

Cómo Buscar y Ver Notificaciones de Autorización de Servicio:

La página Service Authorization Notices [Notificaciones de Autorización de Servicio] le permite buscar y ver notificaciones de Autorización de Servicio generadas para su organización.

Por favor recuerde: el Portal Web sólo contiene Autorizaciones de Servicio que fueron creadas, actualizadas o discontinuadas **después del 18 de julio de 2012**. Las Autorizaciones de Servicio que fueron creadas, actualizadas o discontinuadas antes de esa fecha no están disponibles en el Portal Web.



The screenshot shows the 'NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL' for the Department of Health and Human Services: Claims. The main heading is 'SERVICE AUTHORIZATION NOTICES'. Below this, it states 'This page provides the ability to:' followed by a list of search capabilities:

- View all Service Authorization Notices for an organization;
- Search for a specific client's Service Authorization Notice;
- Search for new and updated Service Authorization Notices by begin date; and
- Search for discontinued Service Authorization Notices by end date.

A note below the list says: 'Please note: To view and save service authorization notices, you must have Adobe Reader. This can be downloaded at: <http://get.adobe.com/reader/>'

The search interface includes the following fields:

- Notices For Organization: Any (dropdown menu)
- Notice Type: New Service (dropdown menu)
- Client Name: (text input field)
- A 'Search' button.

On the left side of the page, there is a sidebar titled 'YOUR CLAIMS DOCUMENTS' with several sections:

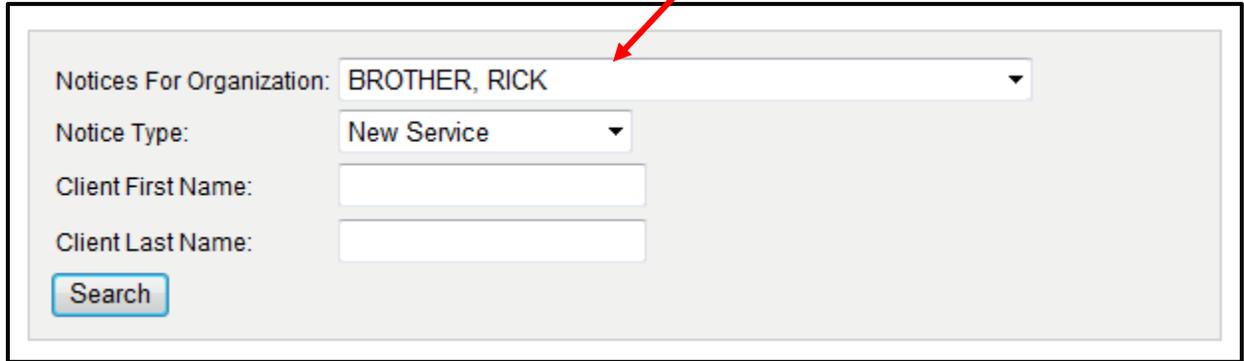
- Welcome**: Latest news and updates from DHHS. Includes a link to 'View Welcome Page'.
- Open Claims**: Claim Forms that have been recently created can be viewed, filled out and submitted here. Includes a link to 'View Open Claims'.
- Submitted Claims**: Claim Forms that have been previously submitted can be viewed here for reference. Includes a link to 'View Submitted Claims'.
- EOPs (Explanation Of Payments)**: Explanation Of Payments documents generated for your organization can be viewed here. Includes a link to 'View EOPs'.
- Authorization Notices**: Authorization Notices generated for your organization can be viewed here. Includes a link to 'View Notices'.
- Manage Organizations**: Add additional organizations to this account to view and submit their documents. (Org ID and PIN required). Includes a link to 'Manage Orgs'.

1. Para ver Notificaciones de Autorización de Servicio relacionadas a su organización, comience seleccionando el tipo de notificación apropiado del menú desplegable.

Nota: si selecciona 'Any' ["Cualquiera"] los resultados de su búsqueda le mostrarán todas las reclamaciones abiertas por todas las organizaciones que usted está administrando.

2. Usted tiene la posibilidad de buscar las autorizaciones según su tipo **New Service** [Nuevo Servicio], **Updated Service** [Servicio Actualizado], **Discontinued Service** [Servicio Descontinuado], o **All** [Todos]. **New Service** se llenará de forma predeterminada.
3. Para hacer más específica su búsqueda, tiene la posibilidad de ingresar primero el nombre, el apellido y el ID del cliente, y/o el # de la autorización de servicio. Entre más información ingrese, más definidos serán los resultados.

