Support Coordinators Web Authorization Approval Process

Go to the LSBHIDEI website by typing the following URL into the address line using your browser software.
Please use Internet Explorer version 11 and make sure you turn on COMPATIBILY MODE:

www.lsbhidei.org

Click on Provider Information and then on LS eBilling. Then click on the "Authorizations site":

| Home | Overview | Programs | Publications | Forms | Resources | Provider Information |

Home > Provider Information > LS eBilling

LS eBilling

Authorizations site

Billing site

FAQ for Supports Coordinators (pdf)

FAQ for Providers (pdf)

HCSIS Consumer Demographics Registration Fields (pdf)

A new window will open with "Authorization Log In" as the title.

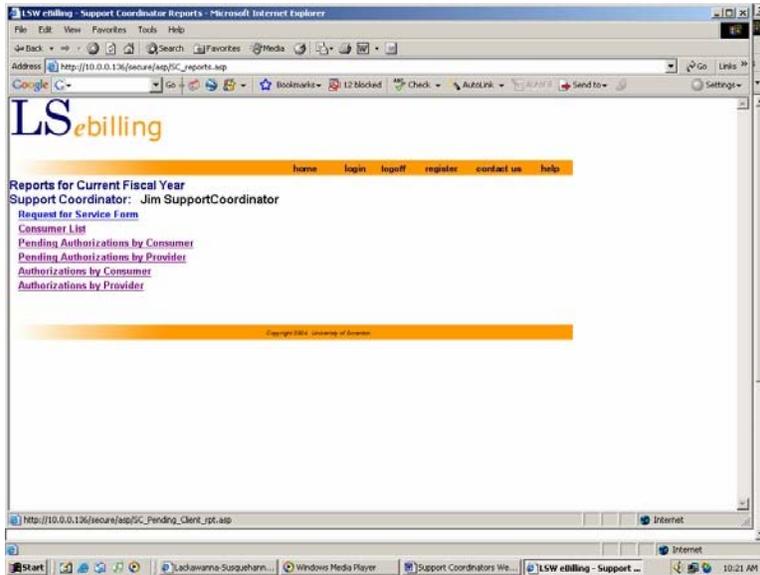Type your user id and password in. These are assigned at the county. If you lose your user id and/or password, just call Marianne or Katerina at the LS County Admin Office (570-346-5741) to have them reset.
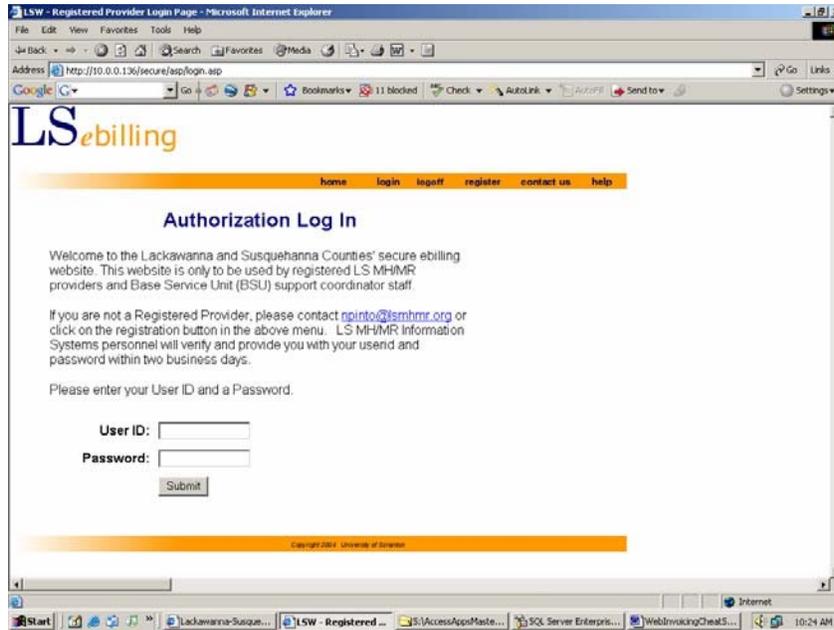

