

1. From your web browser (Internet Explorer, Firefox, Safari, etc.) log in to ProviderConnect from the ValueOptions Maryland website: (<u>http://maryland.valueoptions.com/</u>) -> For Providers ->Log In



2. Click the Reports link in ProviderConnect.



3. Right click on the Authorization report and choose the Schedule action

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Ė- All		Title	Last Run	ү Туре	Owner	Instances
My Favorites Mo Favorites Mo Favorites Public Folders	•	73134.2.01 - Maryland Consumer Pharmaceutical Utilization	Dec 13, 2011 9:18 AM	Crystal Report	Administrator	1
	•	74120.1.01 - MD Authorizations Expiring Within the Next 7 Day A detail report of open authorizations that will be	Mar 1, 2012 12:09 PM	Crystal Report	Administrator	13
	•	74142.4.01 - LTC_Spans	Mar 1, 2012 2:08 PM	Crystal Report	Administrator	5
	•	74195.2.03 - MRLD - Hospitalization rates by OMHC - Provider		Crystal Report	Administrator	0
	•	74196.1.01 - Auth Change Report	Mar 5, 2012 3:47 PM	Crystal Report	Administrator	10
	×	Claims Data Set Reports		Microsoft Excel	ebrown1	
	•	MD Claims Detail Data Set Denied Only.rpt	Mar 5, 2012 3:34 PM	Crystal Report	Administrator	31
	•	MD Claims Detail Data Set.rpt	Mar 5, 2012 12:18 PM	Crystal Report	jkirchner	34
	•	MD Report of Approved Claims by Submission Dat		Crystal Report	jkirchner	0
	•	MD Report of Claims in Process by Submission Da		Crystal Report	jkirchner	0

4. To schedule a report to run, click on Parameters, edit the report parameters to meet your preferred date span, and then click Schedule.

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Schedule - 74196.1.01 - Auth	Change Report			т ×
🕶 Schedule	Parameters			
Instance Title	Parameter	Value		
Recurrence Database Logon	* Activity Date From	20,120,201.00 Edit		
Parameters	* Number of days to report	7.00 Edit		
Firters Format Destination Print Settings Events Scheduling Server Group	* Value(s) required			
				Schedule Cancel

5. Refresh the report until it completes

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	Instance Time	Title	Run By	Parameters	Format	Status				
M	Mar 5, 2012 3:47 PM	74196.1.01 - Auth Change Report	mschorr	20,120,101.00; 7.00	Microsoft Excel	Success				
2	Mar 5, 2012 3:16 PM	74196.1.01 - Auth Change Report	mschorr	2,012,012.00; 7.00	Microsoft Excel	Failed				
2	Mar 5, 2012 3:16 PM	74196.1.01 - Auth Change Report	mschorr	20,120,201.00	Microsoft Excel	Failed				
2	Mar 5, 2012 3:15 PM	74196.1.01 - Auth Change Report	mschorr	2,012,012.00; 7.00	Microsoft Excel	Failed				
2	Mar 5, 2012 2:12 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Failed				
1	Feb 29, 2012 6:48 PM	74196.1.01 - Auth Change Report	642841MD	20,120,331.00; 7.00	Microsoft Excel	Success				
1	Feb 29, 2012 6:41 PM	74196.1.01 - Auth Change Report	642841MD	20,120,201.00; 7.00	Microsoft Excel	Success				
1	Feb 27, 2012 2:13 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Failed				
1	Feb 20, 2012 2:13 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Failed				
2	Feb 14, 2012 2:13 PM	74196.1.01 - Auth Change Report	328915DN	; 7.00	Microsoft Excel	Recurring				

6. Click to open the completed report in a spreadsheet application (Excel)

File Down	load	×								
Do you want to open or save this file?										
	Name: 74196.1.01 - Auth Change Report.xls Type: Microsoft Excel 97-2003 Worksheet From: intelligenceconnect									
🔽 Alwa	Open Save Cancel]								
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>										

7. The results indicate a change of provider, within the specified date range, initiated over the phone by the consumer. As shown in the example below, the Auth End date was changed the next business day.

Consumer First	Consumer Last	Consumer	Consumer ID	Birthdate	Provider Name	Vendor ID	Level of Care	Type of Care	Auth Start	Auth End	Approved Auth #	Last Change
Name	Name	SSN									Units	Date
JANE	DOE	123456789	M123456789	03/26/1975	TEST PROVIDER NAME	D123546	Outpatient	OPMH OMS	02/10/2012	04/30/2012	150 01-123-1234-	2 05/01/2012