Authorization vs. Visit Usage Report — 17.34

Compare a patient's authorized hours or visits with completed visits to identify the overuse or underuse of services.

Location in Barnestorm

- Patient Histories > Authorizations > 17.34 – Authorized Used
- Reports > Audit > 17.34 Authorized Used

Requirements for Accurate Results

Before running the report, confirm:

- Patient authorizations are entered (Patient Histories > Authorizations).
- Visits are entered or imported via:
  - Employee Activity > Visit Entry or Import Visit Charges
  - Point of Care
  - EVV
  - Manual entry

How to Run the Report

Filters & Options

- Programs / Payers / Teams: Filter by number or leave blank for all.
- Weekly / Monthly / Yearly / Discipline: Match your authorization frequency.
- From / Thru Dates: Determines which visit charges are included. If two auths overlap, the most recent will be used.
- PCS / CAP / All: Select patient group(s).
- Include All Patients With Visits: Includes patients with visits even if no authorization exists.
- Summary + Excel: Works with Weekly, Monthly, Monthly+Weekly. Provides a summary of detailed report data.

  Note: VA Respite, CAP Live-in, and CAP Respite use actual hours instead of auth hours due to unique data entry.

Additional Options (Monthly Only):

- Use Visit Charges Thru This Date: Includes charges up to this date and schedules for the rest of the month.
- Use Schedules Instead of Charges.
- Only Print Those With Hours Over or Under.

Discipline Authorizations Only:

- Option to include LUPA Episodes (ending today or later with low visit counts).

How to Read the Report

Weekly / Monthly / Yearly Format

- Hours Used: Visit hours within date range.
- Auth: Hours from Authorization screen.
- Hours Limit: Authorized hours allowed.
- Hours Under / Over: Difference between used and authorized hours.
- Facility Days: Days in facility (adjusts total auth).

How Monthly+Weekly Auth Hours Are Calculated / Behind-the-Scenes Logic

Expand for more details...

When using this option, the system estimates the monthly Hours Limit by converting weekly hours into a monthly total based on the number of days in the selected month.

For example:

- If the weekly authorization is 35 hours
- And the month has 30 days

The system performs this calculation:

30 days ÷ 7 = 4.29 weeks (approximate)4.29 × 35 hours = 150.15 monthly hours

> Note: This is an estimate and does not account for weekday vs. weekend distribution. It’s intended as a close approximation for tracking purposes.

Discipline Format:

- Disc: Discipline (e.g., RN, PT)
- Vx Auth / Vx Done: Authorized vs. completed visits
- AuthThru / Days Auth / Days Done / Days Left
- Authorization #: From Patient Authorizations screen

Troubleshooting Tips

- Patient Missing? – Check date range, confirm authorization exists, try "Include All Patients With Visits", verify PCS/CAP/All selection.
- Hours Over/Under Incorrect? – Look for overlapping auths, confirm auth type and amounts, review visit entries in Visit Entry.

Need help with this report? Contact Barnestorm Support