Once you are logged in, your screen will look like the following:
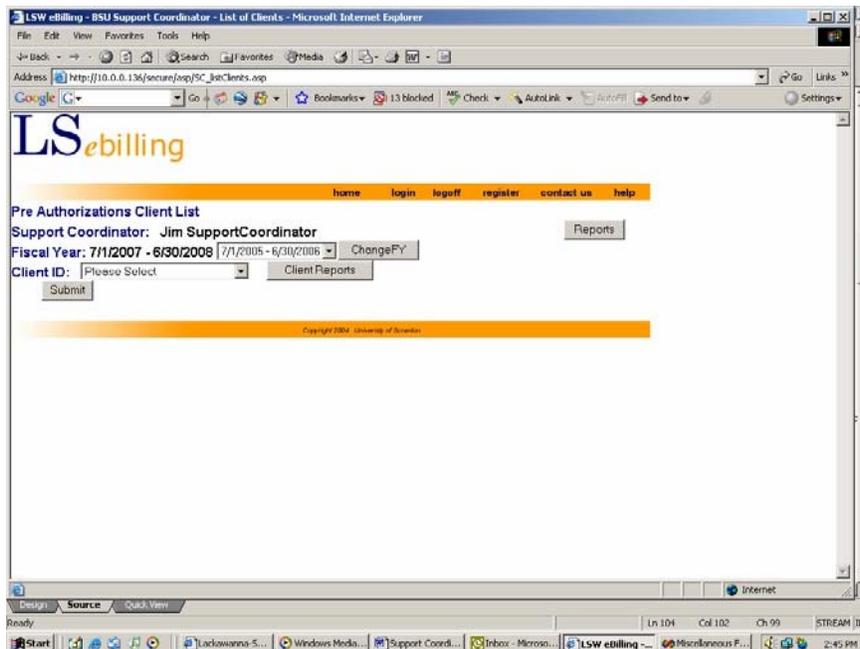
NEW
Your list of consumers will now include ALL of your consumers – even those that do NOT have pre-authorizations waiting to be reviewed. This is a major change and provides major advantages. To see which of your consumers have pre-authorizations, click on "Reports" and select the "Pending Authorizations by Consumer" link.
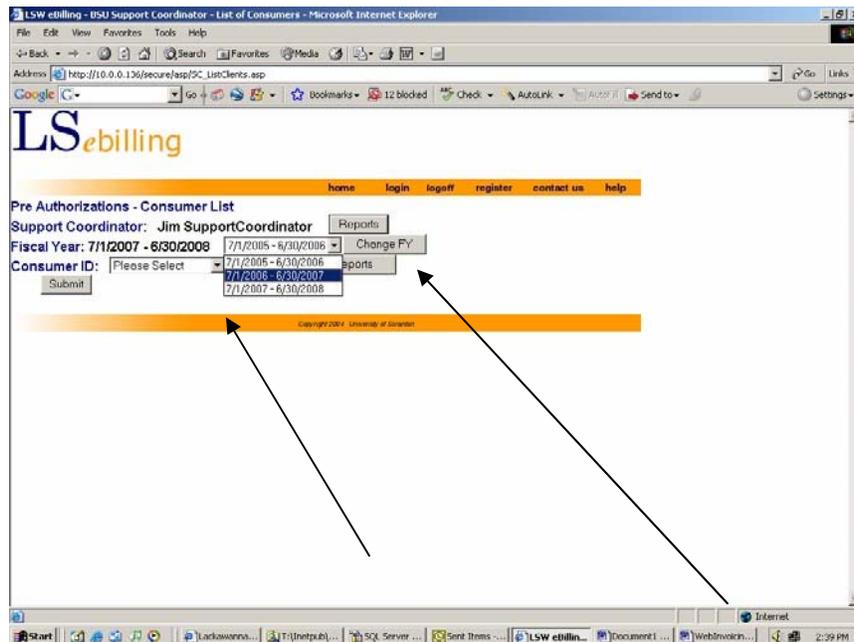

NEW
You now have the option to change the fiscal year when reviewing authorizations and pre-authorizations. Please note that the "Selected fiscal year" **will filter out** authorizations and pre-authorizations for anything other than the selected date range!

