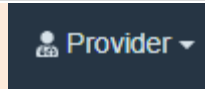
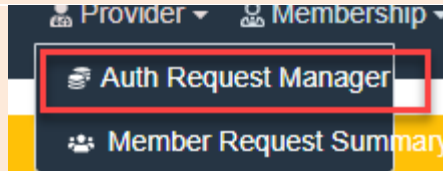


## Instructions for Exporting Authorization from the Incedo Provider Portal

1 Click "Provider"



2 Select "Auth Request Manager"



3 Resultant View

Note: The first set of results are based on the defaulted submission date range – in this instance 8 records were returned.

**Filter By**

SR ID:  Provider:  Auth Start Date:  Auth End Date:  Priority:  Service Request Type:  Submission Date Range:

Insurer:   Procedure Code:  Service Description:

Status:  Status Reason:  SR Auth #:  Clinical Determination:  Appeal Status:

**Service Requests**

SR ID	SR Auth #	Auth Status	Member Name	Auth Number	Procedure	Provider Site	Phone	Dates	Units	Re
868	A20202613970	Approved	Nerantzis, Perry (129)	202000300176	90832 - MH-OP-A-90832	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2101 - 12/27/2101	75	Ov
869	A20202613971	Pended	Nerantzis, Perry (129)		90832 - MH-OP-A-90832	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2101 - 12/27/2101	75	Ov
870	A20202613972	Pended	Nerantzis, Perry (129)		90832 - MH-OP-A-90832	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2101 - 12/27/2101	75	Ov
871	A20202613973	Approved	Brown, Hannah (245)	202000300177	90834 - MH-OP-A-90834	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/16/2020 - 10/16/2020	12	
872	A20202613975	Pended	Nerantzis, Perry (129)		99215 - MH-OP-A-99215	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/16/2020 - 01/11/2021	75	Ov
873	A20202613976	Pended	Nerantzis, Perry (129)		90791 - MH-OP-A-90791	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/31/2020 - 01/26/2021	75	Ov
883	A20202613988	Pended	Nerantzis, Perry (129)		90791 - MH-OP-A-90791	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/21/2020 - 01/16/2021	75	Ov
889	A20202613994	Approved	Barker, Bob (137)	202000300181	90834 - MH-OP-A-90834	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/21/2020 - 01/16/2021	12	

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4 To get ALL authorizations requested and a start date in the "Auth Start Date" field, delete dates in the submission date range.

Auth Start Date:  Auth End Date:  Priority:  Service Request Type:  Submission Date Range:

5 Click Filter



6 Resultant View (all records from January 1, 2020, forward). Now there are 214 records.

Filter By

SR ID:  Provider:  Auth Start Date:  Auth End Date:  Priority:  Service Request Type:  Submission Date Range:

Insurer:  Procedure Code:  Service Description:

Status:  Status Reason:  SR Auth #:  Clinical Determination:  Appeal Status:

**Service Requests**

SR ID	SR Auth #	Auth Status	Member Name	Auth Number	Procedure	Provider Site	Phone	Dates	Units
849	A20202613947	Approved	Striker, Ted (222)	202000300149	90853 - MH-OP-A-90853	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2020 - 12/27/2020	12
866	A20202613968	In-Process	Barker, Bob (137)		90833 - MH-Add-On Ser-90833	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/15/2020 - 10/12/2020	0
868	A20202613970	Approved	Nerantzis, Perry (129)	202000300176	90832 - MH-OP-A-90832	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2101 - 12/27/2101	75
869	A20202613971	Pended	Nerantzis, Perry (129)		90832 - MH-OP-A-90832	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2101 - 12/27/2101	75
870	A20202613972	Pended	Nerantzis, Perry (129)		90832 - MH-OP-A-90832	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/01/2101 - 12/27/2101	75
871	A20202613973	Approved	Brown, Hannah (245)	202000300177	90834 - MH-OP-A-90834	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/16/2020 - 10/16/2020	12
872	A20202613975	Pended	Nerantzis, Perry (129)		99215 - MH-OP-A-99215	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/16/2020 - 01/11/2021	75
873	A20202613976	Pended	Nerantzis, Perry (129)		90791 - MH-OP-A-90791	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/31/2020 - 01/26/2021	75
883	A20202613988	Pended	Nerantzis, Perry (129)		90791 - MH-OP-A-90791	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/21/2020 - 01/16/2021	75
889	A20202613994	Approved	Barker, Bob (137)	202000300181	90834 - MH-OP-A-90834	BAY LIFE SERVICES INC - 9105 FRANKLIN SQ DR, BALTIMORE, MD	212373937 (IN) 4437772200	07/21/2020 - 01/16/2021	12

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7 Click "Export"



8 Export into either an Excel, PDF, Word, or a Text document. Exporting as an Excel document is highly recommended.

Export/Print

Export results to:

Excel PDF Word Text

The export process may take a few minutes. You may continue using the application while the download completes. When it is complete, the file will appear as a download file in your taskbar.

