VALUE BEHAVIORAL HEALTH
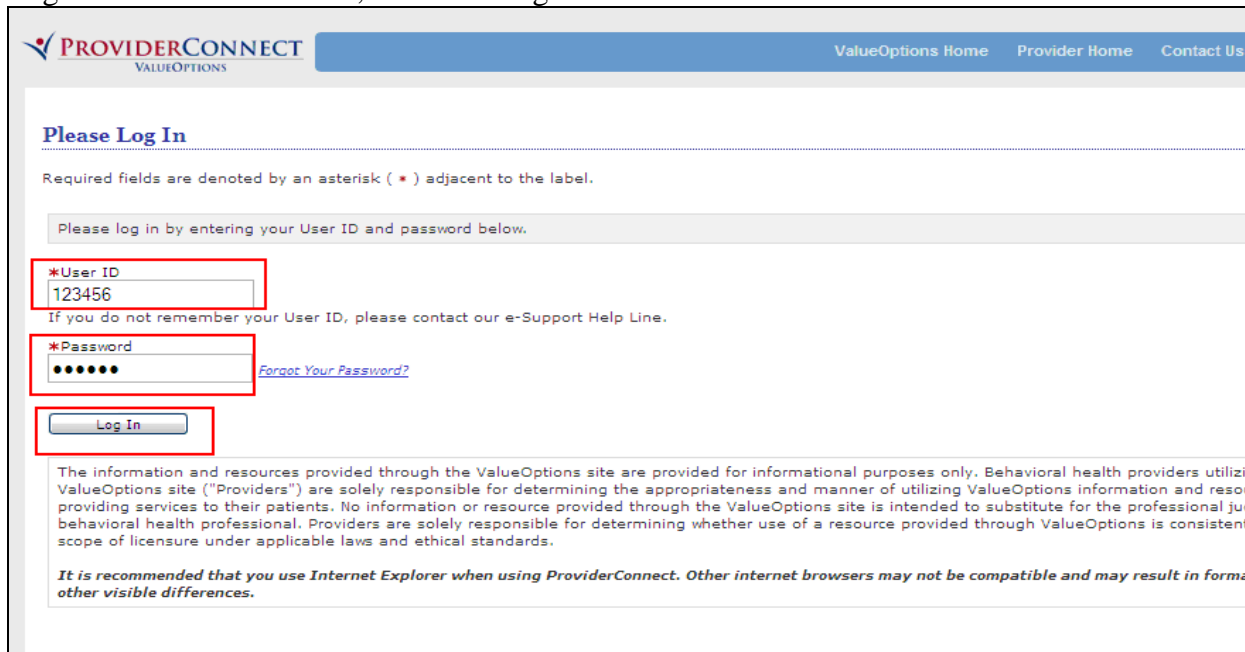*of* **PENNSYLVANIA**
A VALUEOPTIONS COMPANY

Users Guide for Searching for Authorization letters on ProviderConnect

Three methods for Searching for Authorization letters on ProviderConnect

- View My Recent Authorization Letters
- Authorization listing
- Specific Member Search

