

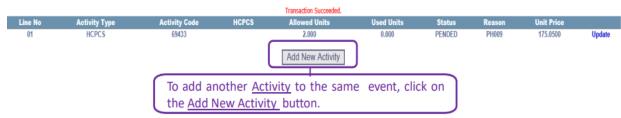
Division of Fee-for-Service Management Provider Training

## Quick Training Guide How to Add the Missing Activity Information on the Prior Authorization

- Navigate to the AHCCCS Online Provider Portal https://ao.azahcccs.gov/Account/Login.aspx
- 2. On the sign in page under the Menu options, select **Prior Authorization Submission**.
- 3. Search for the PA request by entering the required information on the **Case Search** screen.
- 4. Select the **Case / PA Number** from the search results, and select the PA that you need to add the activity information to. Select the **Update** feature on the right-hand side.
- 5. Next, click on the **Event List** tab on the upper right of the page.
- 6. Click on the **sequence number** (example 01,02,etc) next to the date span you wish to update and this will take you to the **Activity List** page.

Sequence	Event Type	Begin Date	End Date	Admit Date	Status	Reason	Diagnosis Code		
01	MD	01/01/2021	01/01/2021		PENDED	PH009	M12.349	Update	Attachments
1	Unread notes for Seq=	N	lo unread notes for thi	s event					
	Read notes for Seq=	:01							

- 7. Note: Also on the Event List page the **"Attachments"** tool is available to upload/attach documentation, if required for the prior authorization request.
- 8. To add the activity information, click on the Add New Activity tab.
- On the Enter Activity Information page complete all required fields as indicated by the "red asterisks".
- 10. Click on the Next button, this will take you to the Verify Activity Information page.
- **11.** Once you verify the information is correct, click on **Submit** to finalize your PA request.
- 12. If you need to add another CPT/HCPCS for the same Event, click on the Add New Activity button again and add any additional codes.



## 13.

*Note:* Providers can check the status of a PA request at any time and can view comments entered by the PA team using the Prior Authorization Inquiry link on the AHCCCS Online Provider Portal.

Training Resources: https://www.azahcccs.gov/Resources/Training/DFSM\_Training.html

Questions email: ProviderTrainingFFS@azahcccs.gov