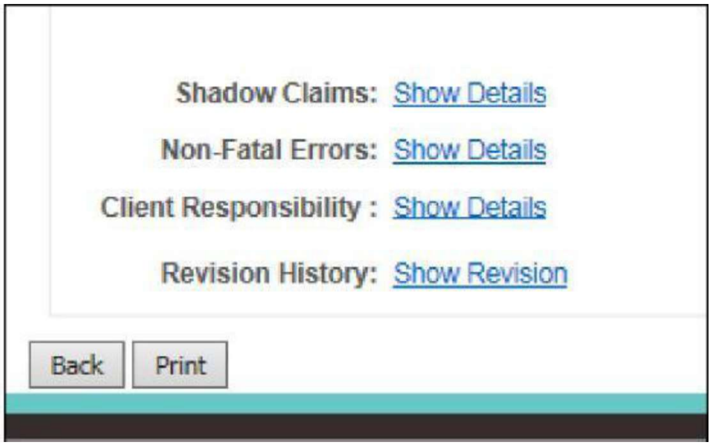
Authorization Details

Authorization Header Details

Admin ID:	206 - ADSA-H	**Client Auth Entry Date:**	5/15/2015
Reporting Unit ID:	041	**Reporting Unit:**	ALTCEW/ELDER SERVICES
System Status:	30 - Error	**Business Status:**	20 - Approved
Client - Provider Relationship:	Aunt/Uncle		

Authorization Id:	1020011846-1-1	**Unit Type:**	Hours
Service Type:	T1019: Personal care service	**Unit Increment:**	15 minutes
Service Modifier 1:		**Total Units in unit increment:**	6.00 units
Client Name:	CNSI TEST	**Authorized Units:**	1.50 Hours
ProviderOne Client ID	201446428WA		
Provider Name:	John Cyrus		
Date Range:	6/1/2015 - 6/30/2015	**Invoiced Units:**	0.00 Hours
Last Modified:	8/2/2015 12:21:00 AM	**Paid Units:**	0.00 Hours
Date Created:	8/2/2015 12:21:00 AM	**Remaining Units:**	1.50 Hours
Created By:	PPL_SYSTEM	**Business Status:**	20 - Approved
Place of Service:		**System Status:**	30 - Error
Service Reason Code:			

7. On the bottom of the screen is a list similar to the one shown below.



8. The hyperlinks lead to:

- **Shadow Claims**: This is a section that is used by PPL's accounting team based on the client's authorization information.
- **Non-Fatal Errors**: The detail will include the dates and reasons for the authorization error.
- **Client Responsibility**: The amount of Client Responsibility that applies to this authorization.
- **Revision History**: Historic changes to the authorization are shown here.