Select your consumer from the list and click on "Submit".
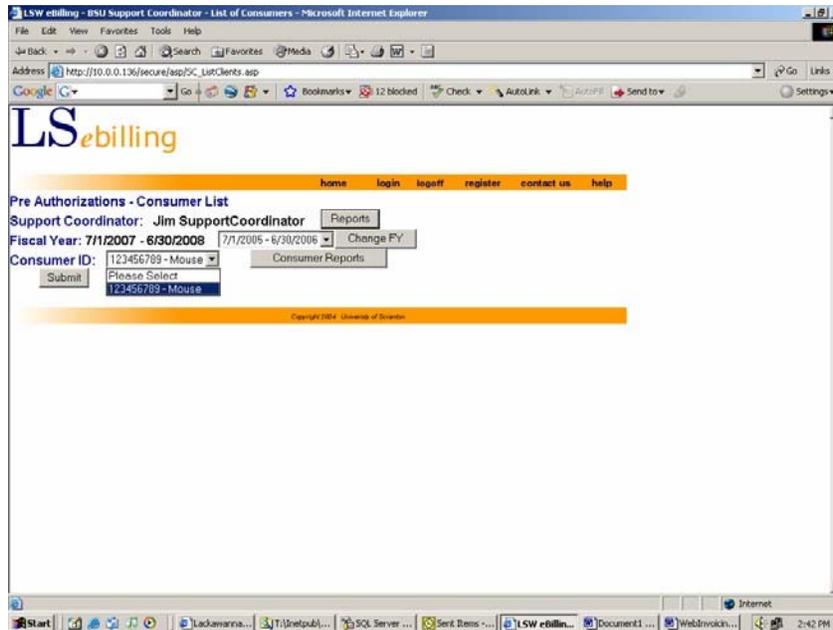
Confirm the consumer name and then click on "List Pre Authorizations". If you get a message on the screen saying "**No Pre Authorizations were found for this client in this fiscal year."** try changing the Fiscal Year, click "Change FY", and then "Submit" and "List Pre Authorizations" again.
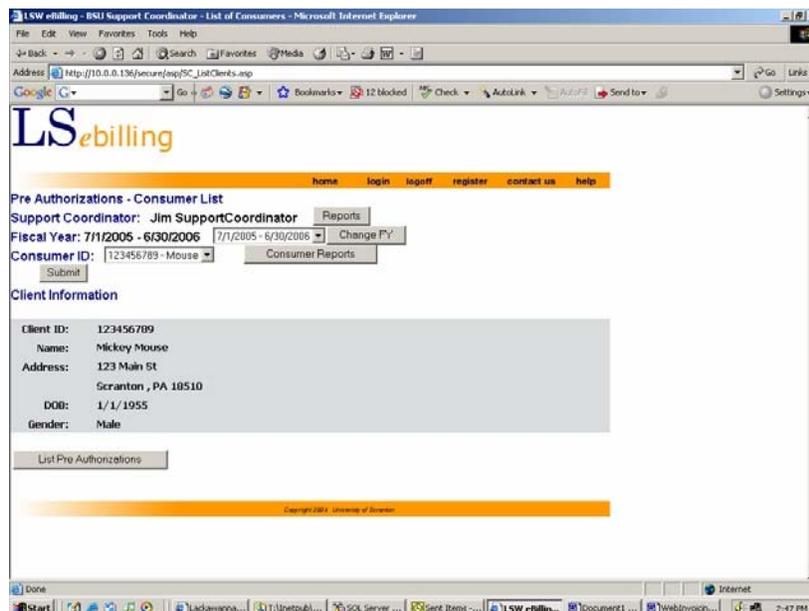

Any previously approved authorizations will appear as well as any pending pre-authorizations.
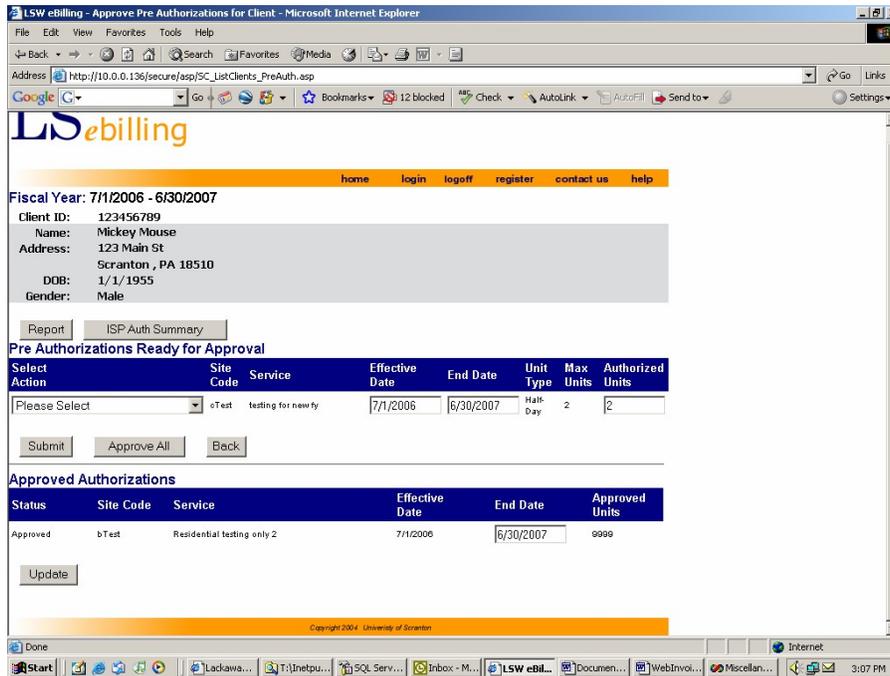
*** NEW *** You may change the Effective Date, End Date, and the number of authorized units on any preauthorization BEFORE you approve it. Once it is approved, you will be able to change the end dates ONLY. The end date may be changed to any date after the current date and before the end of the selected fiscal year. Be sure to click on "Update" if you make any changes.

