

# AccuCare Billing Guide

## Authorization Tracking

The first screen is to select the client. When you locate the client with which you will be working, select the client's record by clicking on his/her name. This action will take you the next screen.

The screenshot shows the AccuCare Billing > Authorization Tracking > Search interface. At the top left is the AccuCare logo. Below it, the breadcrumb path "Billing > Authorization Tracking > Search" is displayed. A instruction reads: "Select search criteria for client(s), use single or multiple search fields." The search form includes several input fields: "Last Name:" with a text box, "SSN:" with a text box, "Billing Ref No:" with a text box, "Insurance Company:" with a dropdown menu, "Number of Units Remaining:" with two text boxes and "to" in between, and "Days of Remaining Authorizations:" with two text boxes and "to" in between. There is a checkbox labeled "Include Ins Plans With End Dates." and three buttons: "Search", "Display All Clients", and "Clear Search". Below the search form is a table with a header row containing "Name", "SSN", "Billing Ref Number", "Insurance Company", and "Insurance Plan". The table body is currently empty. At the bottom of the interface are two buttons: "Missing Auth Report" and "Exit".

Missing Auth Report is a report that displays all the services that are not able to be submitted to insurance because the authorization settings for the client require that a service must have an authorization in the system before a service can be sent to the insurance company. If a service is required to have an authorization but there is no authorization available, the service cannot be prepared and will not be sent to insurance. A list of those services will be on the Missing Auth Report.

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Billing > Authorization Tracking > Adams, Leo M > 405258965 > BIL-01ADALEOM > [PRI]aetna - 1/1/2001 -

Name: Adams, Leo M  
 Date of birth: 8/1/1973  
 Insured's Id#: 123456789  
 Primary Diagnosis Code: 303.93

Insurance Plan: [PRI]aetna - 1/1/2001 -  
 Insurance Company Name: Magellan Behavioral Health Services  
 Insurance Co Phone Number:

Modify	Service Code	Units Approved	Authorization Code	Auth Start Date	Auth End Date	Units Used	Units Remaining	Days Remaining	Notes	View
	Group	25	123456789	1/1/2012	12/31/2012	1	24	0		<a href="#">Services</a>

**Add New Auth**

To add a new authorization for this client, select Add New Auth at the middle of the left side of your screen.

To modify a listed authorization code, click on the pencil icon next to the applicable authorization. In the screen that appears, make any changes/additions to the recorded authorization. Click Save when done to record your changes.

To view the services that have been associated with this authorization code, click on the Services link to the right of the applicable code. A screen will appear titled View Authorization Details. This will contain a list of all services associated to the authorization.

**Add New Authorization**

Service Code	Units Approved	Authorization Code	Auth Start Date	Auth End Date
<input type="text"/>				

**Save** **Cancel**

To add a new authorization for this client, select Add New Auth at the middle of the left side of your screen. When the Add New Authorization box appears, select the Service Code from the dropdown, along with the approved units of that service, the authorization code, and the start and end dates of the authorization, click Save to post it to the client's authorizations.

Service Codes that Require Authorization

Add service codes that should be held when there is no authorization.

Service Code	HCPC Code	Revenue Code	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Service Code** **Add All Service Codes**

Click Add All Service Codes or Add Service Code to add the service codes that should be held from submission when no authorization code is available.