Kepro

DAILY AUTHORIZATION REPORT

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June 2022

Hello and Welcome to the Daily Authorization Report training.

This video has been created to provide a general overview on how to access and review the Daily Authorization Report in Atrezzo. The guidance presented in this training is meant to give providers a basic understanding and overview of how the report works.

PART ONE

General Overview

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We will start with a general overview of the Daily Authorization Report.

Overview

The Kepro Daily Authorization report is the primary way Kepro communicates to providers regarding the status of their cases. It can be accessed by those with a Group Admin +Reports or Admin +Reports user role.

The Daily Authorization Report conveys notes from Kepro's Clinical Reviewers, Physicians, and Provider Relations Staff. It also contains authorized timeframes, units, status of the case, important notes regarding the case, and authorization numbers needed to bill MaineCare for services.
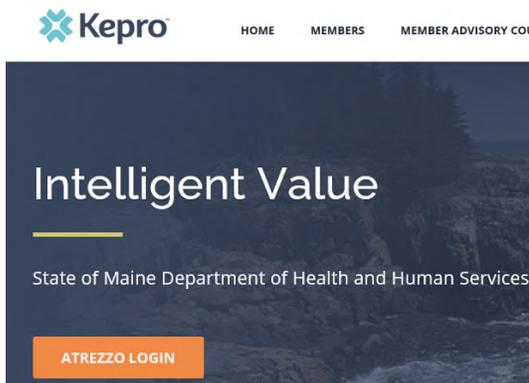
PART TWO

Accessing the Daily Authorization Report

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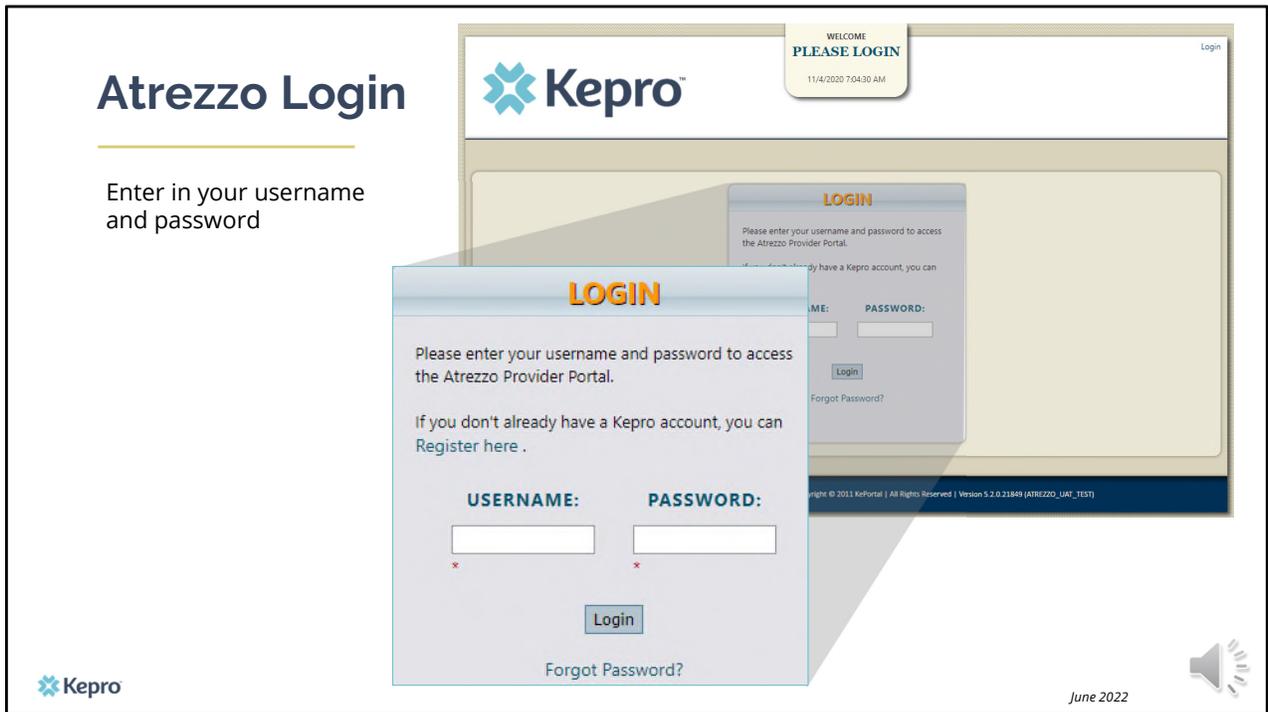In part two, we will go over how to access the daily authorization report and how to run it.

