

MIDAS User's Guide Provider Portal For Providers Revised: January 2017

MIDAS User's Guide Provider Portal

Table of Contents

Logging In2
Provider Service Acknowledgement 4
Home/Welcome Screen5
Provider Management
Provider Demographics
Additional Information
Bed Information10
Provider Contacts11
Care Management12
Search Service Authorizations13
Search Claim Payments



MIDAS User's Guide Provider Portal For Providers Revised: January 2017

Logging In

 MIDAS is an internet based site, which stands for Member Information Documentation and Authorization System, and can be found by accessing the "MIDAS Provider Portal Login" link on the Lakeland Care Inc. website:

www.lakelandcareinc.com under the Provider Tab.



Welcome to Lakeland Care

Lakeland Care started one of the first Family Care programs in the state more than 16 years ago. We can help meet your long term care needs.

Once on the Midas website (<u>https://www.LCI-midas.com/</u>), choose the "Provider Portal" System, enter the Login and Password provided by Lakeland Care Inc., choose the "Production" Environment, and click "Login":

a. Login = Provider Location Reference ID# (UAxxxx)

b. Initial Password = family

Home	Resource Centers	Contact Us	Links
		System: Provider Portal Login: Password: Environment: Production V Login	✓
	1	Log In Help	ND CARE sionate. Dependal



- You will be prompted to change your password the next time you log in. The password section can be found in the MIDAS Provider Portal Additional Information section:
 - a. Passwords must contain at least 5 characters, and are case sensitive. Passwords can contain alpha and numeric characters, but can't contain any special characters (i.e. #, @, !).
 - b. Passwords will expire every 90 days.
 - c. If a member of the Network Relations Division resets your password, it will be set as "family".
 - d. You cannot lock yourself out of MIDAS.

Home Me	mber Mgmt	Care Mgmt	Medical Mgmt	Provider Mgmt	Fiscal Mgm	nt Repor	ts Q-A	Admin
Provider A	dditiona	I Informat	ion				New Search	Back
Provider Billing Prov	ID: 123456	789, UA1729 789		Provider Na Billing Prov	ider TEST	PROVIDER PROVIDER		
Office Ho	urs: M-F 8a	- 4:30p						
Biling	ual: OYes	• No		Facility Le	vel:			~
Langua Spol	ges None s	pecified						
Specificati	ons:							0
Provider Direc Comme	tory nts:							0
Taxon	omy ode:			Suspend Automa Service A Print	nted Nuth ●Yes Ing: ○No	s		
Coun	ties Fond d	u Lac, Manitow	voc, Winnebag	o <u></u>				
Member Gro Ser	vedi Popu Dinfin Phys Whe Deve	Ilation Over 60 m of Aging ically Disabled elchair/Handicap; elopmentally Disa	oed Accessible bled	Population Under Alzheimer's Dementia AODA Traumatic Brain I	60 0 1	Corrections Ferminal Illne Mentally Ill	ss	
Claim Submis	sion		~					
Gender Spe Faci	cific No No Mal Fen	e nale		Fiscal Y Ending Mo	nth: Dec	~		
Business Or	ganization	and Demogra	aphic Inform	ation				
Characteristics	Dis	advantaged Busir Available	ness Enterprise (DBE)	[[State Min	ority Business cupied	

e. Providers cannot change their password unless prompted by MIDAS.

MIDAS Provider Portal Account Information						
Login ID: test	Date Created: 11/14/2012 9:28:34 AM					
Password:	Confirm Password:					



Provider Service Acknowledgement

Providers are required to acknowledge all service authorizations before being able to navigate to any other screen within the MIDAS portal. This can be done simply by checking the box next to Select/Unselect All and then clicking save at the bottom of the screen.

Provider Service Acknowledgement





Home/Welcome Screen

- 1. The Home/Welcome Screen is the first screen viewable upon logging in:
 - a. Support links are available such as "MIDAS Support", or "Provider Support".
 - b. To navigate throughout MIDAS, use the Menu Bar, which will display additional dropdown menus. For example, "Home" on the Menu Bar drops down into News and User Documents. User Documents is further defined in the following section.
 - c. News & Updates will be displayed based on recent MIDAS news and updates (i.e. upcoming Provider Meetings, updates to screens, system maintenance, etc).