Close

9 Resultant Excel Sheet

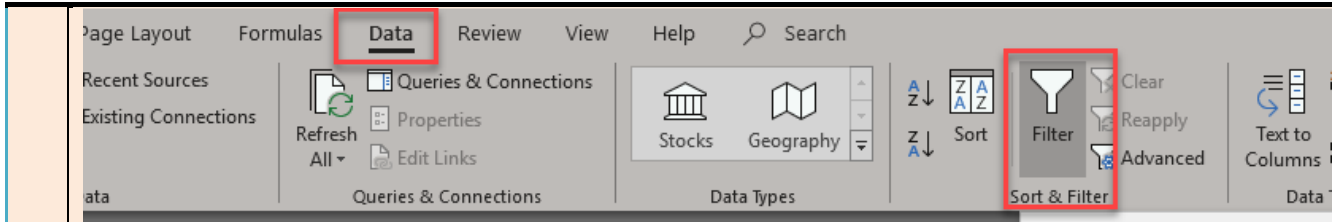
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SR ID	SR Auth#	Auth Statu	Member	Auth #	Policy #	Procedure	Provider	S Date of Se	Units	Reason	Priority	Submitte	Submitte	Phone
2	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	99205 - MI	BAY LIFE S	03/15/202	12		Standard	System,	#####	4.44E+09
3	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	99211 - MI	BAY LIFE S	03/15/202	12		Standard	System,	#####	4.44E+09
4	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	99212 - MI	BAY LIFE S	03/15/202	12		Standard	System,	#####	4.44E+09
5	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	99213 - MI	BAY LIFE S	03/15/202	12		Standard	System,	#####	4.44E+09
6	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	99214 - MI	BAY LIFE S	03/15/202	12		Standard	System,	#####	4.44E+09
7	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	99215 - MI	BAY LIFE S	03/15/202	12		Standard	System,	#####	4.44E+09
8	313	A2020261:	Approved	Nerantzis	2.02E+11	1.23E+08	90840 - MI	BAY LIFE S	03/15/202	3		Standard	System,	#####	4.44E+09
9	351	A2020261:	Approved	Nerantzis	2.02E+11	n/a	90791 - MI	BAY LIFE S	03/25/202	75		Standard	System,	#####	4.44E+09
10	351	A2020261:	Approved	Nerantzis	2.02E+11	n/a	90792 - MI	BAY LIFE S	03/25/202	75		Standard	System,	#####	4.44E+09

### Tips for Using Excel

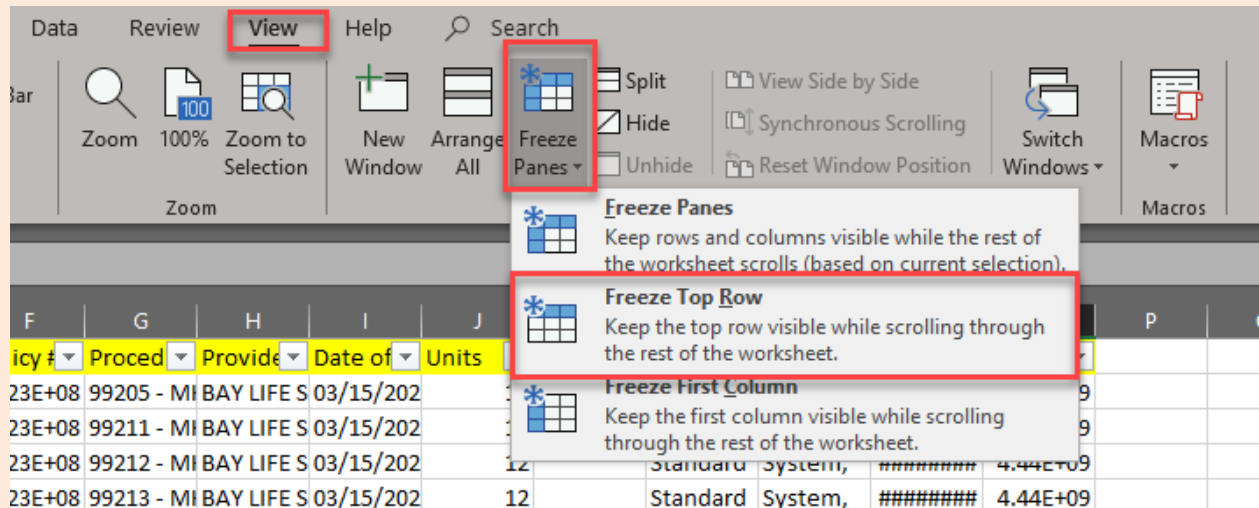
1 Select the header row and highlight it

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SR ID	SR Auth#	Auth Statu	Member	Auth #	Policy #	Procedure	Provider	S Date of Se	Units	Reason	Priority	Submitte	Submitte	Phone

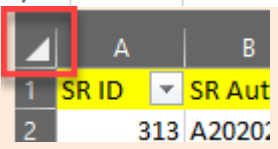
Click on "Data" in the tool bar and select "Filter"



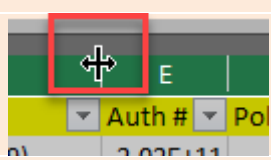
2 Click "View" on tool bar then select "Freeze Pane" then select the center of those three choices



3 Click this icon to select all



4 Then double-click on any vertical line on row 1



5 Then you can filter any column using the "Down" arrow