Accessing Atrezzo

Visit www.qualitycareforme.com to access the Atrezzo portal

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To access the Atrezzo portal, go to our informational website; www.qualitycareforme.com and click on the Atrezzo login button

Once you click on the Atrezzo login button, you will be brought to the actual login page. Here you will enter in your username and password. If you have forgotten your password, click on the "forgot password" link. This will ask you to provide your username and the answer to your security question. Once you have answered your security question, you will be able to reset your own password.

Accessing the Daily Authorization Report

Once you have successful logged in, you will be brought to the home screen of Atrezzo. If you are a Group Admin +Reports or Admin + Reports user, you will have the Reports tab displayed in the menu bar of Atrezzo.
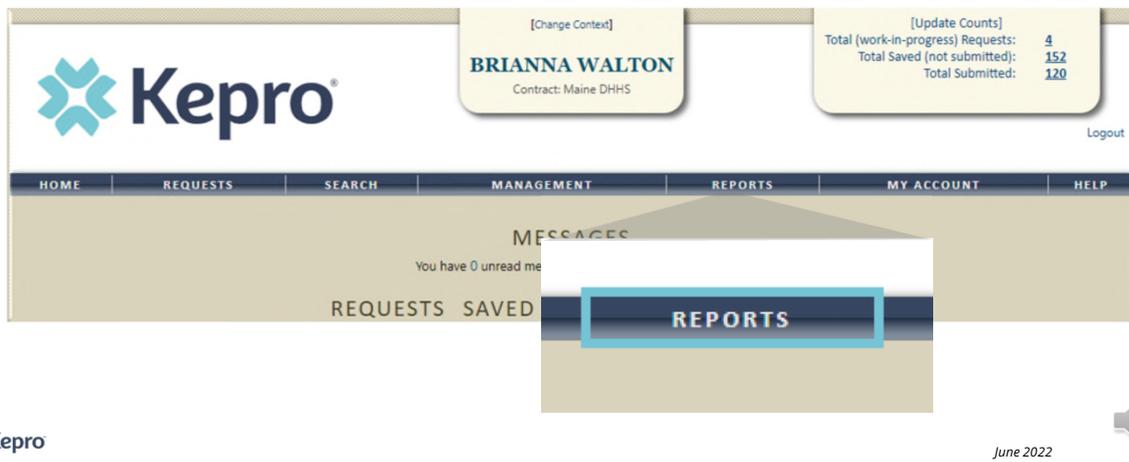
Once you have successfully logged in to Atrezzo, you will be brought to the home screen of Atrezzo. If you are a Group Admin +Reports or Admin + Reports user, you will have the Reports tab displayed in the menu bar of Atrezzo. Click on the Reports tab
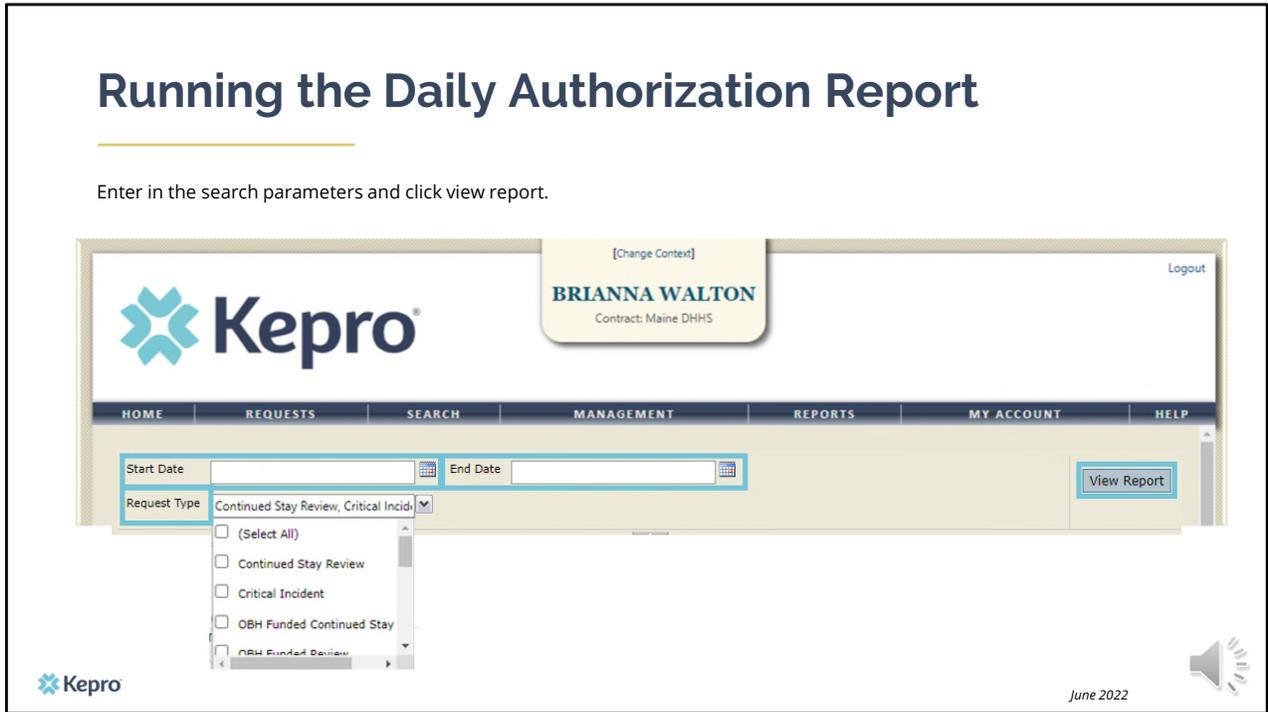
Accessing the Daily Authorization Report

