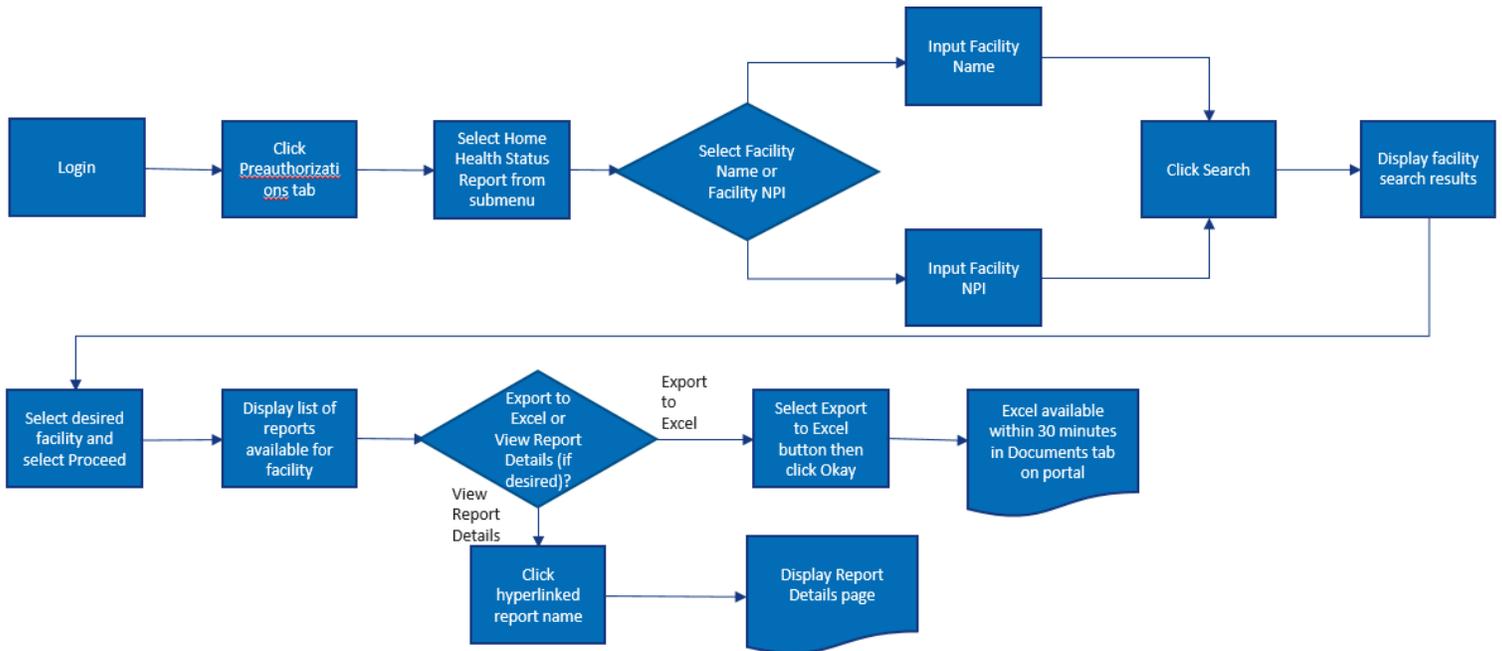


Preauthorization Home Health Status Report

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the steps needed to access and export the Preauthorization Home Health Status Report on the Provider Portal.

