Download Authorization Function from the Authorization Search Screen

Providers have the ability to download a formatted file, also referred to as a Comma Separated Value (CVS) File, containing all authorizations belonging to the selected provider, which were either submitted, updated, or modified within the period specified by the user.

Getting Started

When a user first accesses the **Authorization Search** page, the **Effective Date** and **Expiration Date** are automatically populated and the **Download** button is **Inactive**.

Delete the Effective and Expiration Dates to Activate the Download button.

- 1. Enter the Provider ID to perform the Authorization Search transaction.
- 2. **Enter** the 'Activity Date' to the Authorizations Search. This field will allow the provider to select an Activity Date period upon which the authorization records search will be based.

Note: The Activity Date span cannot exceed seven (7) days.

3. **Click** the button labeled '**Download**'. This button will allow the provider to download a CSV formatted file containing the authorization data found, based on the activity.

Search Authorizations			
Required fields are denoted by an asterisk (*) adjacent to the label.			
Please select a Provider ID below, to perform any one of the Authorization Search transactions below.			
* Provider ID	MARYLAND111		
Vendor ID			
Member ID			
Authorization #			
Client Authorization #	(No spaces or dashes)		
Effective Date			
Expiration Date			
Activity Date span cannot exceed seven (7) days.			
Activity Date From			
Activity Date To	(MMDDYYYY)		
Delimiter Type ?			
View All	Search Download		

Actions		
Action/Buttons	Performs	Details
Download	Initiates the CSV File creation and download functionality. Upon initial entry to the Authorization Search page, this button will be disabled. The user can delete the Effective Date and Expiration Date values to enable this function.	Authorization CSV File download
View All	Maintains current functionality and Forwards the user to the Authorization Search Results Screen	Authorization Search Results Display

When the provider clicks the '**Download**' button, the system will retrieve all authorization detail records within the specified **Activity Date** range. Only those specific authorization detail records that meet the criteria will be included in the downloaded file.

After capturing the authorization records, the system will generate a CSV format file. The file will be presented to the provider to '**OPEN**' or '**SAVE**' in a pop-up, as displayed below.

File Download 🛛 🗙		
Do you want to open or save this file?		
ĭ≊a,	Name: test.csv Type: Microsoft Office Excel Comma Separated Values Fil From: localhost Open <u>S</u> ave Cancel	
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

The provider will be able to save the file on their personal machine in the CSV format.

<u>Note:</u> All CSV files are formatted to open in the Microsoft Excel application. The fields will be presented individual columns as separated by the CSV file formatting.