Select the ME Daily Authorizations report

Running the Daily Authorization Report

Enter in the search parameters and click view report.

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Enter in the start and end date that you want to search by. You can search by day, week, month, or year. Please note, the report may take a few minutes to run if searching by a larger date range. Then select the type of requests you want to search by and click view report.

Running the Daily Authorization Report

Once the report runs, you will see all cases that match your search parameters.

Running the Daily Authorization Report

You can view the report in the Atrezzo portal, or you can export it into a different file format such as excel, word, or PDF. If you want to view the report in a different format, click the save icon with an arrow and select the format type. Exporting the report into an Excel file will give you the ability to filter and focus on the columns of information most important to you.

Reviewing the Daily Authorization Report

ation Report: PROVIDER NAME

hitted or certified or had a status change between 05/01/2022 and 06/01/2022

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KEPRO Case ID	Submit Date	Member First Name	Member Last Name	Member ID	SSN	Request Type	Service Type	Procedure Code	Procedure Name
	05/11/2022					Continued Stay Review	Section 13 Targeted Case Management	T1017HF	Case Management services for adults with substance abuse disorders
######	05/02/2022					Continued Stay Review	Section 13 Targeted Case Management	T1017UD	Targeted Case Management - Developmental Disabilities
######	05/24/2022					Referral	Section 97 Private Non-Med Institution (PNMI)	250-100	Children's Residential Care Facility (CRCF) Eligibility Determination
######	05/17/2022					Registration	Section 13 Targeted Case Management	T1017UC	Targeted Case Management - Behavioral Health

Service Start Date	Service End Date	No Of Days	Approved Units	Status	Authorization Num	Submitting Provider Name	Submitting Provider NPI	Servicing Provider Name	Servicing Provider	Staff	Request Notes
05/06/2022	08/01/2022	88	90	Approved - Approved - Meets Criteria	APS########	TEST PROVIDER	1111111111	TEST PROVIDER	1111111111	Test User	
05/02/2022	05/09/2022	8	40	Approved - Authorized - Modified Request	APS########	TEST PROVIDER	1111111111	TEST PROVIDER	1111111111	Test User	05/03/2022 Authorized with changes to reflect Mainecare se grid guideline. Thank you, Kepro Staff
05/24/2022	11/19/2022	180	1	Pending - Additional Info - Pend		TEST PROVIDER	1111111111	TEST PROVIDER	1111111111	Test User	05/25/2022 This request is placed on administrative hold unt 6/1/22. Please include the following
05/17/2022	06/15/2022	30	70	Approved - Approved - Meets Criteria	APS########	TEST PROVIDER	1111111111	TEST PROVIDER	1111111111	Test User	

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In this screenshot we have provided a sample of what the Daily Authorization Report looks like in an Excel format. Regardless of file format you chose to view the report in, the first part of the report will show you the member's information and case information. The second part of the report will show you approval information pertaining to the case including dates, approved units, status, authorization numbers and notes. We recommend that someone from your agency checks this report daily to not miss important information regarding your case(s).

Questions?

Toll-Free Phone: (866) 521-0027

Option 1 – Member Services
Option 2 – Katie Beckett
Option 3 – Provider Relations
Option 4 – Care Management
Option 5 – Appeals
Option 6 – Level I Critical Incident Reporting

Email: ProviderRelationsME@Kepro.com

www.qualitycareforme.com

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Thank you for joining the Kepro Daily Authorization Report Training. If you have further questions or need assistance, please call use at 866-521-0027. For technical assistance please press Option 3 to reach a member of our Provider Relations Team. You can also reach them via email at ProviderRelationsME@Kepro.com. Our hours of operation are Monday thru Friday 8am to 6pm