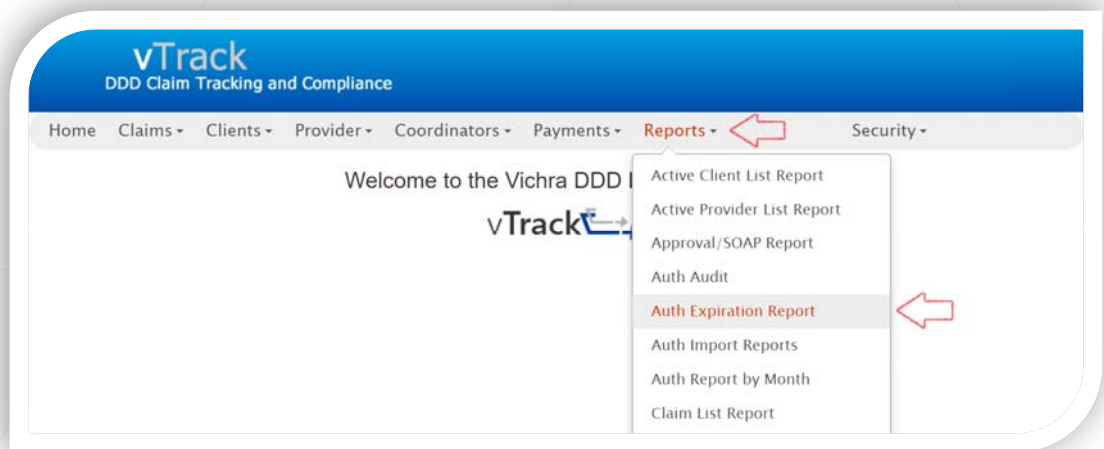


How to Use the Auth Expiration Report

This report will display a list of client's authorizations that expire within a specified date range.

1. Navigate to the Reports Drop-Down Menu

- Select-> Auth Expiration Report




2. Input Report Ranges


- Enter-> Report Start Date
- Enter-> Report End Date
- Check-> Box Include inactive auth? (to include inactive auths)
- Check-> Box Export? (to export to excel)
- Click-> Submit

****Example****

Auth Expiration Report

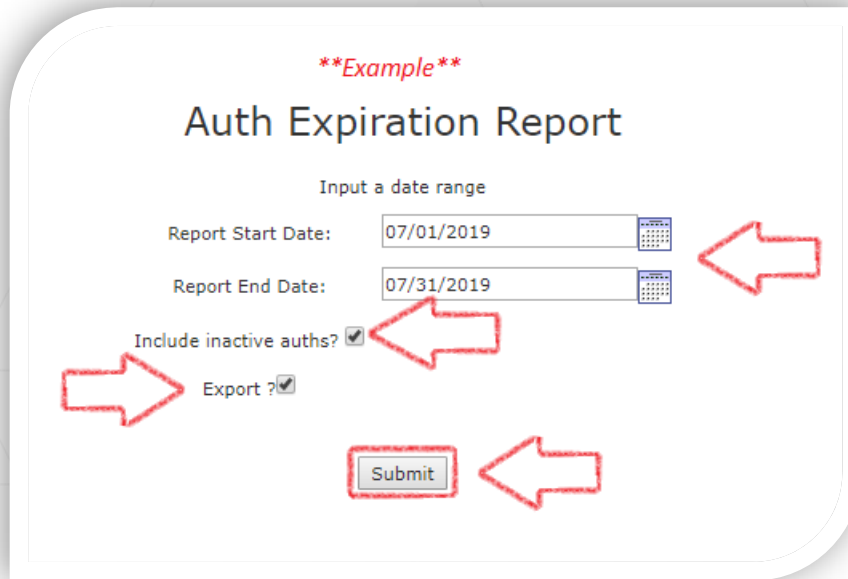
Input a date range

Report Start Date: 

Report End Date: 

Include inactive auths?

Export ?





3. Viewing Your Auth Expiration Report

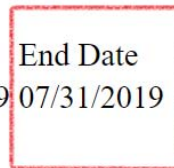
- A list of authorizations expiring within the specified date range will appear
- The report details the client's name, coordinator, payor type, service, start date, and end date

Auth Expiration Report

Report Date Range: 07/01/2019 - 07/31/2019

Client Last	Client First	Coordinator	Type	Service	Start Date	End Date
Doe	Jane		DDD	HAH	01/01/2019	07/31/2019

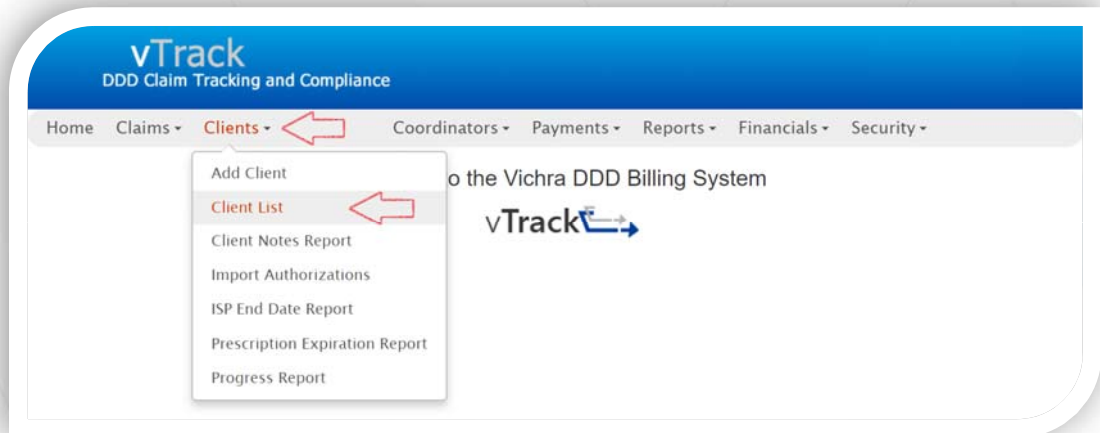
Expiration Date



4. Audit Expired Auths

The auth expiration report does not show auths that have been approved after the expiration date. To verify, follow these next steps:

- Navigate to the Clients drop-down menu
- Select-> Client List



- Select-> Client search criteria from the drop-down menu
- Enter-> Corresponding search criteria from your selection
- Click-> Add Filter

Client List

Add a filter

Client Last ▾ Like ▾ Doe Add Filter

Search by date range:

DOB ▾ - through - Add Date Range

- Click-> Edit on desired client

Client List

Add a filter

Client Last ▾ Like ▾ Add Filter

Search by date range:

DOB ▾ - through - Add Date Range

Active Filters:
Client Last Like "Doe" Remove

Select status of clients: Active ▾

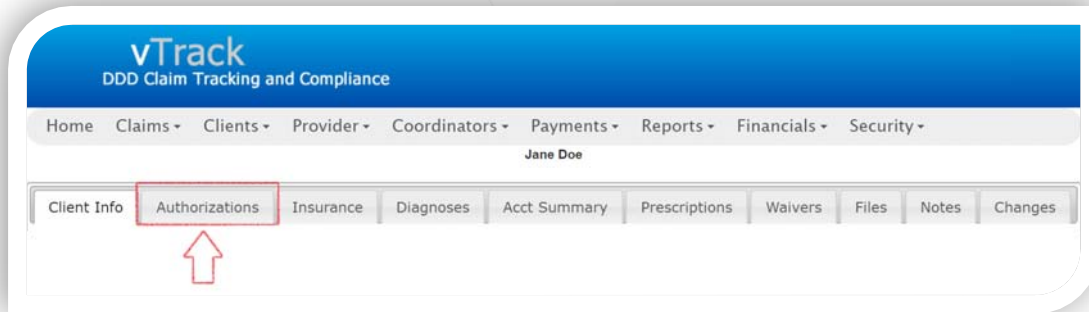
Total found: 1

	View/Edit	Client Last	Client First	Client ID	DOB	Location	Bill Type
<input type="checkbox"/>	Edit	Doe	Jane	89305	11/01/2018	New Tucson, Tucson	DDD Only

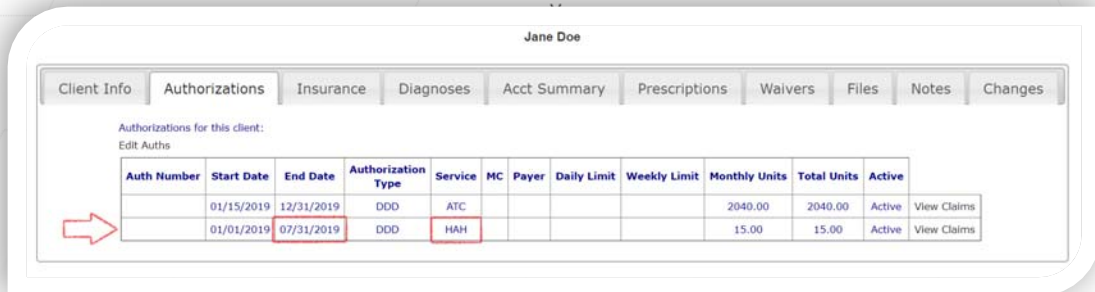
Delete Selected



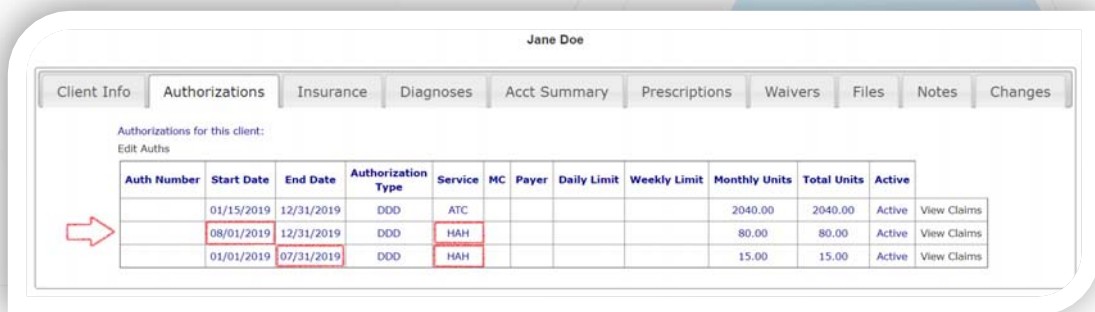
- Click-> Authorizations tab



- Review-> The expired auth and verify if re-auth has been approved. In this case, the auth has expired and a new auth is required to continue services



- In this case, re-auth has been approved. This client is authorized to continue receiving services and no further action is required



****For additional support, please contact us at vTrack@Vichra.com****

