## 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 I. Autho	Drization Details screen			
- No No					
thorization		As of 09/20/2022 11:43 AM (current)			
us: Acknowledged (EDWIN	)				
Authorization Details ^					
SCHEDULED UNITS		BILLED UNITS			
0 UNITS OF 1536 UNITS USED	1536	0 UNITS OF 1536 UNITS USED	1536		
	1677-10				
SCHEDULED AVAILABLE		BILLED @ AVAILABLE	Sour Ia		
escheduled exvaluable	Auth Number	erles erveilere Start-End Date			
eschebuld e Avalable	Auth Number	BitLif0 @ AVAILABLE           Start-End Date           04/02/2022 - 10/02/2022			
Portotato Avalable Payer Service Code	Auth Number	Start-End Date 04/02/2022 - 10/02/2022	Diagnosis Code 2		
Payer Service Code T1019	Auth Number Units 1536		Diagnosis Code 2		
Payer Service Code T1019 Modifier 1	Auth Number Units 1536 State Registration	Employee	Diagnosis Code 2 Member Eligibility		

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, /	Autho	prization	Details	screen	in	Edit Mode	
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2/2022 - 10/02/2022 s: Acknowledged (EDWIN	coung	As of 09/20/2022 11:43 AM (cu	VIEW IN PAYER PORTA		
Authorization Details A					
SCHEDULED UNITS 0 UNITS OF 1536 UNITS USED		BILLED UNITS 0 UNITS OF 1536 UNITS USED			
	1536		1536		
SCHEDULED AVAILABLE		BILLED MAVAILABLE			
Payer	Auth Number	Start-End Date			
		04/02/2022 - 10/02/2022			
Service Code	Units	Diagnosis Code 1	Diagnosis Code 2		
T1019	1536	E1140			
Modifier 1	State Registration	Employee	Member Eligibility		
U3	SENIOR CARE LLC	EDWIN	PROFESSION NAMES OF		
	SENIOR CARE LLC				

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

08/13/2022 -	10/13/2022 💼		
Sh	W All	Visit	
0/13/2022	1 hrs (4 units) T1019	Appointment ID:	5683
/12/2022	5 hrs (20 units)	Status:	Completed (Manual)
DWIN	T1019	Authorization:	
9/11/2022	1 hrs (4 units)		T1019 (U3)
Ale	1 bro (4 unito)	Employee:	Nate 💻
ate	T1019	Start Date/Time:	Sep 7, 2022 6:59 PM
		End Date/Time:	Sep 7, 2022 7:59 PM
		Start Location:	-
		End Location:	•
		Expected Duration:	1 hours 0 minutes (4 units)
		Payer	CAREBRIDGE COMMUNITY CARE
		Billing	
		Service Code:	T1019
		Modifiers:	U3
	_	Billing Status:	Submitted
SCHEDULE APPOINTMEN	T <sup>er</sup>	Units:	4
		External Payer Claim Numbe	er: None
		State Registration:	CAREBRIDGE SENIOR CARE (
		Discussion data	77600

**Please note:** New visits/appointments will have a pre-billing error if a state registration is not selected. (Figure 4)

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