

## Importing DDD Authorizations

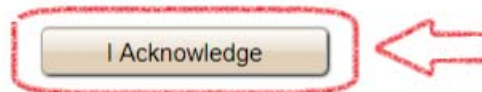
### 1. Focus

- Login to Focus
- Click -> Vendor PBS Reports

#### [Vendor PBS Reports](#)

Run reports and download files for the PBS application.  
Status: **Online**

- Scroll down and Click-> I Acknowledge



- Click-> Client Authorization Report



### Client Authorization Report

Report to View Client Authorizations for a specified time period.

- Enter-> Start and End Dates
- Leave format as CSV.
- Click-> Submit

Select Report:

Start Date:

End Date:

Format:

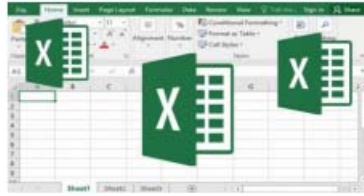


Submit



- Excel

- An Excel sheet will generate containing authorization details



- Click-> File on your Excel sheet (top left of the page)



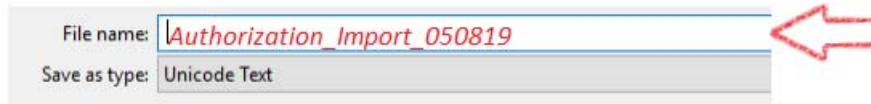
- Select-> Save As



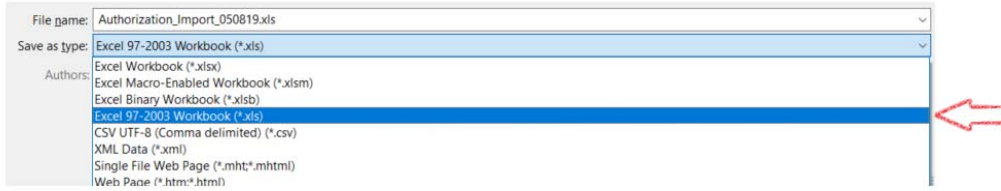
- Select-> The destination you would like to save your file



- Type file name (Example: Authorization\_Import\_050819)



- Change-> Save As type to Excel 97-2003 Workbook (.xls format)

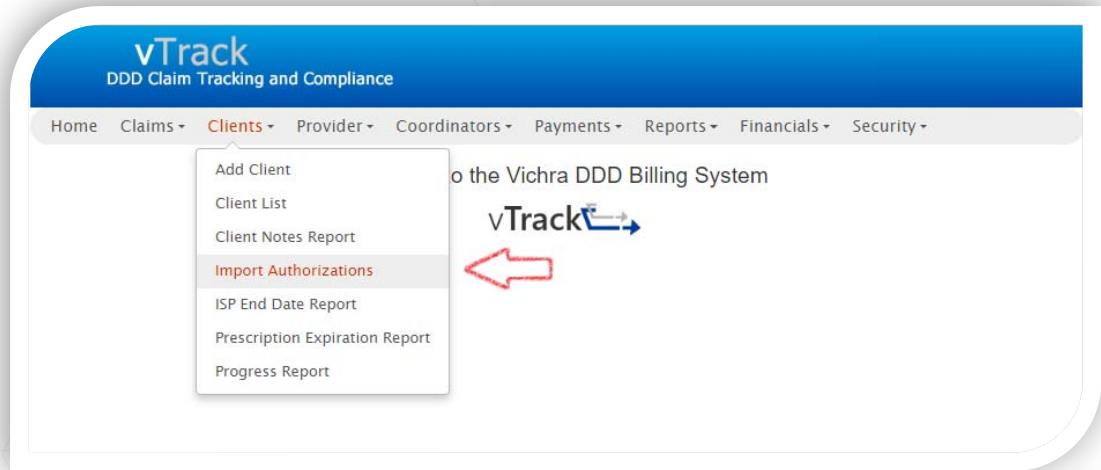


- Click-> Save



## 2. vTrack

- Navigate to your vTrack site
- Go to-> Clients drop down menu
- Click-> Import Authorizations



- Click -> Choose File and select the file you just saved from Focus
- Select-> Import Mode for desired information to import
- Click-> Upload file



**\*\*Please Note: The file must be in .xls format (Excel 97-2003 Workbook)\*\***

- A screen similar to this will show

The screenshot displays the 'Auth Import Results' page. At the top, it says 'Auth Import Results' and 'Import results'. Below that, it lists 'List of all auth imports' and 'Export to Excel'. A table shows the following statistics:

|                       |     |
|-----------------------|-----|
| Total lines in file:  | 110 |
| Total auths imported: | 0   |
| Total auths updated:  | 0   |
| Total duplicates:     | 104 |
| Total errors:         | 0   |
| Error Detail:         |     |

Below the table, there are sections for 'Duplicate lines to research:' and 'Lines to research'. The 'Duplicate lines to research:' section shows a list of lines with a link to 'View Auth' for one of them. The 'Lines to research' section shows 'Invalid units:' followed by a list of lines with error messages like 'insurance required or insurance record missing,1,1111' and 'missing,1,1111'.

**\*\*Please see: Review/Correct Auth Import Results document to see how to review/correct the list of authorizations generated from the Authorization Import\*\***

**\*\*For additional support, please contact us at [vtrack@vichra.com](mailto:vtrack@vichra.com)\*\***