Lakeland Care, Inc. Provider	Portal	Wednesday, February 08, 2017
MIDAS Support MAC User Support Contract Speciali	sts Support	Links Log Out
Home Provider Mgmt Care Mgmt Admin	Menu Bar	
Welcome to M.I.D.A.S		News & Updates Edit
Member Information Documentation and Authorization	News &	There currently are no news items.
News	Updates	
User Documents		
the chairs for the constant attraction of a second		
my choice Family Care ©2015. All Rights Reserved		



2. User Documents is a guidelines and forms repository, formatted similarly to Windows Explorer. To navigate, click on a folder or plus (+) symbol to expand a section:

NOTE: This is where the Provider Portal User Guide, Addenda and Lakeland Care Inc.'s WPS Claim Form for paper claim submission will be listed.

Homc	Provider Mgmt	Carc Mgmt	Admin	
ews ser Docum	ients	D.A.S	I Authorization System	News & Updates Edit There currently are no news items.
Folders			Files	
⊡ © Use	er Documents		Name	Date Modified
			WPS CORRECTED CLAIM FORM V1.pdf	5/29/2012 8:10:44 AM
			WPS Electronic Funds Transfer Form.pdf	6/6/2012 1:22:49 PM
		\sim		



Provider Management

- 1. Within the Provider Management drop down, Providers can access:
 - Provider Demographics
 - Additional Information
 - Bed Information
 - Provider Contacts

Home	Provider Mgmt Care Mgmt	: Admin	
Welco	Provider Demographics		News & Updates Edit
Member I	Additional Information	nd Authorization System	There currently are no news items.
	Bed Information		
	Provider Contacts		
	Provider Attachments		
	Change Provider		
		1	



Provider Demographics

1. To view the demographic information that Lakeland Care Inc. has on file, choose Provider Demographics:

Home	Provider Mgmt	Care Mgmt	Admin	
Welco	Provider Demographics Additional Information			News & Updates Edit
Member I			nd Authorization System	There currently are no news items.
	Bed Information			
	Provider Contacts			
	Provider Attachments			
	Change Provider			

2. The Provider Demographics screen cannot be edited by Providers. Updates should be reported to Lakeland Care Inc.'s Network Relations Division.

NOTE: The Provider ID is the company's tax ID and Location Reference ID is auto-assigned by MIDAS.

Home P	rovider M	gmt Care Mgmt	Admin		
Provider	Demo	graphics (Upd	ate)		Auto
Pro	vider ID	L23456789 EIN		Location UA1729	A a a i a ma a d
4	NPI:			Misc ID:	Assigned
Medi	caid ID:				
Orga / Las	t Name:	EST PROVIDER			
First	t Name:			Middle Name:	
Address	s Line 1:	N6654 ROLLING ME/	DOWS DRIVE	Get Address from Parent	
Address	Line 2:				
	City:	FOND DU LAC		State: WI	
	Zipi	54937		County: Fond du Lac	
		Sheek Federal Dravider	Evelusion	Tond dd Ede	
Phone N	Lumber: 🛙	neck Federal Provider	Exclusion	Eax Number	
Filone	univer.	1(920) 906-5154			
Email A	Address				
Website A	Address:				
Main L	Location Contact:				
Charact	eristics	Member Specific		Information Only	
Busines	ss Type:	T19/Medicaid	T18/Medicare		
S	ynopsis:				
Provider Bi	lling In	formation			
Entr	ing Info ry Style:	 Enter Billing Inf 	ormation		
		Make Same as /	Above		
Billing F	Provider p	IN		Billing Provider ID: 123456789	
10 Q	NPI:				
Orga	nization [TECT DOOMDED			
/ Las	t Name:	TEST PROVIDER			
First	t Name:			Middle Name:	
Address	Line 1:	N6654 ROLLING ME	DOWS DRIVE		
Address	Line 2:				
	Cityi	FOND DU LAC		State: WI	
	Zip:	54937			
		54557			