Log on to ProviderConnect, Click the Log In button

Select "I Agree" on the ProviderConnect User Agreement page as shown

The search is to click on the hyperlink "**View My Recent Authorization Letters**"
This displays the letters that were created in the last seven (7) days by default. The date range can be modified but it only allows a 7 days range. However, it can be any date range period.
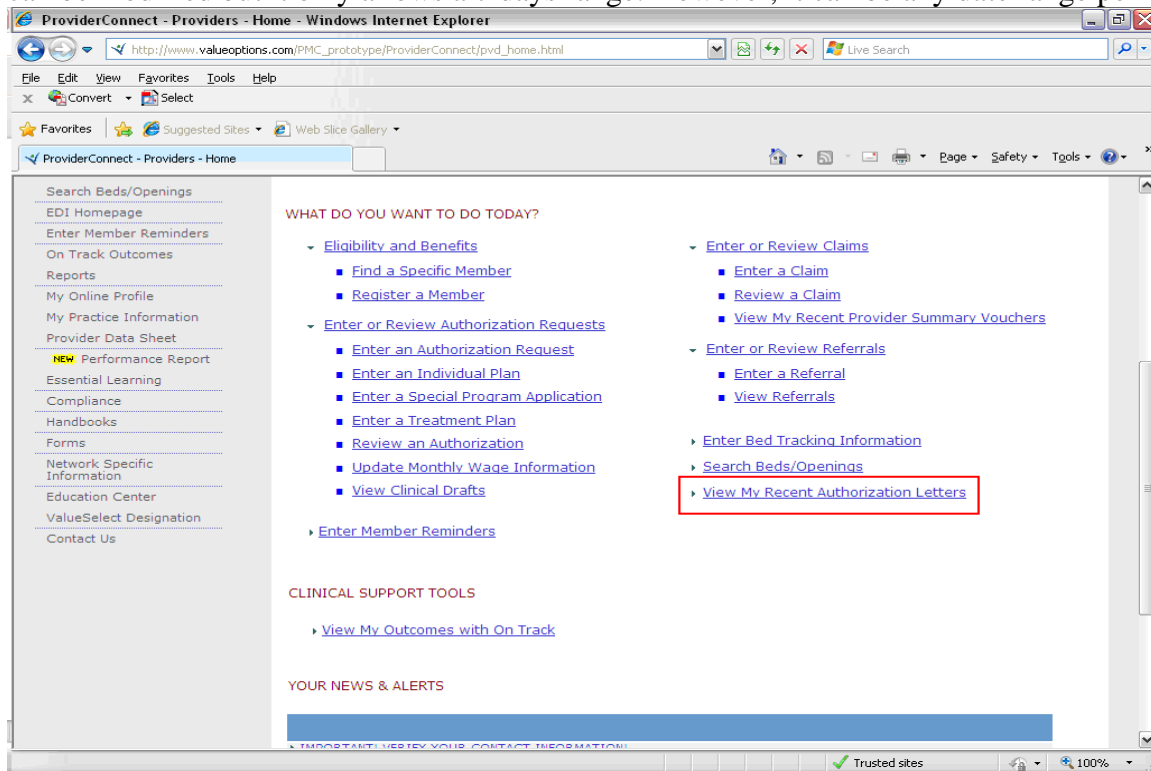
Letters that were created in the last seven (7) days will displayed as shown below.
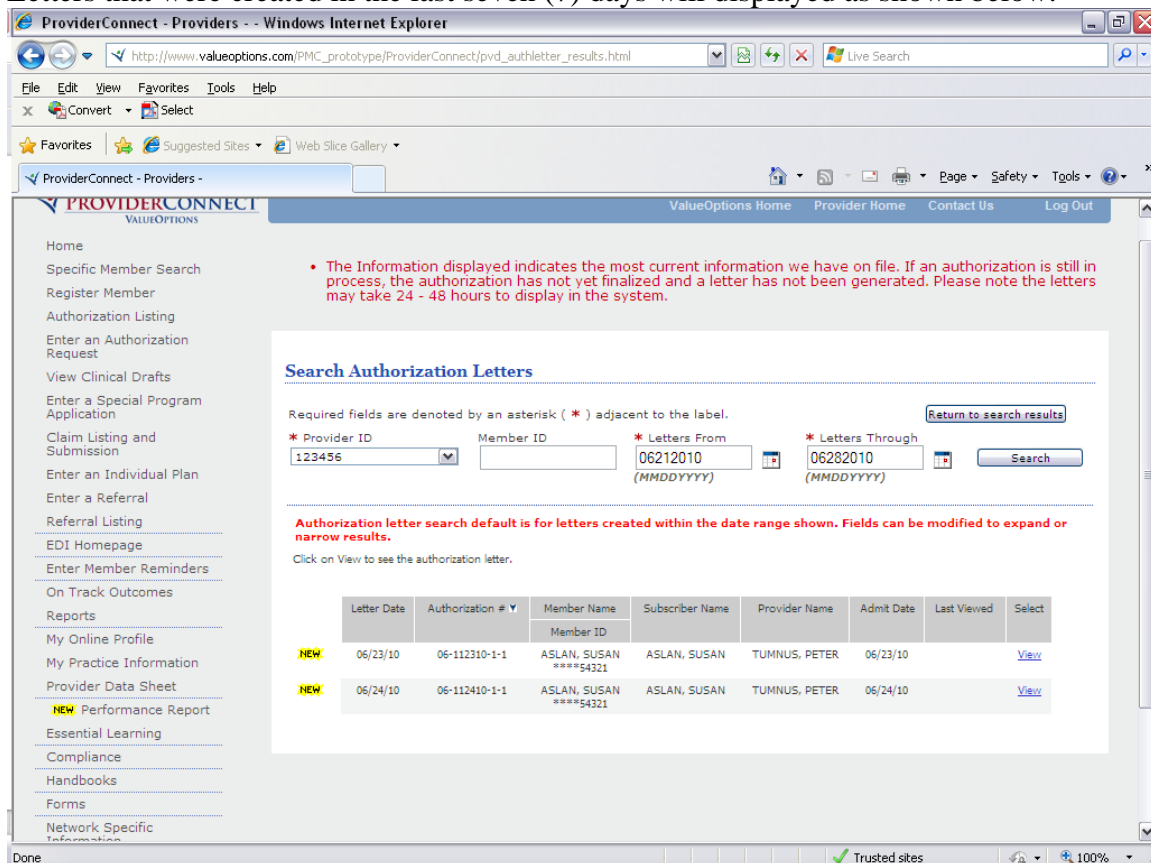
If the letter(s) you are searching for are older than 7 days they will not displayed and you will have to conduct another type of search. The second type of search is called the **Authorization listing** search which is explained below:

Authorization listing (Search), Enter **effective** and **expiration** dates. Click view all. This returns the authorizations created during the date ranges shown.

Another feature of the authorization listing is that a CSV (Comma Separated Value) file can be generated and downloaded by first removing the dates from the Effective Date and Expiration Date fields. Then enter dates in **Activity Date From**, and **Activity Date To** fields. **To generate the CSV file you must click the "Download" button**. The will result in CSV file that you can save to Excel, and sort as needed.

Click on the letter icon as shown.

If the list above is too long and you wish to limit the search to a Specific Member. Follow the directions for the Specific Member search below.

The third type of Search is called a **Specific Member Search**
Enter Member ID and Date of Birth as shown below:

Click View Member Auths as shown below.
Then select the search button at the bottom of the page

The search will produce only the letters for one member
Click on "letter icon" to view letter

Click "View icon" as shown below: