

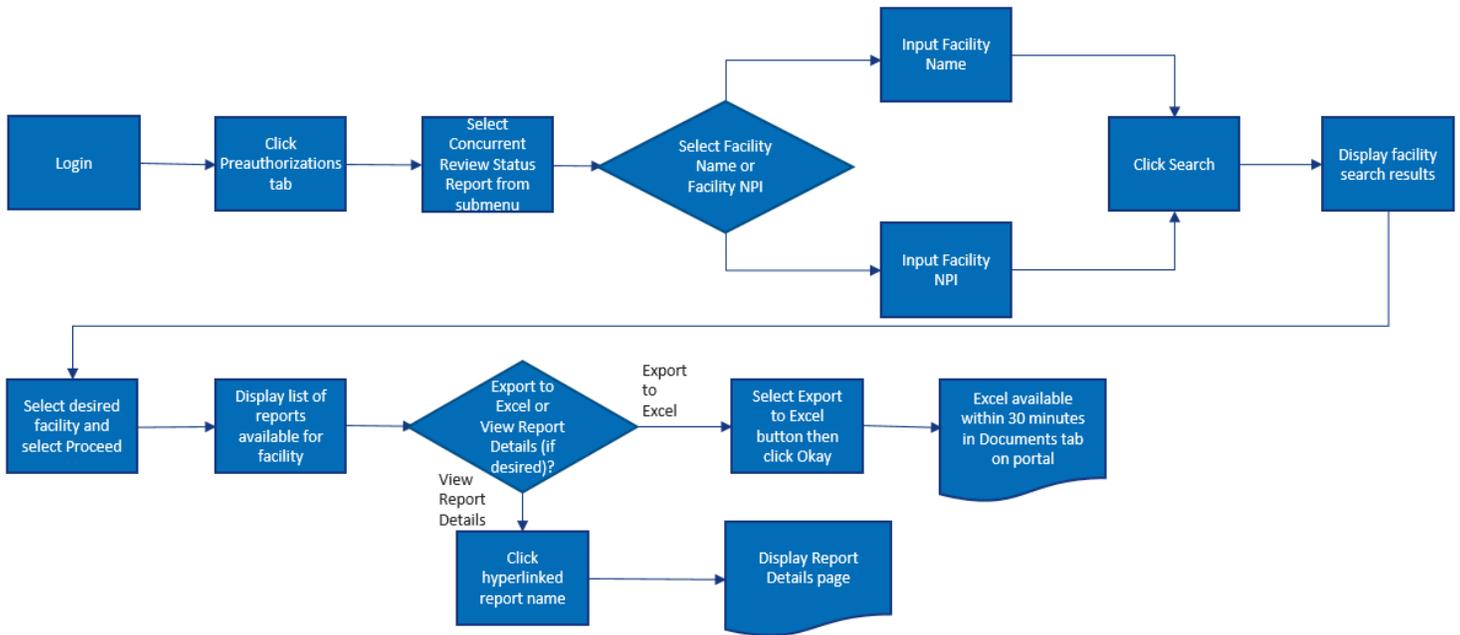
# Preauthorization Concurrent Review Status Report

Quick Reference Guide (QRG)

ConnectiC



This Quick Reference Guide (QRG) will provide an overview of the Concurrent Review Status Report process on the Provider Portal.



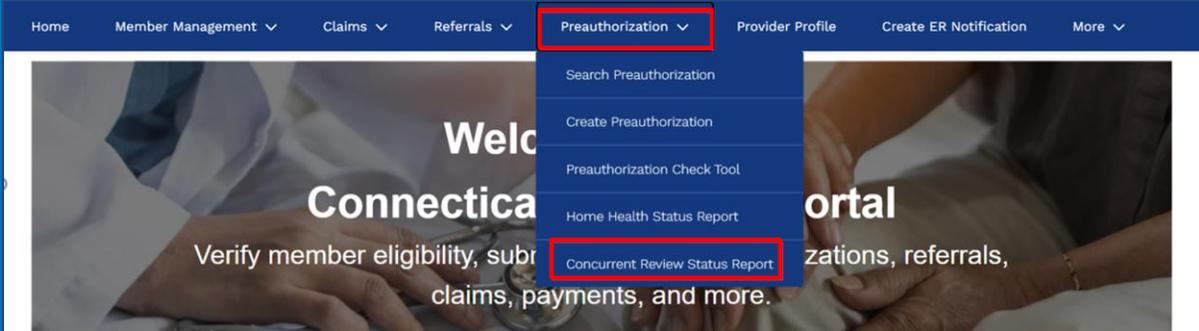
Let us look at the steps in detail for the Concurrent Review Status Report process.

**Purpose: To view the Concurrent Review Status Report.**



**Step 1:**

1. To search for a Concurrent Review Status Report from the Provider portal home screen:
  1. From the menu, select the **Preauthorization** tab.
  2. From the drop-down list, select **Concurrent Review Status Report**.





**Step 2:**

1. In the **Search By** field, select Facility Name or Facility NPI from the drop-down menu.

**Note:** For this example, we will use **Facility Name**.

### Concurrent Review Status Report

To refine your search, enter specialty, zip code or city and state.

Export To Excel Create Claim

Search By\*  
 Facility Name v

Facility Name

Facility NPI  
 Facility Name\*      Specialty

City      State v

Zip Code

Reset Search Search



**Step 3:**

1. Enter the **Facility Name** in the field.  
**Note:** The fields **Specialty**, **City**, **State**, and **Zip Code** are optional. You can enter the details in these fields if you want more precise search results. In the **Facility Name** field, you can search by entering at least 2 characters of the **Facility Name**. In the **Specialty** field, you can do a partial search by entering 4 letters.
2. Click **Search**.