Additional Information

1. To view the additional information that Lakeland Care Inc. has on file, choose Additional Information:

Home	Provider Mgmt Care Mgmt	Admin	
Welco	Provider Demographics	rovider Demographics	
Member I	Additional Information	nd Authorization System	There currently are no news items.
	Bed Information		
	Provider Contacts		
	Provider Attachments		
	Change Provider		

2. The Provider Additional Information screen cannot be edited by Providers. Updates should be reported to the Lakeland Care Inc.'s Network Relations Department for any areas that need updating or editing. Lakeland Care Inc. will not be sending paper authorizations to Providers.

a. Suspend Service Authorization (SA) printing:

- Yes=service authorizations will be submitted to providers electronically.
- No=service authorizations will be mailed to providers in a paper format.

Home Provide	r Mgmt	Care Mgmt	Admin			
Provider Add	itiona	al Informa	tion			
Provider 1D:	123456	789, UA1729		Provider Name:	TEST PROVIDER	
Billing Provider ID:	123456	789		Billing Provider Name:	TEST PROVIDER	
Office Hours:	M-F 8a	- 4.30p				
Bilinguals	OYes	• No		Facility Level:		~
Languages Spoken:	None s	pecified _				
Specifications						1
Provider Directory					_	
Comments						
Taxonomy				Suspend Automated		See "a" for
Coder				Service Auth	©Yes ONo	further
				Printing	0110	evolanation
Counties Served:	Fond d	u Lac, Manito	woc, Winneba	ago		explanation
Hember Groups	Pope	lation Over 60		Population Under 60	Corrections	
Served	Infirm of Aging			Alpheimer's	Terminal Eliness	
	Phys	ically Disabled		Dementia	Mentally II	
	Wheelchair/Handicapped Accessible			AODA	1.000.000.000	
	Deve	slopmentally Die	abled	Traumatic Brain Injur	Ŷ	
Gender Specific				Fiscal Year		
Facility	⊙ Mala			Ending Honth:		
	O Female					
Rusiness Ornan	ization	and Demor	raphic Infor	mation		_
Characteristics	[] ni		in any Fathered	(DBE)	The state strends	
	L 08	advantaged but	uness Enterprise	e (cide)	State Minorit	y businesa
	E RN	Available			Owner Occupi	ed
Demographic Su	mmary	of Board of Die	ectors / Agen	cy Owners I	Last Updated/Reviewed	:2/7/2017 9:40:13 AM
Enter the number	r of boa	ard members	or owners wh	to belong to each liste	d category: Show]	Instructions
Eth	nicity	Female	Hale	Total		
Asian or P Isi	ander			0		
African-Ame	rican			0		
His	pank)[0		
Ame Indian/Alaskan M	ative			0		
S - 3	white			0		
	Total	0	0	0		



Bed Information – Residential Providers ONLY!

1. To view the bed information that Lakeland Care Inc. has on file, choose Bed Information:

Home	Provider Mgmt	Care Mgmt	Admin	
Welco	Provider Demogra	aphics		News & Updates Edit
Member I	Additional Information		nd Authorization System	There currently are no news items.
~	Bed Information			
	Provider Contacts			
	Provider Attachm	ents		
	Change Provider			

2. The Bed Information screen cannot be edited by Providers. Updates should be reported to the Lakeland Care Inc. Network Relations Division.

Home	Provider Mgmt	Care Mgmt	Admin			
Provide	er Bed Info	rmation				Back
	Prov Na	ider me: TEST PROV	/IDER	Provider ID:	123456789, UA1729	
	Prov Cont	ider act: 1(920) 900	5-5154	Provider Address:	N6654 ROLLING MEA FOND DU LAC, WI 54	DOWS DRIVE 937
AFH	Numbe Certified/Licen Beds indica	er of Ised ted:		Beds occupied b	y MCO members.	
		Beds	Total	MCO Beds	Non-MCO Beds	Beds Available
Pri	ivate Rooms:	0		0	0	0
Do	uble Rooms:	0		0	0	0
т	riple Rooms:	0		0	0	0
Roon	ns with More than 3 Beds:	0		0	0	0
There are o	currently no mem	bers with open au	thorized ser	vices in your facility.	•	
Update	Cancel/Ret	urn				



