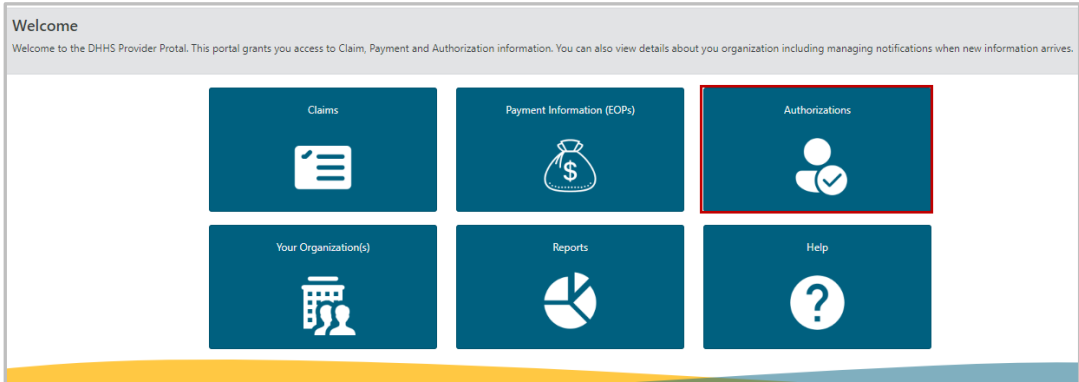
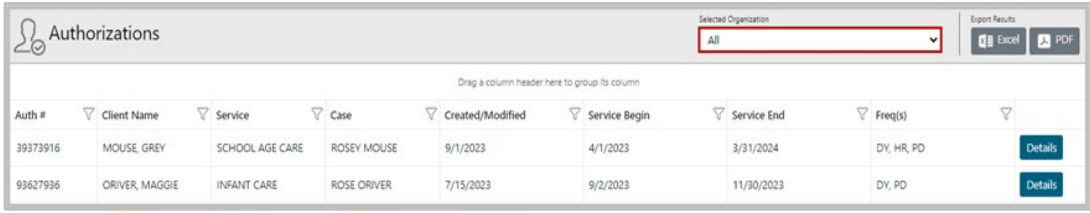


CFS Provider Portal

How to Search for and View Service Authorization Notices

The **Authorizations** page contains all the authorizations generated for your organization. If you are managing multiple organizations in your account, you can switch organizations by using the **Selected Organization** drop-down menu.

Step #	Description																											
1.	<p>Click the Authorizations tile on your Dashboard.</p>  <p>The screenshot shows a dashboard with a 'Welcome' message and a grid of six tiles: 'Claims', 'Payment Information (EOPs)', 'Authorizations' (highlighted with a red border), 'Your Organization(s)', 'Reports', and 'Help'.</p>																											
2.	<p>The Authorizations page will display. Click the Selected Organizations drop-down to change your view to a specific organization.</p> <p>Note: The default view is 'All' which displays authorizations for all the organizations that you manage.</p>  <p>The screenshot shows the 'Authorizations' page with a 'Selected Organization' dropdown menu set to 'All'. Below the dropdown is a table of authorization records with columns for Auth #, Client Name, Service, Case, Created/Modified, Service Begin, Service End, and Freq(s). Each row has a 'Details' button.</p> <table border="1"><thead><tr><th>Auth #</th><th>Client Name</th><th>Service</th><th>Case</th><th>Created/Modified</th><th>Service Begin</th><th>Service End</th><th>Freq(s)</th><th></th></tr></thead><tbody><tr><td>39373916</td><td>MOUSE, GREY</td><td>SCHOOL AGE CARE</td><td>ROSEY MOUSE</td><td>9/1/2023</td><td>4/1/2023</td><td>3/31/2024</td><td>DY, HR, PD</td><td>Details</td></tr><tr><td>93627936</td><td>ORIVER, MAGGIE</td><td>INFANT CARE</td><td>ROSE ORIVER</td><td>7/15/2023</td><td>9/2/2023</td><td>11/30/2023</td><td>DY, PD</td><td>Details</td></tr></tbody></table>	Auth #	Client Name	Service	Case	Created/Modified	Service Begin	Service End	Freq(s)		39373916	MOUSE, GREY	SCHOOL AGE CARE	ROSEY MOUSE	9/1/2023	4/1/2023	3/31/2024	DY, HR, PD	Details	93627936	ORIVER, MAGGIE	INFANT CARE	ROSE ORIVER	7/15/2023	9/2/2023	11/30/2023	DY, PD	Details
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3. A list of authorizations display based on your search criteria. Click the **Details** button to view the authorization details.

Authorizations

Selected Organization: CITY OF LINCOLN - STAR TRAN

Export Results: Excel PDF

Drag a column header here to group its column

Auth #	Client Name	Service	Case	Created/Modified	Service Begin	Service End	Freq(s)	
29671551	RILEY, SAMMI	TRAVEL TIME AND DISTANCE - FAMILY S...	SAMMI RILEY	5/26/2023	5/22/2023	6/30/2024	HR, MI	Details
27309709	ORSON, GEORGE	TRAVEL TIME AND DISTANCE - FAMILY S...	ROSE ORSON	5/26/2023	5/31/2023	3/31/2024	HR, MI	Details

4. The applicable **Authorization Details** display. Click the **View** button to view, print, or save a PDF version of the authorization details.

Authorization #29671551 Details

Details

Creation Date: 05/26/2023
 Authorization Number: 29671551
 Service Code: 2178
 Service Name: TRAVEL TIME AND DISTANCE - FAMILY SUPPORT

Client Info

Case Name: SAMMI RILEY
 Client ID: 28015116
 Client Name: RILEY, SAMMI

Organization Info

Owner Org ID: 47147276
 Provider Org ID: 47147276

Authorization Rates

Frequency	Begin	End	Units	Rate
HR	05/22/2023	06/30/2024	20.00	\$50.00
MI	05/22/2023	06/30/2024	60.00	\$20.00

Family Fees

Month	Fee

Documents

Created/Updated Date	Description	
05/26/2023	Authorization	View