4. Haga clic en **Search** [Buscar].



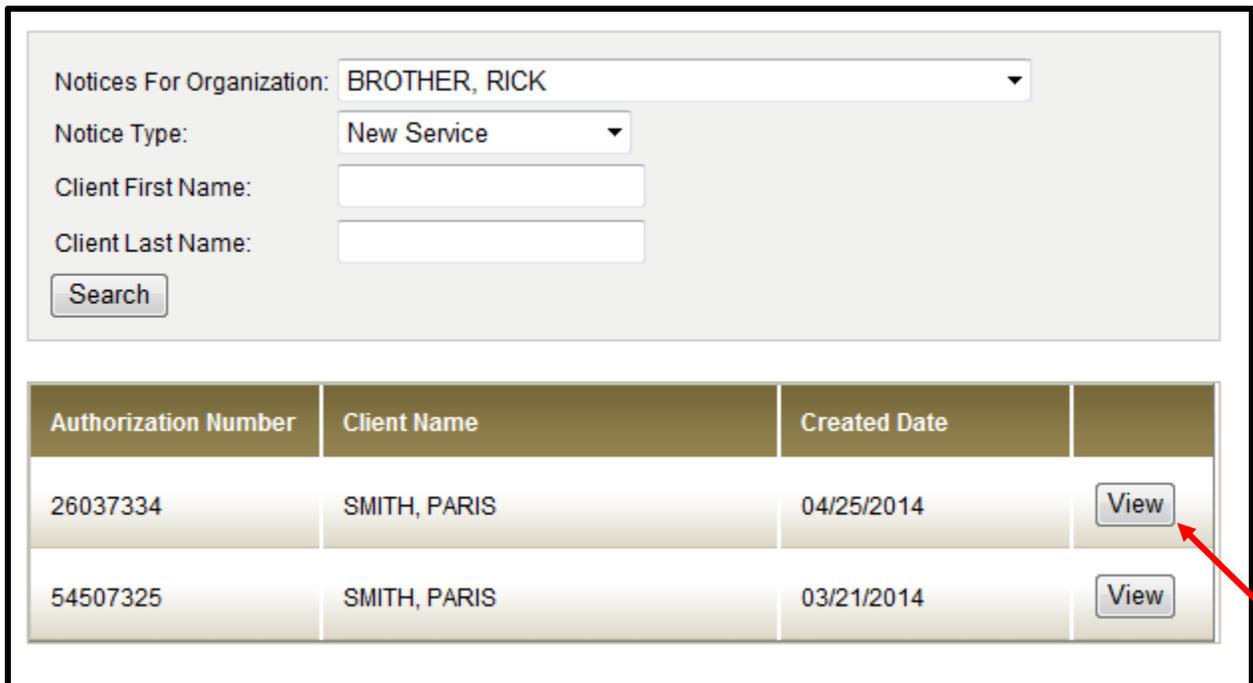
Notices For Organization: BROTHER, RICK

Notice Type: New Service

Client First Name:

Client Last Name:

5. Para ver una Autorización de Servicio, haga clic en **View** [Ver] al lado de la autorización que desea ver. La Autorización de Servicio aparecerá como un documento en formato PDF en una nueva página, para verla, guardarla o imprimirla.



Notices For Organization: BROTHER, RICK

Notice Type: New Service

Client First Name:

Client Last Name:

| Authorization Number | Client Name | Created Date | |
|----------------------|--------------|--------------|-------------------------------------|
| 26037334 | SMITH, PARIS | 04/25/2014 | <input type="button" value="View"/> |
| 54507325 | SMITH, PARIS | 03/21/2014 | <input type="button" value="View"/> |

El siguiente es un ejemplo de una Autorización de Servicio:

DEPARTMENT OF HEALTH AND HUMAN SERVICES
340 VICTORY LN STE 200
LINCOLN NE 68528-1501

Case Name - JAKE OLSON
CONTACT - None Assigned
Phone Number - (402)323-7455
Toll Free Number - (800)383-4278
Fax Number - (402)471-9209
Date of Notice - 04-25-2014
Mail Date - 04-28-2014

PARKVIEW SERVICES LLC
4545 N FLETCHER DR
LINCOLN NE 68521

PROVIDER AUTHORIZATION
Employment First

PARKVIEW SERVICES LLC
Telephone: (402)489-1111

Provider ID: 96246122

On behalf of the client named below, the Department of Health and Human Services authorizes you to provide the service indicated below. This document authorizes you to provide and bill for the listed service in accordance with the units of service, the rate of charge and the authorization period stated. In providing authorized services you accept responsibility and liability for injury to client(s) or damage to clients' property resulting from negligence by you or your employees in the provision of services. All billings must be received by the Department within ninety (90) days of service provision.

JAKE OLSON
2101 S 21ST ST
LINCOLN NE 68506

Case Number: 00000159
Telephone: (402)510-1212

Authorized Service: MOTOR VEHICLE GAS
Service Code: 00004017

Authorized Clients
OLSON, JAKE

Client ID#
03242530

Authorization #
39603042

Authorized Period: 05-01-2014 through 05-01-2014

Authorized Units:
1.00 Occurrence

Authorized Rate:
35.000 per Occurrence effective 05-01-2014

Economic Assistance
Toll Free: (800)383-4278
Lincoln: (402)323-3900
Omaha: (402)595-1258

Go online:
ACCESSNebraska.ne.gov