Provider Contacts

1. To view the provider contact information that Lakeland Care Inc. has on file, choose Provider Contacts:

Home	Provider Mgmt	Care Mgmt	Admin		
Welco	Provider Demograp	phics		News & Updates Edi	t
Member I	Member It Additional Information		nd Authorization System	There currently are no news items	s.,
	Bed Information				
C	Provider Contacts		>		
	Provider Attachmer	nts			
	Change Provider				

- 2. Providers can maintain their Provider Contact information. To enter new contact information:
 - 1. Click on the "Add" button at the bottom of the screen.
 - 2. Choose the appropriate contact type, enter contact information and choose "Save".
 - 3. To edit contact information, click on the applicable contact, make appropriate changes under contact detail, and choose "Save".

Home	Provider Mg	gmt	Care Mgmt	Admin		
Provid	er Cont	act D	etail			Back
Provi	der Name:	TEST P	ROVIDER		Provider ID: 123456789, UA1729	
Con	tact Type:					
	Prefix:	Accour	nts Receivable strator			
F	irst Name:	Admissions/Referral Assistant Manager		St Contact Type		
	Title:	Author Rilling/	Authorizations Coordinato Billing/Claims Specialist 1	inator		
	Address:	Billing/	Claims Specia Claims Specia	list 2		
	Address 2:	CEO/C	wner/Preside	nt		
	City:	Chief F Chief I	financial Office Information Off	er icer	e: Zip Code:	
	Phone:	Chief C Custon Custon Directo	Chief Operating Officer Customer Service Manage Customer Service Rep	er anager P	Cell: Home:	
Emai	I Address:	Directo	or Of Nursing			
Cont	act Active:	Operat	ions Manager		Contact Inactive:	
Commer	its:	Overrid Rehab Reside Sales/I	le Rate Conta Department Intial Manager Marketing	ct		^
Add	Cancel/Ret	um	Entered In	n Error		~



Care Management

1. Within the Care Management drop down, Providers can:

- Search Service Authorizations
- Search Claim Payments

Home P	rovider Mgmt	Care Mgmt	Admin	_		
Welcom	e to M.I.	Search Service	Authorizations		News & Updates	Edit
Member Information Doct	Search Claim Pa	yments	System	There currently are no	news items.	
		Client Service R	equests			



Search Service Authorizations

1. To search service authorizations, choose Care Management > Search Service Authorizations

Home Provider Mgmt	Care Mgmt	Admin	_		
Welcome to M.I.	Search Service #	uthorizations		News & Updates	Edit
Member Information Docu	Search Claim Payments		ı System	There currently are no news	items.
	Client Service Re	quests			
			-		

2. Select the applicable criteria, and "Search":

Home	Provider Mgmt	Care Mgmt	Admin								
Search	Search Service Authorizations										
Authoriza	Authorization List Search Criteria										
Provid	der: TEST PROVIDE	R N6654 ROLLI	NG MEADOWS DRIVE, FOND DU L	AC							
Auth O	pen: Date:	All Dates	~								
Auth Clo	sed: 🗌 Member:		Procedure:	Auth No:							
Search	Search Reset Show Notes Show Date of Birth Show only Auths waiting to be sen										
Enter sea	Enter search criteria and click search to display service authorizations.										
Enter scar	ch criteria and cli	Notes D Show	Date of Birth play service authorizations.	Show only Auths waiting to be set							

<u>Auth Open</u>: refers to available service authorizations that have a service period that is open on the current date.

<u>Auth Closed</u>: refers to service authorizations that the service end date is before the current date.

To see future auths, do not check open or closed and use the **Date Selection** to look to future service periods – *monthly authorizations are available 5 days* before the beginning of the next month.

Auths created or modified today will not show up on the Provider Portal until after 6pm daily when the MIDAS system sends all of the newly created/modified authorizations to the Provider Portal.



