

Outpatient Authorization Entry Training

Overview

- All activity in the system is logged
- Log in by browsing to <http://www.gcbh.org>, hover over the Provider menu and select Provider Portal Login. Access to the authorization area of the website requires specific permissions obtained by submitting the proper forms as described in and downloadable from the first paragraph at <https://www.gcbh.org/ProviderPortal/index.cfm>.
- There is a countdown timer in the bar on the left side of every page. If this reaches zero, the user is automatically logged out. Browsing to a new page or saving a record resets the timer.
- All required fields marked with asterisk.
- Errors prevent continuation when conditions are met such as no data in a required field or identified bad data (8-digit SSN for example).
- After completion and submission, records are periodically processed. At that time, they can no longer be edited.
- Errors encountered during processing are shown as Outstanding Submission Errors. These should be infrequent.
- Records selected to modify must be formally submitted even if they have previously been submitted.
- Records can be deleted and undeleted. Unsubmitted records that have not been modified for 30 days are automatically deleted.
- Entering a new CID will pull basic demographic data from submitted consumer data if available after verification.

Demographics Screen(s)

- Demographics screens are identical in all request types with exception. A request for a field displaying the ending date of previously/currently authorized period will be added to the demographics screen. It will not be displayed for initial authorization requests. It will also only use data from this system. This will not be effective until authorizations granted after 10/1 come near to expiring, so this feature will appear in version 2. All suggestions for changes/improvements are welcome.
- Axis 1 Primary and Secondary and Axis 2 require DSM IV TR. Axis 3 and Axis 4 are required but are free text. Axis 5 must be integer between 0 and 100.
- Second Demographics page is visible in part or in whole based on checkboxes from first Demographics screen and consumer's age.

Type-Specific Information

- Content is displayed depending on what type of request was selected.
- For text field(s), only text and carriage returns are retained. No formatting is preserved when pasting.

Certifications

- Printer-friendly page available.
- Request not submitted until checkboxes are marked and Submit is clicked.