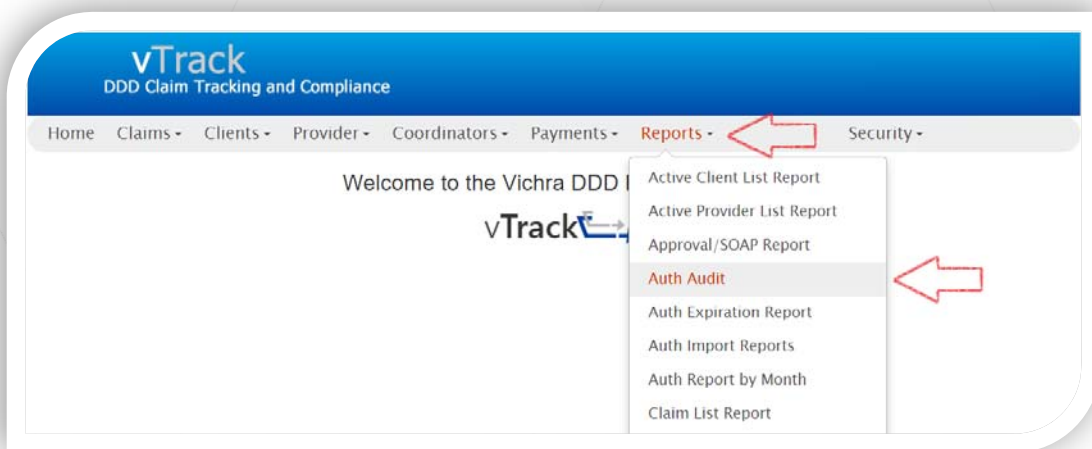


## How to Use the Auth Audit Report

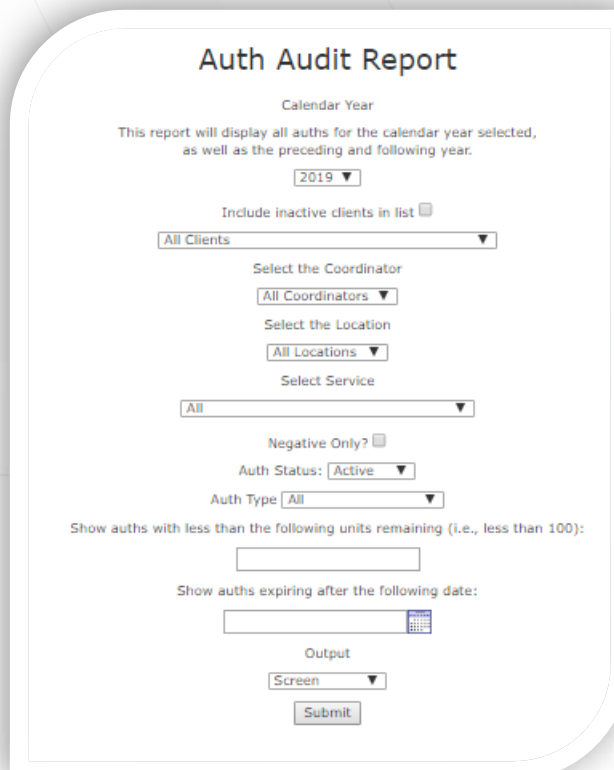
*This report will display all authorizations for the calendar year selected, as well as the preceding and following years. Showing you an overall snapshot of the utilization, expected usage, and actual usage for each authorization.*

### 1. Navigate to the Reports Drop-Down Menu

- Select-> Auth Audit



**\*\*The following page will display\*\***



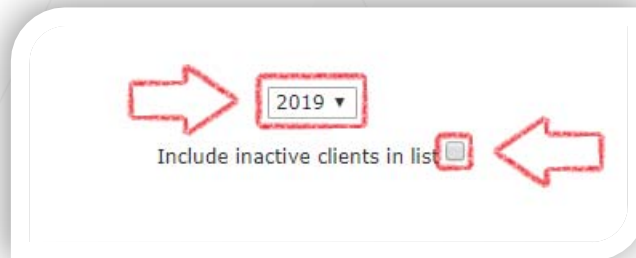
The screenshot shows the Auth Audit Report form. The form title is "Auth Audit Report". Below the title, it says "Calendar Year" and "This report will display all auths for the calendar year selected, as well as the preceding and following year." The form includes several input fields and dropdown menus:

- Calendar Year: 2019
- Include inactive clients in list:
- All Clients:
- Select the Coordinator: All Coordinators
- Select the Location: All Locations
- Select Service: All
- Negative Only?:
- Auth Status: Active
- Auth Type: All
- Show auths with less than the following units remaining (i.e., less than 100):
- Show auths expiring after the following date:
- Output: Screen
- Submit:

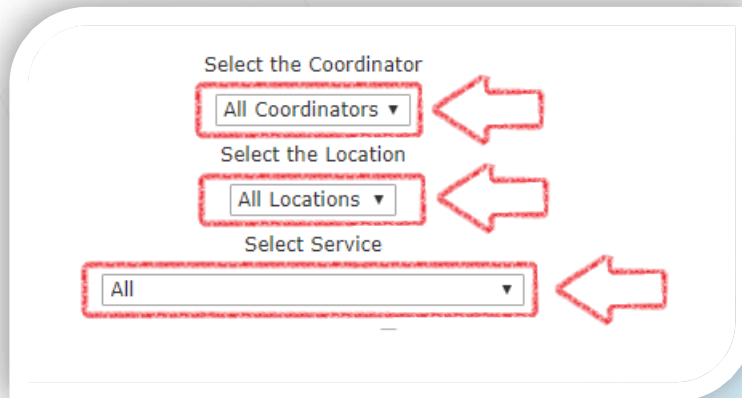
## 2. Enter Ranges for Your Desired Report Results

**\*\*Please note, filters are optional to run this report\*\***

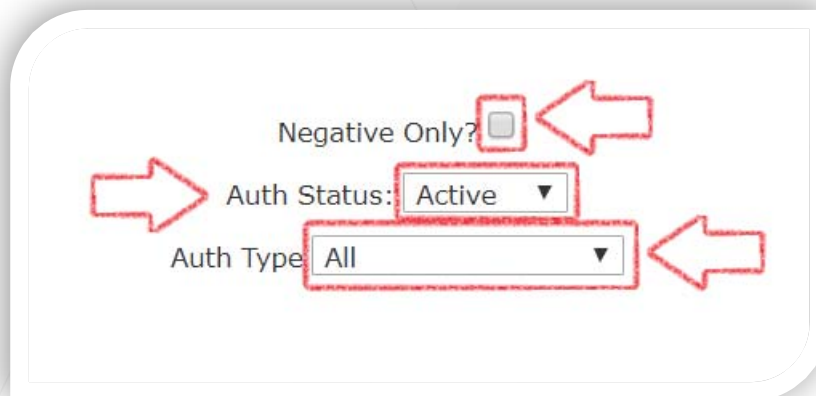
- Select-> Calendar Year from the drop-down menu
- Check-> Box to include inactive clients in the list
- Click-> Add Filter



- Select-> Coordinator from the drop-down menu
- Select-> Location from the drop-down menu
- Select-> Service from the drop-down menu



- Check-> Box, if you would like to see auths in a negative status
- Select-> Auth Status from the drop-down menu
- Select-> Auth Type from the drop-down menu



Negative Only?

Auth Status: Active ▼

Auth Type: All ▼

- If you would like to view auths with less than a specific unit count  
Enter-> Number of remaining units, if not leave blank

Show auths with less than the following units remaining (i.e., less than 100):

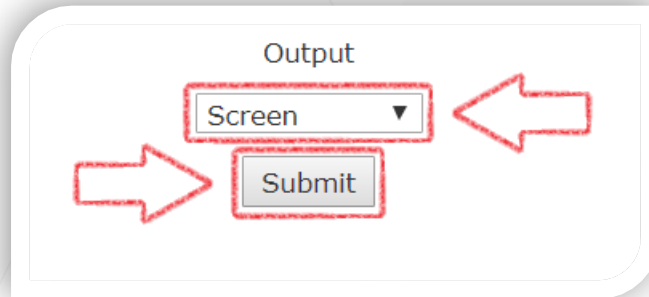


- To show auths expiring after a specific date  
Enter-> Date, if not leave blank

Show auths expiring after the following date:



- Select-> Output from the drop-down menu
- Click-> Submit



### 3. The Auth Audit Report Previous/Following Years

- After clicking Submit, a similar auth audit report will appear in the format you selected

v

**\*\*Example\*\***

**Auth Audit Report**

Previous Year | Following Year

Client Name	Auth Type	SVC	Coordinator	Total Auth Units	Units Still Avail	Month Auth Units	Weekly Auth Units	Daily Auth Units	Ext Auth MO's	Start Date	End Date	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019
Tomez, Teri	Aetha	CEA	Mark Hamelton	12.00	-15.00	12.00	0.00	1.00	14	11/01/2018	12/31/2019	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	Aetha	STA	Mark Hamelton	800.00	800.00	800.00	0.00	0.00	2	11/01/2018	12/31/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	Aetha	HV1+HNR	Mark Hamelton	800.00	800.00	800.00	5.00	0.00	14	11/24/2018	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	Blue Cross	HV1+HNR,STA	Mark Hamelton	800.00	800.00	800.00	5.00	0.00	14	11/01/2018	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	HV1	Mark Hamelton	800.00	764.00	800.00	5.00	0.00	14	11/25/2018	12/31/2019	0.00	2.00	22.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	School District XYZ	HV1	Mark Hamelton	5.00	5.00	0.00	0.00	0.00	12	11/01/2018	10/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	HAB-HAH-HAI	Mark Hamelton	8000.00	8000.00	8000.00	0.00	0.00	12	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	DTA	Mark Hamelton	800.00	800.00	800.00	0.00	0.00	12	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	HNR	Mark Hamelton	800.00	800.00	800.00	0.00	0.00	14	11/01/2018	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	Aetha	STA	Mark Hamelton	800.00	800.00	800.00	0.00	0.00	12	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	School District XYZ	PTA	Mark Hamelton	800.00	800.00	800.00	0.00	0.00	8	01/01/2019	06/07/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	CEA	Mark Hamelton	12.00	12.00	12.00	0.00	1.00	13	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	Blue Cross	CEA	Mark Hamelton	12.00	12.00	12.00	0.00	1.00	13	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	STA	Mark Hamelton	800.00	799.00	800.00	0.00	0.00	12	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	ATC	Mark Hamelton	800.00	800.00	800.00	0.00	0.00	12	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tomez, Teri	DDD	RSP-RSD	Mark Hamelton	8000.00	8000.00	8000.00	0.00	0.00	12	01/01/2019	12/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Date	Note Type	Note	Author
07/12/2019	Authorizations	Auth was approved by 8C85 for code 59124 w/o. If an 836 provides the service you must down code 59123 to 59124.	Raizee Vichra

**\*\*Please note, if viewing on screen, you can switch between the previous and following years by clicking the buttons at the top of the report. If exported to .csv all data will be included in your export file\*\***





#### 4. Auth Audit Report Data

- ❖ *The auth report contains the following data (listed in column order)*
  - Client Name-> Name of the client
  - Auth Type-> Payer-specific type of auth
  - SVC-> Service attached to the auth
  - Coordinator-> Assigned to the client

#### **\*\*Example Report\*\***

Client Name	Auth Type	SVC	Coordinator
Torrez, Terri	Aetna	OEA	Mark Hamelton
Torrez, Terri	Aetna	STA	Mark Hamelton
Torrez, Terri	Aetna	HN1-HNR	Mark Hamelton
Torrez, Terri	Blue Cross	HN1-HNR-STA	Mark Hamelton
Torrez, Terri	DDD	HN1	Mark Hamelton
Torrez, Terri	School District XYZ	HN1	Mark Hamelton
Torrez, Terri	DDD	HAB-HAH-HAI	Mark Hamelton
Torrez, Terri	DDD	DTA	Mark Hamelton
Torrez, Terri	DDD	HNR	Mark Hamelton
Torrez, Terri	Aetna	STA	Mark Hamelton
Torrez, Terri	School District XYZ	PTA	Mark Hamelton
Torrez, Terri	DDD	OEA	Mark Hamelton
Torrez, Terri	Blue Cross	OEA	Mark Hamelton
Torrez, Terri	DDD	STA	Mark Hamelton
Torrez, Terri	DDD	ATC	Mark Hamelton
Torrez, Terri	DDD	RSP-RSD	Mark Hamelton

- Total Auth Units-> Total of approved units
- Units Still Avail-> Remaining units
- Month Auth Units-> Monthly cap assigned to the auth
- Weekly Auth Units-> Weekly cap assigned to the auth
- Daily Auth Units-> Daily cap assigned to the auth

**\*\*Example\*\***

Total Auth Units	Units Still Avail	Month Auth Units	Weekly Auth Units	Daily Auth Units
12.00	-15.00	12.00	0.00	1.00
800.00	800.00	800.00	0.00	0.00
800.00	800.00	800.00	5.00	0.00
800.00	800.00	800.00	5.00	0.00
800.00	764.00	800.00	5.00	0.00
5.00	5.00	0.00	0.00	0.00
8000.00	8000.00	8000.00	0.00	0.00
800.00	800.00	800.00	0.00	0.00
800.00	800.00	800.00	0.00	0.00
800.00	800.00	800.00	0.00	0.00
800.00	800.00	800.00	0.00	0.00
12.00	12.00	12.00	0.00	1.00
12.00	12.00	12.00	0.00	1.00
800.00	799.00	800.00	0.00	0.00
800.00	800.00	800.00	0.00	0.00
8000.00	8000.00	8000.00	0.00	0.00



- Est Auth MO's-> Estimated auth duration in months
- Start Date-> Auth span start date
- End Date-> Auth span end date

***\*\*Example\*\****

Est Auth MO's	Start Date	End Date
14	11/01/2018	12/31/2019
2	11/01/2018	12/31/2018
14	11/24/2018	12/31/2019
14	11/01/2018	12/31/2019
14	11/25/2018	12/31/2019
12	11/01/2018	10/31/2019
12	01/01/2019	12/31/2019
12	01/01/2019	12/31/2019
14	11/01/2018	12/31/2019
12	01/01/2019	12/31/2019
8	01/01/2019	08/07/2019
12	01/01/2019	12/31/2019
12	01/01/2019	12/31/2019
12	01/01/2019	12/31/2019
12	01/01/2019	12/31/2019
12	01/01/2019	12/31/2019



- Month by month w/year-> This shows total units attached to claims for each individual month

**\*\*Example\*\***

JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019
0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	2.00	22.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- If the authorization notes are entered into the client's account they will be listed at the bottom of the report

Date	Note Type	Note	Author
07/12/2019	Authorizations	Auth was approved by BCBS for code S9124 only. If an RN provides the service you must down code S9123 to S9124.	Example

**\*\*Please note, if the report is exported to excel the notes will not populate onto the export\*\***

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