Using the month of October 2012 as the point of data collection:

	MIDAS Support MAC	User Support Contract Specia	lists Log C
Home	Provider Mgmt	Care Mgmt Admin	
Search	n Service Aut	horizations	
Authoriz	ation List Search C	riteria	
Prov	ider: TEST PROVIDE	ER N6654 ROLLING MEADO	VS DRIVE, FOND DU LAC
Auth	Open: Date:	All Dates	
Auth C	losed: Hember:	Service Start Date Service End Date	lure: Auth No:
Search	Reset Show	Start or End Date	Show only Auths waiting to be se
Enter sea	arch criteria and cli	Service Covering Period Service Within Period	authorizations.
		New or Revised Date	
		Revised Date	

Service Covering Period

 Covering the period means an authorization's service date started on or before 10/1/2012 and ended on or after 10/31/2012 so that the entire month of October was in the authorization. which is why we use the term covering. An authorization with 10/1/2012 to 10/31/2012 service period perfectly covers the October period exactly, an authorization from 7/1/2012 to 12/31/2012 covers October but all other months as well.

Service Within Period

Within the period means the authorization touches some part of the period. Could be as little as one day, just the first day, just the last day or anything more, including covering. Within includes all the Covering authorizations and then all the authorizations that did not cover but were within the period by some subset. Both the auth examples listed in the Service Covering Period are also included in the Service Within Period. In addition, the following that are Service Within Period but not Service Covering Period: Authorization from 10/1/2012 to 10/7/2012, Auth from 9/1/2012 to 10/1/2012, Auth from 10/31/2012 to 12/31/2012.

New or Revised Date

Home	Provider Mgmt	Care Mgmt	Admin						
Search	Service Aut	horization	5						
Authorizat	Authorization List Search Criteria								
Provid	ler: TEST PROVIDE	R N6654 ROLL	ING MEADOWS	DRIVE, FO	ND DU LAG	0			
Auth O	pen: 🗸 Date:	New or Revise	d Date 🗸	From: 1)/01/2012		то: 10/31/2012	-	
Auth Clo	sed: 🗌 Member:		Procede	ure:			Auti	No:	
Search Reset Show Notes Show Date of Birth Show only Auths waiting to be sent									
Enter sear	ch criteria and cli	ick search to di	splay service	authoriza	tions.				

When IDT staff make a change or create a new service authorization the Provider will be able to search for these authorizations through this option. Providers can specify the date that they want to search so Providers can monitor for updated or new authorizations entered into MIDAS. It is important to remember that the only change

IDT staff can make to a completed authorization is the Service End date.



After you have selected your criteria, the following information will be visible on your screen:

Provider: TEST PROVIDER 123 MAIN STREET, FOND DU LAC Auth Open: Date: All Dates Procedure: Auth No: Service Review Authorizations found. Click on an auth number link for details authorizations found. Click on an auth number link for details Service Stark Stark Review Authorization Street Stark Stark Benerics Service Review Authorization Stark Stark Stark Benerics Service Review Authorization Stark Stark Stark Stark Benerics Authorization Stark Stark Stark Stark Stark Benerics SHC Routine Home Care 15M SU17/2012 11/16/2012 Auto Renew SHC Routine Home Care 15M SU17/2012 11/16/2012 Auto Renew SHC Routine Home Care 15M SU17/2012 11/16/2012 Auto Renew SHC Routine Home Care 15M SU17/2012 11/16/2012 This is how you will download your authorization information so it can be entered into the EDI system or modified into an excel	uthorization List Search Cr	iteria					
Auth Open: Date: All Date: Auth Classed: Date: Procedure: Auth No: Service: Show Notes: Show Date of Bith Show only Auths waiting to be sent authorizations found. Click on an auth number link for details Service: Auto buth No Client Name: Procedure Service: Service: 22 DRIVER, DONALD SHC Routine Home Care 15M 9/12/2012 11/16/2012 11/16/2012 22 DRIVER, DONALD SHC Routine Home Care 15M 9/12/2012 11/16/2012 11/17/2013 24 UTTLE SHC Routine Home Care 15M 9/12/2012 11/16/2013 Information so 24 UTTLE SHC Routine Home Care 15M 9/12/2012 11/13/12012 Information so 24 UTTLE SHC Routine Home Care 15M 9/12/2012 12/31/2012 Information so 24 UTTLE SHC Routine Home Care 15M 9/12/2012 12/31/2012 Information so 24 UTTLE SHC Routine Home Care 15M 9/12/2012 12/31/2012 Information so 24 UTTLE SHC Routine Home Care 15M 9/	Provider: TEST PROVIDER	123 MAIN STREET, FOND DU LAC					
Auth Classel: Cleent: Procedure: Auth No: Section: Show Date of Birth Show only Auths waiting to be sent authorizations found. Click on an auth number link for details Service Auto Section: Procedure: Service: Service Auto SHC Routine Home Care 15M 9/12/2012 11/16/2012 11/4/2013 I/4/2013 SHC Routine Home Care 15M 9/12/2012 10/31/2012 1/4/2013 I/4/2013 SHC Routine Home Care 15M 9/12/2012 12/31/2012 1/4/2013 I/4/2013 SHC Routine Home Care 15M 9/12/2012 12/31/2012 1/4/2013 I/4/2013 SHC Routine Home Care 15M 9/12/2012 12/31/2012 1/4/2013 I/4/2014 SHC Routine Home Care 15M 9/12/2012 12/31/2012 I/4/2013 I/4/2014 SHC Routine Home Care 15M 9/12/2012 12/31/2012 I/4/2014 I/4/2014 SHC Routine Home Care 15M 9/12/2012 12/31/2012 I/4/2014 I/4/2014 SHC Routine Home Care 15M 9/12/2012 12/31/2012 I/4/2014 I/4/2014 No unuthorization information so it can be entered into the	Auth Open: 📝 Date:	All Dates •					
Image: Second Second Click on an auth number link for details Authorizations found. Click on an auth number link for details Suth No Client Name Procedure Service SHC Routine Home Care 15M 9/17/2012 9/12/2012 SHC Routine Home Care 15M 9/12/2012 SHC Routine Home Care 15M 9/12/2012 10/16/2012 9/17/2012 10/13/2012 9/17/2012 10/13/2012 9/17/2012 12/4/2013 9/17/2012 12/4/2013 9/17/2012 12/31/2012 9/17/2012 12/31/2012 9/17/2012 12/31/2012 9/17/2013 9/17/2012 9/17/2014 12/31/2012 9/17/2015 12/31/2012 9/17/2012 12/31/2012 9/17/2013 9/17/2012 9/17/2014 12/31/2012 9/17/2015 12/4/2013	Auth Closed: Client:	Procedure:	Aut	th No:			
authorizations found. Click on an auth number link for details with No Client Name 21 Procedure 21 SHC Routine Home Care 15M	Search Reset Show	Notes 📃 Show Date of Birth	Show or	nly Auths waitin	g to be sent		
Nuth No Client Name Procedure Service Star Service Service 2012/2012 Auto Renew Unit SHC Routine Home Care 15M \$2/17/2012 11/16/2012 1/4/2013 Auto Renew SHC Routine Home Care 15M \$2/17/2012 10/31/2012 1/4/2013 Auto Renew SHC Routine Home Care 15M \$2/17/2012 12/31/2012 1/4/2013 Auto Renew SHC Routine Home Care 15M \$2/17/2012 12/31/2012 1/4/2013 Auto Renew SHC Routine Home Care 15M \$2/17/2012 12/31/2012 1/4/2013 Muto Renew	authorizations found. Clic	k on an auth number link for details					
SHC Routine Home Care 15M 102 DRIVER, DONALD SHC Routine Home Care 15M SHC Routine Home Care 15M S	with No Client Name 🖲	Procedure	Service	Service End	Auto Renew Until		
102 DRUCER, DONALD SHC Routine Home Care 15M 9/5/2012 10/31/2012 1/4/2013 With Reliew 31 LITTLE SHC Routine Home Care 15M 9/17/2012 12/31/2012 1/4/2013 With Reliew	2	SHC Routine Home Care 15M	9/17/2012	11/16/2012	_	1	Auto Popow
22 LITTLE SHC Routine Historica 15M STITTLE SHC Routine Historica 15M Strong and the state of th	107 DRIVER, DONALD	SHC Routine Home Care 15M	9/5/2012	10/31/2012	1/4/2013	~	Auto Kenew
This is how you will download your authorization information so it can be entered into the EDI system or modified into an excel	22 LAMB, MARYHADDA	SHC Routine House 15M	9/17/2012	12/31/2012			·
This is how you will download your authorization information so it can be entered into the EDI system or modified into an excel							

Auto Renew: The IDT staff will enter authorizations into MIDAS using a Service Start Date and an "Auto Renew" date. The Auto Renew feature allows LCI to create **one** authorization for the duration of the service, each subsequent month; MIDAS will add additional units of service to the current authorization, up until the Auto Renew date (no more than 6 months). As a provider you will see the same Service Start Date each month and the Service End Date will continue to extend out until the Auto Renew Date has expired.

Export feature: In an effort to provide easy access to Provider service authorization data, MIDAS does have an Export feature. This feature allows the Provider to pull the service authorization information into an EXCEL document:

X	5 7	- (° ^µ - =				10724-20121004-103241-	ServiceAuths	[Read-Only]	 Microsoft Ex 	cel					
	File	Home	Insert	Page Layout Formulas	Data	Review View Developer								۵ 🕜	- # X
Pa	iste	Cut Copy +	Calib	ri • 11 • A ∡ <u>u</u> • • ॐ •		■ ● ◇ ■ Wrap Text ■ ■ 律律 國 Merge & Cent	Gene	al % , ₹.0	Condit	ional Format Ce	II Insert	Delete Form	Σ AutoSur	n * 27 d Sort & Fi	N nd &
	Clipbe	oard	iver Ta	Font	-	Alignment	- 54	Number	Format	ting * as Table * Style Styles	5* *	Cells	Z Clear	Filter * Se Editing	lect *
	J	6	• (=	f _x											~
1.2	A	В	С	D	E	F	G	Н	1	L	K	L	M	N	0
1	Service	Auths													
2	ClientI	D CaseID	Auth Number	ClientFullName	Procedure Code	Procedure	AuthStart Date	AuthEnd Date	renewUntil Date	EnteredOnDate	Units	CancelFlag	CareManager	Frequency	
3	10000	06 0	89	LAMB, MARYHADDA L	S5130	SHC Routine Home Care 15M	7/12/2012	7/30/2012	1	9/6/2012 11:20	3	0	Ztews, Sara	Weekly	
4	10000	06 0	93	LAMB, MARYHADDA L	S5130	SHC Routine Home Care 15M	9/17/2012	12/31/2012		9/17/2012 10:13	12	-1	Ztews, Sara	Weekly	
5															
6															
7															



New or Updated Authorizations: you will see a column on the right that alerts you to when the authorization was modified.

2 authorizations found. Click on an auth number link for details								
Auth No Client Name 🖲	Procedure	Service Start	Service End	Auto Renew Until	When Updated			
94	SHC Routine Home Care 15M	9/17/2012	11/16/2012		10/2/2012			
93 LAMB, MARYHADDA LITTLE	SHC Routine Home Care 15M S5130	<u>9/17/2012</u>	12/31/2012		10/2/2012			

<u>Partial Cancellation</u>: The IDT staff will "partially cancel" an authorization in the MIDAS system when a member is temporarily not receiving the services, therefore no claims should be submitted during the specified time frame.

