

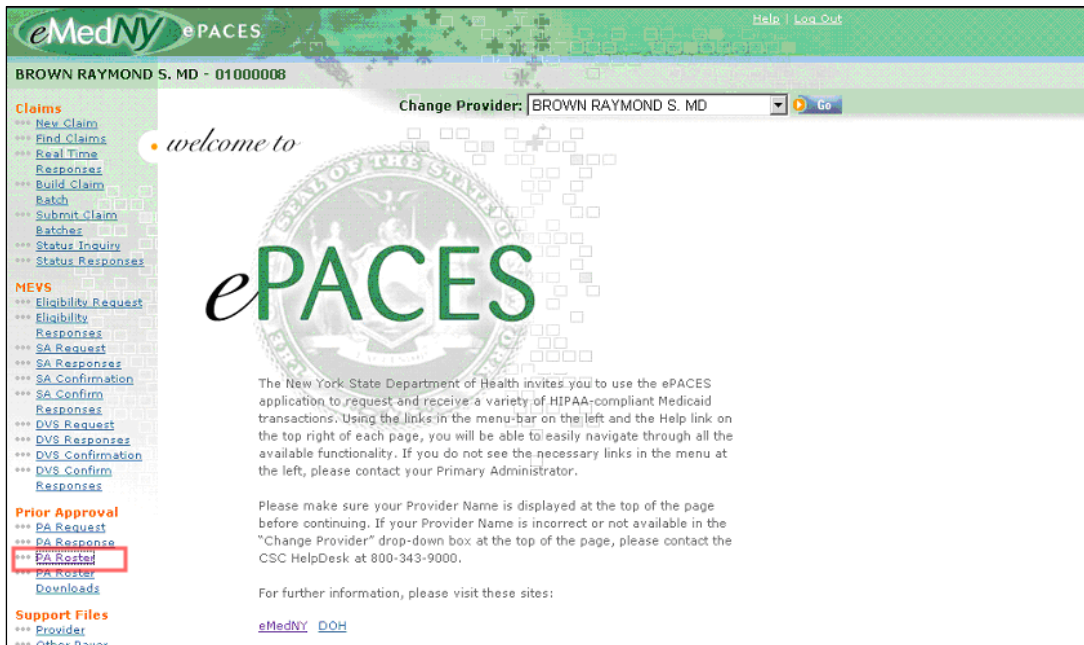
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Enhanced ePACES PA Inquiry



ePACES allows you to request and view your Prior Approvals (PA) online. This new function also allows you to check the status of a PA that was submitted via paper or a 278 transaction. Click on the PA Roster hyperlink under Prior Approvals to access the PA Inquiry function.



Choose whether you are Billing/Requesting Provider or Ordering/Prescribing Provider.



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PA Number	Enter the PA Number, if known.
Client ID	Enter the Client ID to narrow your results.
PA Type	Choose the correct PA Type (i.e. Physician, Dental, Private Duty Nursing, etc.).
Status (Header)	Choose the status of the PA (i.e approved, partially approved, rejected, etc.).
Item/Procedure Code	Enter the Procedure code or item code.
NDC Code	Enter the NDC code.
Rate Code	Enter the rate code.
Submitted Date Range	Enter the submitted date of the PA. If these fields are left blank, the dates will automatically default to the current date and the day before. The From and To date has a maximum span of 120 days. For example, if the From date is January 1, 2007 the To date cannot be later than April 30, 2007.
Effective Dates	Enter the effective dates of the PA, if known.
Provider Number	If you are the billing/requesting provider, you will enter the Provider Number of the ordering/prescribing provider, or vice versa.
License Number	If you are the billing/requesting provider you will enter the License Number of the ordering/prescribing provider, or vice versa. There is no need to enter a profession code only the six digit license number preceded by two zeroes (00).
Sort Field	This option lets you choose how you want the search results displayed once you click on the Search button (i.e. Client ID, PA Number, etc.).

Note: To obtain the broadest range of results, use the minimum number of search criteria fields to execute your search. Remember, if you leave the submitted date range blank, it will default to the current date and the day before.

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Results Portion

Client ID	PA Number	Billing/ Requesting	Ordering/ Prescribing	PA Type	Header Status	Submit Date	Effective Date
AB12345U	01000010002	1234567890	1987654321	Physician	Approved	06/13/08	07/01/08
AB67890U	01000010003	01111111	00000001	Physician	Partially Approved	06/13/08	07/01/08
AC12345U	01000010004	1234567890	1987654321	Pharmacy	Approved As Modified	06/13/08	07/01/08
AC67890U	01000010005	1234567890	1987654321	Transportation	Denied	06/13/08	07/01/08
AD12345U	01000010005	1234567890	1987654321	Dental	Suspended	06/13/08	07/15/08
AD67890U	01000010007	1234567890	1987654321	Bed Nursing	Denied	06/13/08	07/15/08
AE12345U	01000010008	1234567890	1987654321	Transportation	Rejected	06/13/08	07/15/08
AE67890U	01000010009	1234567890	1987654321	Transportation	No PA Required	06/13/08	07/15/08
AF12345U	01000010010	1234567890	1987654321	Hearing Aid	Logically Purged	06/13/08	07/15/08
AF67890U	01000010011	1234567890	1987654321	Personal Care	Approved	06/13/08	07/15/08

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[Download Roster](#)

- Client ID** Click on the Client ID to open a new link, which will produce the roster for that individual. (If the PA Status is pended or suspended, there will not be a link.)
- PA Number** This is the PA number that has been assigned to this client.
- Billing/Requesting** This is the number of the billing/requesting provider for the PA.
- Ordering/Prescribing** This is number of the ordering/prescribing provider for the PA.
- PA Type** This is the type of PA (i.e. Dental, Private Duty Nursing, Hearing Aid, etc.).
- Header Status** This tells the user the status of the PA (i.e. Approved, partially approved, rejected, etc.).
- Submit Date** This is the date that the PA was submitted electronically. If the PA was a paper request, this will be the date that the request was received.
- Effective Date** This is the first date that the PA is effective.
- Download Roster** Click this button to download your roster. After you click this button, **you MUST click on PA ROSTER DOWNLOAD on your left-hand menu to continue the downloading process.**

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This is the window that will open up when you click on the Client ID to get a copy of the roster for that prior approval. It will give you the roster only. If the PA office pends a PA for missing information, the missing information letter and routing sheet will be mailed to you. If you did not receive your roster with the missing information letter, please go to www.emedny.org and click on "eMedNY Paper Forms" in the left-hand corner. Then print and mail the "Prior Approval Roster Request Form" to the address listed on the form.

PARosterDetailPSO - Microsoft Internet Explorer

Address: http://.../epaces/PA/PArosterDetailPSO.aspx?RosterId=01000073889&TypeCD=06&ProviderType=Billing&providerid=...

REPORT: AM07000-RO600 NEW YORK STATE DEPARTMENT OF HEALTH PROCESS DATE: 06/07/2007
 EMDNY PROCESS TIME: 09:57:03

HEARING AID ROSTER FOR PROVIDER 0000026 GREEN RAYMOND S. MD

CLIENT NAME: SPIZIKS KIM CLIENT ID: AA00000Z

PA NUMBER: 01000073889 REVIEWER NAME: SUBMISSION DATE: 07/24/2007 ORDER DATE: 07/24/2007

ADDITIONAL INFORMATION:

PA LINE NBR: 1 DETERMINATION: REJECTED 07/24/2007 REASONS: 0236 ORDERING/PRESCRIBING PROVIDER CATEGORY OF SERVICE IS INVALID FOR THE PA TYPE.
 0234 THE PROCEDURE/MDC ENTERED IS NOT APPROPRIATE BASED ON THE CATEGORIES OF SERVICE ON FILE FOR THE BILLING/REQUESTING PROVIDER

PROCEDURE CODE/MODIFIER: V5120 BODY (BINAURAL)

REQUESTED QUANTITY:	1.000	TIMES:	0	AMOUNT:	\$ 397.00
APPROVED QUANTITY:	0.000	TIMES:	0	AMOUNT:	\$ 0.00
RENDERED QUANTITY:	0.000	TIMES:	0	AMOUNT:	\$ 0.00

PERIOD OF SERVICE FROM: 01/01/0001 TO: 01/01/0001

ADDITIONAL INFORMATION:

TOTAL NUMBER OF PA S ON THIS ROSTER	: 1	TOTAL NUMBER OF PA LINES ON THIS ROSTER	: 1
TOTAL NUMBER OF PA S APPROVED	: 0	TOTAL NUMBER OF PA LINES APPROVED	: 0
TOTAL NUMBER OF PA S APPROVED AS MODIFIED	: 0	TOTAL NUMBER OF PA LINES APPROVED AS MODIFIED	: 0
TOTAL NUMBER OF PA S PARTIALLY APPROVED	: 0		
TOTAL NUMBER OF PA S DENIED	: 0	TOTAL NUMBER OF PA LINES DENIED	: 0
TOTAL NUMBER OF PA S REJECTED	: 1	TOTAL NUMBER OF PA LINES REJECTED	: 1
TOTAL NUMBER OF PA S INACTIVE	: 0	TOTAL NUMBER OF PA LINES INACTIVE	: 0

Done Internet

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PA Roster Download Page

If you are an administrator, you will have the ability to access any of the previously downloaded request(s) for any of your users. Click on the drop down, select the user and click "GO". This will display all the PAs that this user downloaded.