If you click on the ISP Auth Summary button you will be able to print a report of authorized services for your consumer for the selected fiscal year.
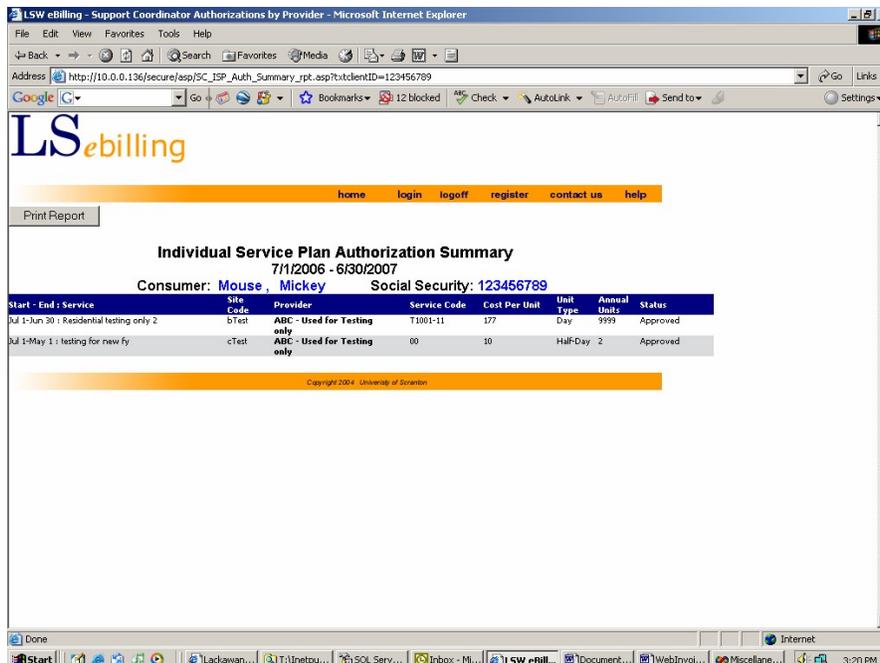
Be sure to check out the reports available:
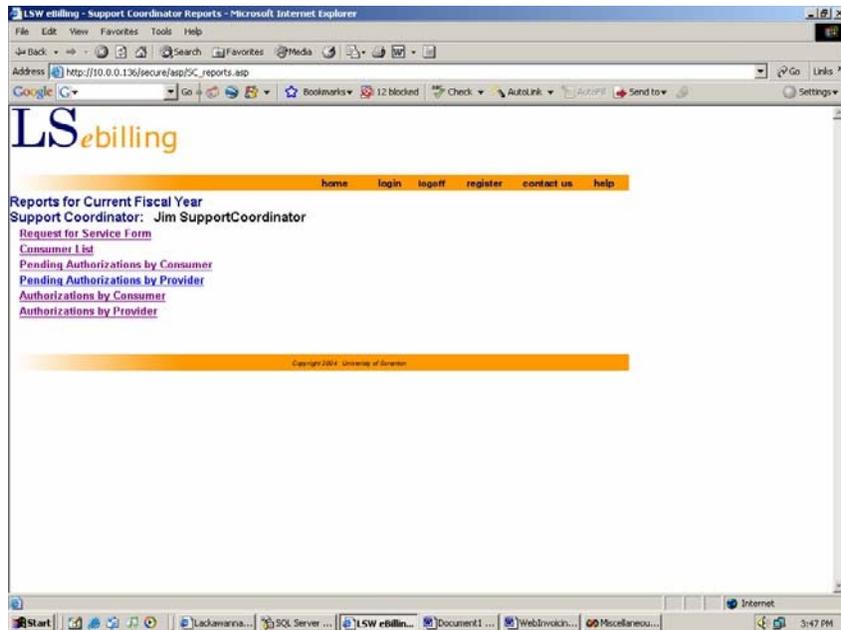
Remember to get back to your consumer list, just click "home" at any time.

This document is available for you to download whenever you wish. On the Provider Information link from the main website, click on the FAQ hyperlink.