Acentra

Provider Portal Quick Reference Guide How to Run the Daily Authorization Report

Summary

The Daily Authorization Report is the primary way Acentra Health communicates with providers regarding the status of their case. The instructions below describe how to run the Daily Authorization Report from the Atrezzo portal.

Click on the Reports Tab

Users who have been setup with report capabilities will have the reports tab in Atrezzo.

Acentra	Work Queue	Cases	Create Case	Consumers	Providers	Reports
Change Context						

Select the Report

Click on the ME Daily Authorization Report to open the search parameters.

Acentra	Work Queue	Cases	Create Case	Consumers	Providers	Reports	
Change Context							
REPORTS							
CONTRACT NAME		NAME			REPORT	CATEGORY	REPORT DESCRIPTION
Maine DHHS	ME Daily	Authorization R	eport - Provider		ME Authori	izations	ME Daily Authorization Report - Provider



Select Search Parameters

Enter in the start date and end date you want to search by. Then select the types of requests you want to search by and click view report. Anything matching your search criteria will display.

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Start Date	1/29/2024	Ē				
End Date 1	/29/2024		Request Type			\sim
			tune canad	□(Select All)	-	
				Continued Stay Review		
				Critical Incident		
				OBH Funded Continued Stay		
				OBH Funded Review	Ŧ	
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View Report Once the report

Once the report runs, you will be able to see all cases that match your search criteria. You can view the report right from the Atrezzo screen, or you can export into different types of files, by click on the Save icon.

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Start Date 1	/30/2024							
End Date 1/30/2024 Request Type Continued Stay Review,Critical Inci 🗸								
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Daily Authoriza	Word							
Requests subm								
Total records: 2	Excel							
***Note: Repo								
RequestID	KEPROCaseID	Submit Date	Member First Name	Member Last Name	PowerPoint			
		01/30/2024			PDF			
		01/30/2024						
					TIFF file			
		01/30/2024		1				
		01/30/2024			MHTML (web archive)			
		01/30/2024			CSV (comma delimited)			
					XML file with report data			
					TXT (Pipe delimited)			