QUICK GUIDE TO EDITING AUTHORIZATIONS WITHIN THE STATE REGISTRATION DATE

In the Provider Portal, Providers need to select their appropriate billing Medicaid ID and then associate it to their Authorization. This is done by going to the Authorization Details screen and selecting the appropriate Medicaid ID from the State Registration dropdown. To make the selection, first select the pencil icon at the top of the screen, next to the Authorization number. (Figure 1)

Figure 1. Authorization Details screen
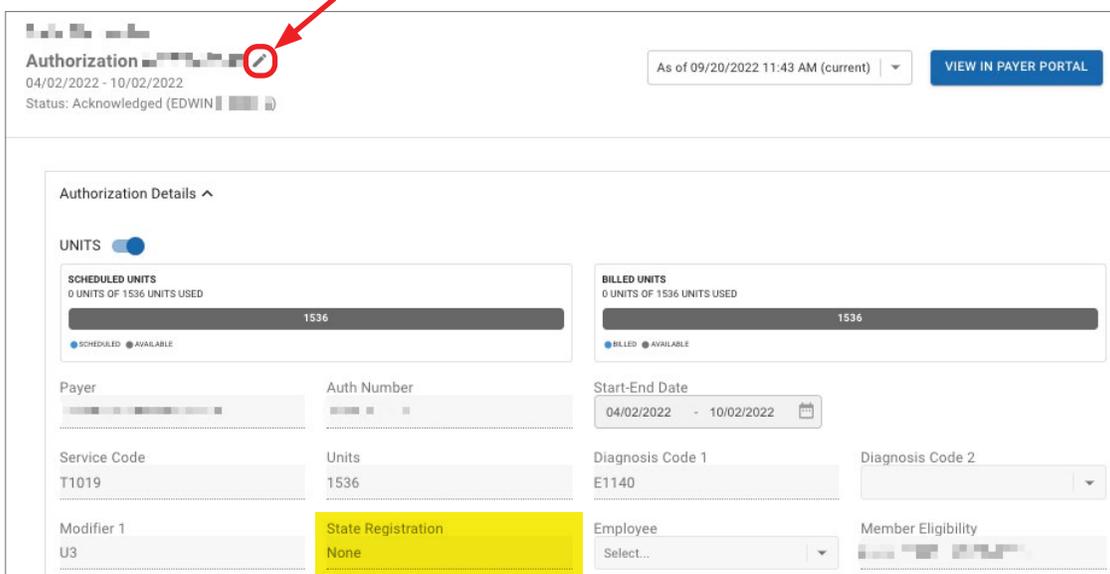
Once the pencil icon has been selected, the word "Editing" will appear, and the user may make changes to the Authorization. If a provider agency has multiple valid Medicaid IDs, they will be prompted to select from a list (Figure 2). This ensures that CareBridge generates claims using the appropriate Medicaid ID.

