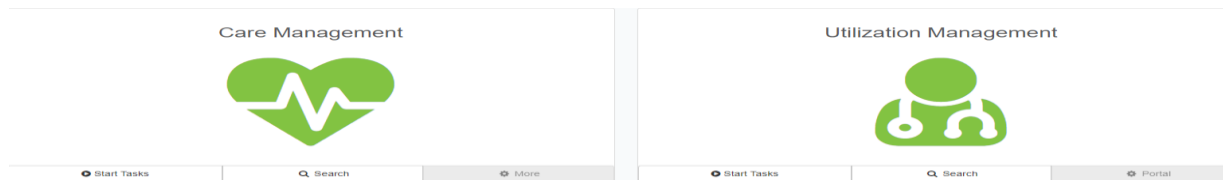


# How to Submit a PASRR Request in Qualitrac



1. Select Start task under Utilization Management



2. Search the correct member.

Scheduled Tasks **Member Search** Cases Case/Request/Claim Search

Please search for the member by completing one of the following

Member ID *	Date Of Birth *	First Name *	Last Name *	Date Of Birth *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Search"/>		<input type="button" value="Search"/>

OR

3. If Patient does not have a Medicaid ID, you can add Member. Select Submit.

Demographics

First Name \*  Middle Name  Last Name \*

Client \*  Birth Date \*  Gender \*

Identifiers

Social Security Number \*  Member ID \*

Relationship To Subscriber \*

Contact Information

Address Line 1 \*  Address Line 2

City \*  State \*  Zip \*

Phone  Phone Type

4. To start a new case, select the ADD button.

Utilization Management

5. Complete Authorization Request fields- Review Type: PASRR Level 2, Place of Service: Other Place of Service, Type of Service: Level II PASRR Evaluation, Review or Categorical (refer to PASRR Quarterly training if needing assistance in proper selection): Timing: Concurrent or Prospective: Then select add request.

Authorization Request

Date Request Received \*

Review Type \*

Place of Service \*

Type of Service \*

Timing \*

6. Next the DOS and Providers selection will need to be filled out.
7. Diagnosis and Procedure will need to be filled out: Select Add: Procedure Code needs to be T2011

Diagnosis

Seq.	Code	Description	Final Dx	POA	NOS	Action
No Diagnoses Supplied						

Procedures

Seq.	Code	Description	NOS	Mod. 1	Mod. 2	Qty.	Frequency	Cost	Action
No Procedures Supplied									



8. Add all documentation By Selecting the Add button (if you need to know the correct documentation to add please refer to documentation standards)
9. Next the MCG document clinical will need to be verified: once verified Submit Request

**Authorization Request**

Request Form → Document Clinical → 3 Submit Request

**mcg**

**Patient :** 346195197 **Name :** Lorens, Alex **DOB :** 7/25/1999 **Gender :** Male [show more](#)

**Authorization :** EPS-00036960 **Type :** Procedure Pre-authorization **Status :** NoDecisionYet [show more](#)

**Diagnosis Codes :** R69(ICD-10 Diagnosis) *primary* **Procedure Codes :** T2011(CPT/HCPCS) *primary*

✓ **Procedure Code:** T2011 (CPT/HCPCS) [show more](#)

**Requested Units:** 1

**Description :** PASRR LEVEL II EVALUATION PER EVAL

[Submit Request](#)

10. Last step User Attestation- Acknowledge input the user ID and Submit

**User Attestation**

⚠ I certify...

- that the submitted information is true, accurate and complete to the best of my knowledge.
- that the submitted information is supported within the patient's medical record.
- that I understand that any deliberate misrepresentation of any information in this medical review may subject me to liability under civil and criminal laws.
- that I understand an approval of a medical authorization request by Telligen does not guarantee payment for services.
- I agree to notify all involved parties of the outcome of this authorization request.

**Acknowledging User \***

Enter username

[Submit](#)