

17.35 Print Expiring Authorizations

This report will pull up expiring authorizations for the date range you select. EX: To view all auths expiring during the month of March 2024, you would use the From Date: 03/01/24 and Thru Date: 03/31/2024. Use a larger date range in case some charts have been missed.

Pull up any patient from the **Select Patient** screen. From **Barnestorm Office > Patient Histories > Authorization**, click on **17.35 Expiring Auth** tab; or go to the **Referrals > Authorizations**.

How To Run the Report

- **From / Thru** = The range of dates that the authorization expires on.
- **Programs / Payers / Teams** = Filter report by entering program, payer, team numbers. Or leave blank to select all.
- Check "**Include Do Not Renew Authorizations**" checkbox, if you choose to include those on this report.
- Select the **Print By Sequence** you want to run the report in: Print By Patient Name, Print by Expiration Date, Print By Payer/Pt Name, or Print By Payer/Date.
- Click on **Print**.

How to Read the Report

- **Payer** = The program/payer number and payer name.
- **Chart** = The chart number assigned to the patient.
- **Patient's Name** = The patient's name.
- **Tm** = Team number.
- **AidePlan** = Aide Care Plan Thru date.
- * = If Aide Care Plan and Authorization dates do not match then an asterisk will appear.
- **Last Visit** = The date of last chargeable visit during the authorization period.
- **Expires** = Date the authorization expires.
- **Visits** = For Home Health the number of discipline visits for the auth

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- period printing.
- **Expires** = The thru date you selected when you setup the authorizations.
- **Hours/Visits** = Shows the number of hours per week, month or year that was setup for that patient or the number of visits and the discipline authorized.
- **Authorization#** = Pulls the authorization number from Authorizations screen.
- **Case Manager** = Shows the first employee listed from Referral > Employee tab.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50375.aspx>