Figure 2, Authorization Details screen in Edit Mode
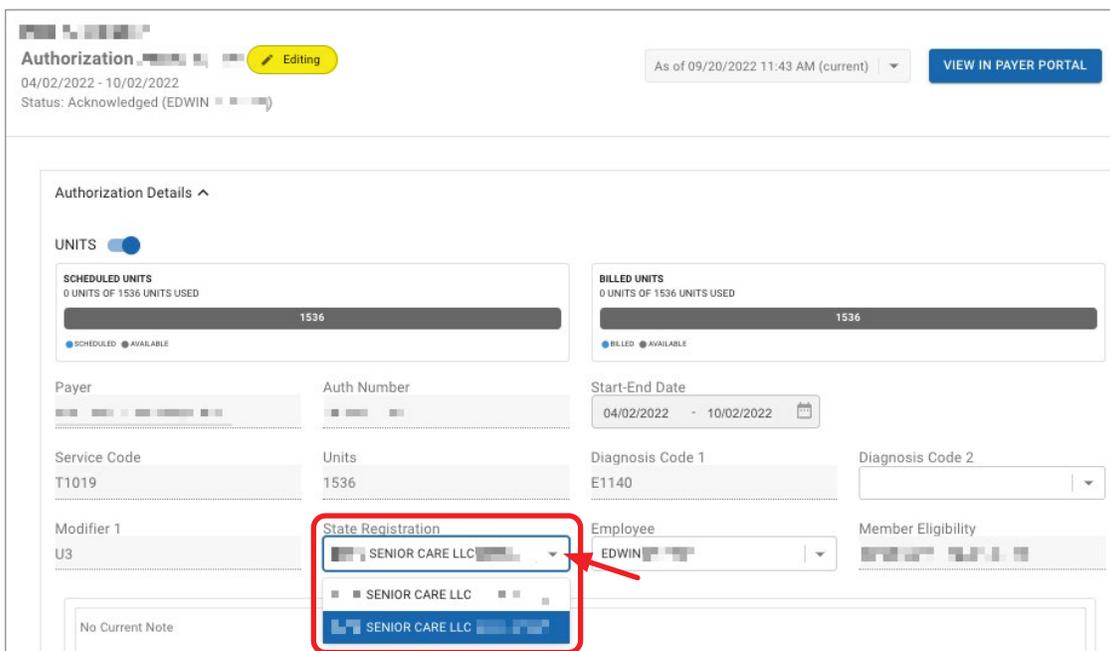
The state registration is also viewable via the Billing card on the Visit Details screen. (Figure 3)

Figure 3. Visit Details for a billed visit
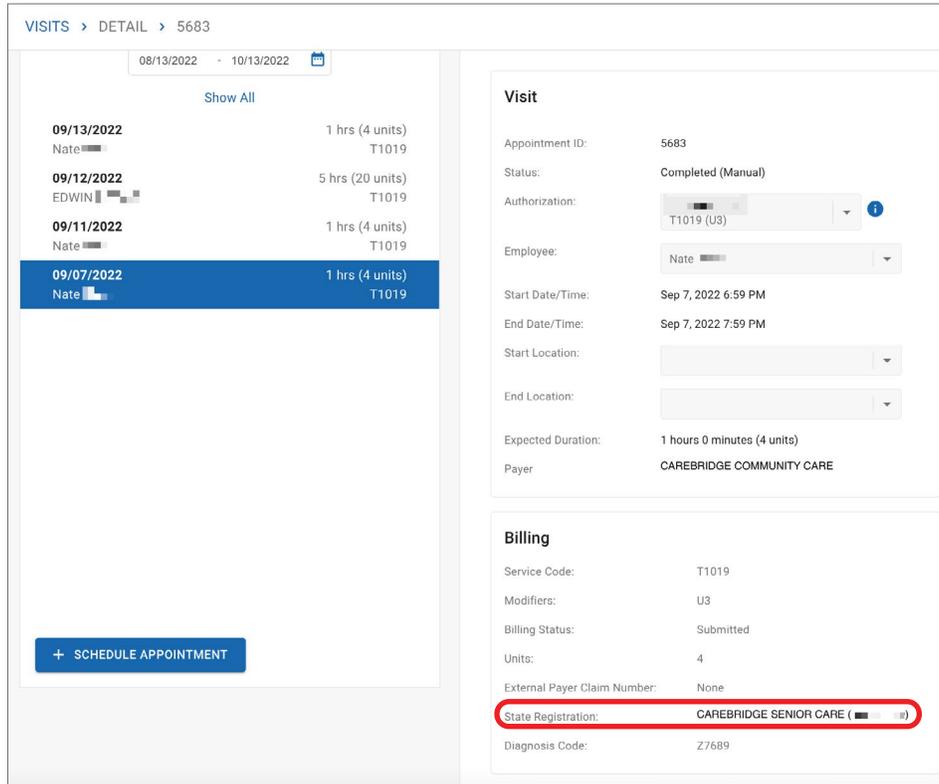
Please note: New visits/appointments will have a pre-billing error if a state registration is not selected. (Figure 4)

Figure 4. No State registration Pre-Billing Check

ALERT TYPE	CREATED AT	ALERT DESCRIPTION
No state registration	09/20/2022 10:01 AM	Appointment ID ▇▇ ▇▇ has no state registration