### Concurrent Review Status Report

To refine your search, enter specialty, zip code or city and state.

Export To Excel Create Claim

Search By\*  
 Facility Name v

Facility Name\*

Specialty

City      State v

Zip Code

Reset Search Search



### Step 4:

1. The Facility details display, including the **Address** and **NPI number**.  
**Note:** Alert message will appear if search criteria did not return any results. You can use **Filter By** to filter the required Facility details from the search results.
2. Select the required row from the search results.
3. Click **Proceed**.

Select Provider

Filter By

Name	Address	Tax ID	NPI
<input type="radio"/> Albany Medical Center	43 New Scotland Ave, Albany, NY, 12208	100001175771	1184878274
<input checked="" type="radio"/> Albany Medical Center Hospital	1367 Washington Ave, Albany, NY, 12206	100001263524	1287465395

Total Records: 1 < Showing 1-2 >



### Step 5:

1. The **Concurrent Review Status Reports** display. You will be able to see the report details and the expiry (expiration) date.  
**Note:** These reports are usually generated twice daily and expire after 30 days.
2. Click on a report to view further details.

Select Provider

Name	Address	Tax ID	NPI
Albany Medical Center	43 New Scotland Ave, Albany, NY, 12208	100001175771	1184878274

Select Report

Report Name	Facility Name	Generated On	Expiry Date
<input checked="" type="checkbox"/> Concurrent Review Status Report_Albany Medical Center_100000157355_09:30:26 PM	Albany Medical Center	03/04/2021 09:30:26 PM	04/03/2021 09:30:26 PM
<input type="checkbox"/> Concurrent Review Status Report_Albany Medical Center_100000157355_04:00:19 PM	Albany Medical Center	03/03/2021 04:00:26 PM	04/02/2021 04:00:26 PM

Total Records: 1 < Showing 1-2 >



**Step 6:**

1. The detailed report displays along with the patient information.
2. Click **Export to Excel** to download the **Concurrent Review Status Report**.

**Note:** It takes up to 30 minutes to download the report.

### Concurrent Review Status Report

<b>Report Name</b> Concurrent Review Status Report_Albany Medical Center_100000157355_09:30:26 PM	<b>Facility Name</b> Commercial HMO	<b>Tax ID</b> 100001175771	<b>NPI</b> 1184878274	<b>Generated On</b> 03/04/2021 09:30:26 PM
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[Export to Excel](#)

Case Id	Patient Id	Patient Name	DOB	LOB	Company*	DX Type	DX Type	DX Description
004314666	AF779555G01	Gahana Shetty	02/25/1987	Medicaid	EmblemHealth	ICD10	V22	Motorcycle rider injured in collision with two or four wheeled motor vehicl

Total Records: 1 < Showing 1-2 >

\* Company = Insurance Company  
 \*\* Additional clinical (or discharge information) is required on the day after the last date listed in the Date of Service column.  
 \*\*\* IR = Initial Request; IA = Initial Approval; ID = Initial Denial; ER = Extension Request; EA = Extension Approval; ED = Extension Denial.  
 This report is system generated. The data it contains is not a guarantee of payment. All claims are subject to review for medical necessity, member eligibility and other coverage plan provisions.

## View and Export Documents



**Step 7:**

1. To view the report, click the **More** or **Resources** tab (the display changes with your access), and select **Documents**.

Home
Member Management ▾
Claims ▾
Referrals ▾
Preauthorization ▾
Provider Profile
Create ER Notification
User Management
Resources ▾

Documents
Resource Center
Contact Us

## Welcome to the Connecticare Provider Portal

Verify member eligibility, submit and view preauthorizations, referrals, claims, payments, and more.



**Step 8:**

1. Select **Concurrent Review Status Reports** from the drop-down menu.
2. Click **Search**.

Concurrent Review Status Report

Search By \*  
Concurrent Review Status Report



**Step 9:**

1. Select the desired report

Concurrent Review Status Report

Search By \*  
Concurrent Review Status Report

Select Report

Document Name	Created Date	Expiry Date
Concurrent Review Status Report_Albany Medical Center_100000157355_115126PM.csv	03/04/2021	04/03/2021
Concurrent Review Status Report_Albany Medical Center_100000157355_100039PM.csv	03/03/2021	04/02/2021

Total Records: 1 < Showing 1-2 >



**Step 10:**

The detailed **Concurrent Review Status Report** displays.

1. Click **Export to Excel**.
2. Once the Excel doc is generated, you will receive a notification in the top right corner of the screen. Click the Notifications icon to access your report.

The screenshot shows the ConnectiCare interface. At the top right, a user profile for Lucy Livingston is visible. A notifications panel on the right contains two messages: "Your requested report is ready" for a report generated on March 8, 2021, and another for a report generated on March 4, 2021. The main content area displays the "Concurrent Review Status Report" with the following summary:

Report Name	Facility Name	Facility ID	Generated On
Concurrent Review Status Report_Albany Medical Center_100000157355_09:30:26 PM	Commercial HMO	01/01/2020	03/04/2021 09:30:26 PM

Below the summary is a blue "Export to Excel" button. Underneath is a table with the following data:

Case Id	Patient Id	Patient Name	DOB	LOB	Company*	DX Type	DX Type	DX Description
004314666	AF779555G01	Gahana Shetty	02/25/1987	Medicaid	EmblemHealth	ICD10	V22	Motorcycle rider injured in collision with two or four wheeled motor vehicl

At the bottom left, it says "Total Records: 1" and at the bottom right, "< Showing 1-2 >".

Thank  
You