Home Provider M	lgmt Care Mgmt Adr	nin	
Service Authori	zation		
Client ID:	100006 Client Name:	LAMB, MARYHADDA LITTLE	Ē.
CMU:	Central		
Case Manager:	Sara Ztews	RN:	Amanda Ztavs
Authorization Number:	93	Entered On Date:	9/17/2012
Service Type:	Supportive Home Care		
Procedure:	S5130 - SHC Routine H	lome Care 15M	
Service Provider:	TEST PROVIDER		
Provider Address:	123 MAIN STREET, FOR	DU LAC 54937 Tel:(192	0 123-4567
Service Start Date:	9/17/2012	Service End Date:	12/31/2012
Service Location:	Home	Units:	12
Frequency:	Weekly		
Status:	Approved by Care Man	ager	
Cancel Authorization:	Yes Cancellation Reason:	Partial cancellation: Please 10/02/2012 - 10/04/2012	e provide services excluding dates
Sent To Provider:	Yes	Revised:	Yes (10/4/2012)
Notes:	use the backdoor - she	has a BIG dog.	
Return Print Co	PY		Claim History Report Problem



<u>Full Cancellation</u>: The IDT staff will "fully cancel" an authorization in the MIDAS system when there is a problem with the authorization starting from the start date, therefore no claims should be submitted against this authorization.

Service Authorization

Client 10:	100006	Client Name: LAMB, MARYHADDA LITTLE	
CMU:	Central		
Case Manager:	Sara Z <u>te</u> ws	RN: Amanda Zt <u>a</u> vs	
Authorization Number:	103	Entered On Date: 9/27/2012	
Service Type:	Adult Family	Home	
Procedure:	0120- AFH	1-2 BED Room and Board	
Brovider Address:	 11		
FIOVIDEI Address.	41		
Service Start Date:	9/27/2012	Service End Date: 10/4/2012	
Service location:	Nursing Home	e Units: 1	
Frequency:	Daily		
Status:	Approved by	y Care Manager	
Cancel		Cancellation	
authorization: Yes		Reason: Full cancellation: Please do not provide any	services
Sent To Provider:	Yes	Revised: Yes (10/4/2012)	
Notes:			
Return) Print Copy		Claim History	Report Problem



Search Claim Payments

1. To search claim payments, choose Care Management > Search Claim

Home P	Provider Mgmt	Care Mgmt	Admin	_		
Welcome to M. Member Information Do	e to M.I.	Search Service	Authorizations	ı System	News & Updates	Edit
	ormation Docu	Search Claim Pa	yments		There currently are no	news items.
		Client Service Requests				

Payments:

3. Choose the applicable criteria, and "Search":

Home P	Provider Mgmt	Care Mgmt	Admin			
Search Cl	aim Payme	ents		Search By:	All Claims	Tick
Pi	rovider: TEST I	PROVIDER 12	3 MAIN STREE	Paid on Date: Hele?	All Claims Check or Claim Number Client Characteristics	
Sea	arch By: All Clai	ms —		summarize By:	Auth Number(s) Procedure	
Paid o	n Date: Help7 From	1/01/2012	То	arcii Meser	Service Type Service Date	
Summa	rize By: 🧕 Nor	e 🕑 Service (Procedure 🔘	— Ра	Advanced (Multiple Criteria)	
Search R	eset					

Home Provider	Mgmt Ca	re Mgmt	Admin													
Search Claim P	ayments	i -													∢ Ba	ick
Providers	TEST PROV	IDER 123 M	AIN STREE	T, FOND	DU LAC											
Search By:	Al Cains															
Paid on Date:	From 1/1	01/2012	То	9/14/20	12											
Summarize By:	@ None ()	Service 🔿 P	rocedure 🔿	Client (Claim	O Payro	eta									
Search Reset													Add	to Sav	ed Sea	rches
Claims Summary	by All (0 s	ammaries)													NPORT	
Claim Provider ID = 1	23456789,	Auth Provider	= 1234567	89-UA6	86 (TEST	PROVI	DER), w	ith Paid	On Dat	e betw	een 1/	01/2013	2 and 9	/14/201	12	
Client Last First Pr ID Name Name Co	oc Procedur de Descripti	e Service () on Type ()	IU ID	Provider Name	Claim Number	Check Number	Service From	Service To	Date Recv	Date Paid B	Units Silled	Amount Billed	Units Paid	Amount Paid	Auth Number	EX Code
No Records Found																