↓

Download Request(s) by User ID: ROSENTHA Go

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Request ID	Status	Request Date	Reset Priority	Cancel Request
50000120	Download	07/17/07		
50000121	Download	07/17/07		
50000122	Download	07/17/07		
50000123	Download	07/17/07		
50000124	Download	07/17/07		
50000125	Download	07/17/07		
50000126	Download	07/17/07		
50000128	Pending	07/20/07	<input checked="" type="radio"/>	<input type="checkbox"/>
50000129	Pending	07/20/07	<input type="radio"/>	<input type="checkbox"/>
50000130	Pending	07/20/07	<input type="radio"/>	<input type="checkbox"/>
Request ID	Status	Request Date	Reset Priority	Cancel Request

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Update Selected Requests

Request ID This is the number assigned to the PA Roster(s) as requested by the user.

Status This gives the user the status of the download (i.e. Pending, Downloaded or Retry). If the user gets the status of Retry, there was something wrong with the data submitted to obtain the PA Roster and the user must start the process over again to get the roster(s).

Request Date This is the date the user clicked on "Download Roster" on the prior approval roster page.

Reset Priority The provider can click on this button and then click "Update Selected Requests" to move a prior approval request to the beginning of their list. This button can only be used when the status of the download is "Pending." A user has 5 days to download their roster on this screen. If the user does not download with in 5 days, they will have to start this process from the beginning. Once the roster has been downloaded, it will be purged from this screen after 5 days.

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Cancel Request If the provider wishes to cancel their request, they will check this box, click "Update Selected Request" and the request will be cancelled. You can only cancel a request if the status is "Pending."

When the user clicks "Request ID", the search criteria used to make the request are displayed. This information will be used to create the roster(s).

Search Criteria			
Billing/Requesting Provider ID:	1012345678	Ordering/Prescribing Provider ID:	
PA Number:		Submitted Date Range:	From: (mm/dd/yyyy) 09/01/2005
Client ID:		To: (mm/dd/yyyy)	12/01/2005
PA Type:		Effective Dates:	From: (mm/dd/yyyy)
Status (Header):	All	To: (mm/dd/yyyy)	
Item/Procedure Code:		Provider Number:	
NDC Code:		License Number:	
Rate Code:		Sort Field:	PA Number

This screen shows you results of the PA Roster(s) that can be downloaded based upon the search criteria entered.

Results		
PA Type	Status	Downloaded By
PDN	Download	ROSENTHA
PCA	Download	ROSENTHA
Transportation	Download	
Prescription Drugs/OTCs	Download	
Dental	Download	
Eye Care	Download	
Hearing Aid	Download	
DME/Supplies	Download	

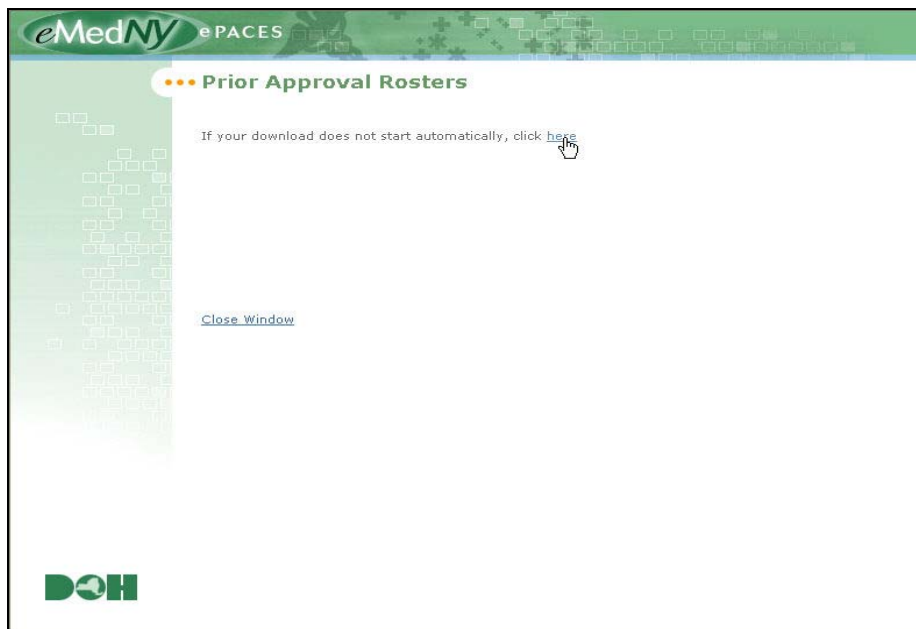


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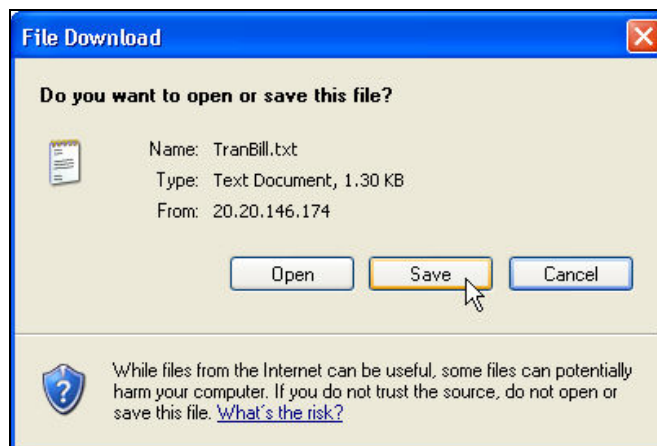


- PA TYPE** This is the type of PA.
- Status** Click this link to download the roster.
- Downloaded By** If the roster was downloaded, this indicates which User ID downloaded this roster.

When the user clicks the download link, a new window will open. If the download dialogue box does not automatically appear, there is a link in the new window advising the user to click this link to start the process.



This dialogue box appears prompting the user to download the roster. This will be a .txt file. The user will click on "Save" to save the file on their computer.



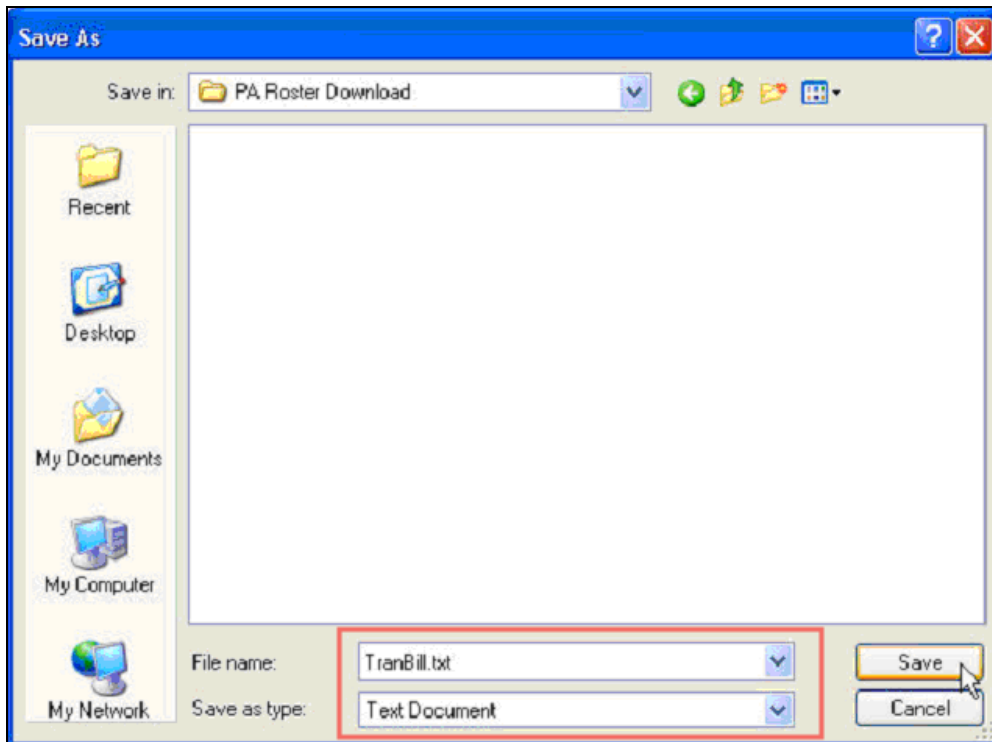
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The user needs to change the .txt to .csv using the "Save as type" drop down arrow and selecting .csv. This permits the file to open up in an Excel spread sheet. Click on "Save".



NOTE: If Notepad is used to download the file, the drop down arrow may not be available. In that case, you may need to overtype the .txt with .csv.

Phone Contact

- CSC Call Center: (800) 343-9000

Hours of Operation:

For provider inquiries pertaining to non-pharmacy billing or claims, or provider enrollment: Monday through Friday: 7:30 a.m. - 6:00 p.m., Eastern Time (excluding holidays)

For provider inquiries pertaining to eligibility, service authorizations, DVS, and pharmacy claims: Monday through Friday: 7:00 a.m. - 10:00 p.m., Eastern Time (excluding holidays) Weekends and Holidays: 8:30 a.m. - 5:30 p.m., Eastern Time