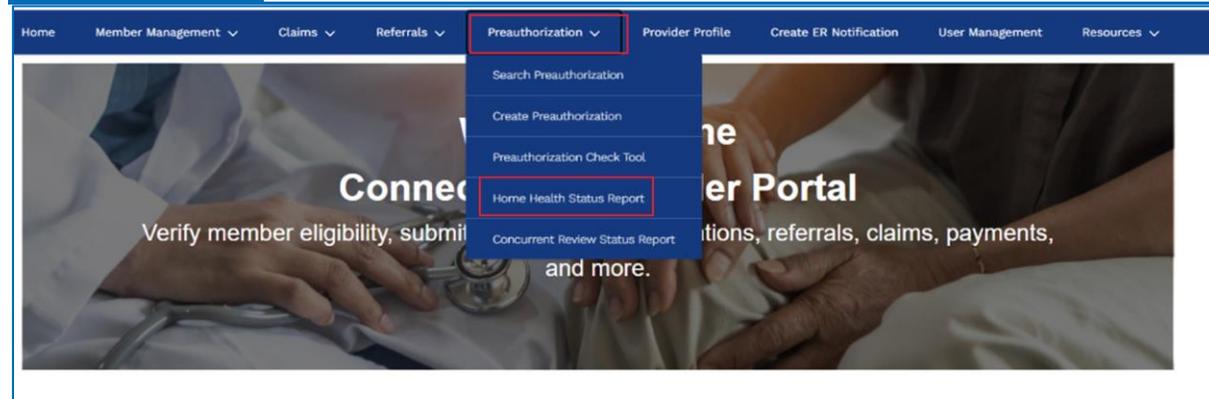


Let us look at the steps in detail for the Home Health Status Report process.

Purpose: To view Home Health Status Report.

Step 1:

1. From the ConnectiCare **Home** page, click the **Preauthorization** tab.
2. From the drop-down list, select **Home Health Status Report**.





Step 2:

1. In the **Home Health Status Report** screen, you can search by **Provider Name** or **Provider NPI**.
Note: for this example, we will use **Provider Name**.

Home Health Status Report

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

Search By *
 Provider Name ▼

Provider Name

Provider NPI

Provider Name * ▼

Specialty ▼

City ▼

State ▼

Zip Code



Step 3:

- To search by Provider Name:
1. Select **Provider Name** from the drop-down list and enter the **Provider Name**.
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 need to enter at least 4 letters.
 2. Click **Search**.

Home Health Status Report

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

Search By *
 Provider Name ▼

Provider Name * ⓘ Specialty ⓘ

City ▼ State ▼

Zip Code

Reset Search
Search



Step 4:

The Provider's details display, including **Address** and **NPI number**.

1. You can use **Filter By** to narrow your search results.
Note: An alert message will appear if your search did not return any results. Please adjust your criteria.
2. Select the required row from the search results.
3. Click **Proceed**.

Select Provider

Filter By

Name	Address	Facility ID	NPI	In-Network
<input type="radio"/> Albany Medical Center	43 New Scotland Ave, Albany, NY, 12208	100001175771	1184878274	No
<input checked="" type="radio"/> Albany Medical Center Hospital	1367 Washington Ave, Albany, NY, 12206	100001263524	1287465395	No

Total Records: 1 < Showing 1-2 >



Step 5:

1. The **Home Health Status Reports** display. You will be able to see 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 Report

Report Name	Provider Name	Generated On	Expiry Date
<input checked="" type="checkbox"/> Home Health Status Report_Albany Medical Center_100000157355_09:30:26 PM	Albany Medical Center	03/04/2021 09:30:26 PM	03/03/2021 09:30:26 PM
<input type="checkbox"/> Home Health Status Report_Albany Medical Center_100000157355_04:00:19 PM	Albany Medical Center	03/03/2021 04:00:26 PM	03/02/2021 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 **Home Health Status Report**.
Note: It takes up to 30 minutes to generate the report.

Concurrent Review Status Report

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

[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 85 < 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. Click the **More** or **Resources** tab (your view 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 **Home Health Status Reports** from the drop-down menu.
2. Click **Search**.

Documents

Click on the document name to download your report.

Document Type *
Home Health Status Report

▼

Reset Search
Search



Step 9:

1. Select the desired report.

Home Health Status Report

Search By *
Home Health Status Report

▼

Reset search
Search

Select Report

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

Total Records: 1 < Showing 1-2 >



Step 10:

The detailed **Home Health Status Report** displays.

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

Lucy Livingston ▾

Home Member Management ▾ Claims ▾ Referrals ▾ Prior Authorizations ▾ Provider Profile

Notifications Mark all as read ✕

Home Health Status Report

Report Name	Facility Name	Tax ID	NPI	Generated On
Home Health Status Report_Albany Medical Center_100000157355_09:30:26 PM	Commercial HMO	100001175771	1184878274	03/04/2021 09:30:26 PM

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 >

Thank
You