

# Kev ntxiv cov ntaub ntawv kev tso cai yuav tsum tau muaj nyob rau hauv lub Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)

(Adding Required Authorization Information in the Sandata EVV Portal)



P-03550H (01/2025)

# Ntsiab Lus Sib Tham

- Vim li cas thiaj li Ntxiv Cov Ntaub Ntawv Tso Cai Tsim Nyog hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)?
- Tsim Tus Neeg Tau Kev Pab hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)
  - Nrhiav rau cov neeg tau kev pab uas twb muaj lawm
  - Ua Kom Tiav Qhov Hais Txog Tus Kheej
  - Ua Kom Tiav Qhov Khoos Kas
- Cov chaw muaj kev pab

Cim Tseg: Qhov no yuav tsis tsim Medicaid qhov tiag uas tau txais kev pom zoo tso cai ua ntej lawm. Qhov no tsuas yog muab tej ntaub ntawv uas yuav siv rau Sandata.

# Vim li cas thiaj li Ntxiv Cov Ntaub Ntawv Tso Cai Tsim Nyog hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)?

Tej zaum cov ntaub ntawv tso cai tsim nyog tuaj yeem tsim los ntawm tus kws muab kev pab cuam hauv Sandata EVV portal (chaw muab kev pab saum huab cua) rau:

- Cov qhua uas tau them fee-for-service (tus nqi them rau kev pab cuam) uas tau txais kev pab cuam tsawg dua 50 teev hauv ib lub xyoo txwm nkaus.
- Cov cai tswj kev noj qab haus huv hauv tsev uas yuav tsum tau pib ua ntej tau txais kev tso cai.
- Cov cai tswj xyuas cov kev pab cuam saib xyuas kev noj qab haus huv hauv tsev uas yuav tsis xav tau kev tso cai vim tias tsawg dua 30 qhov kev mus ntsib yuav tau ua hauv ib lub xyoo txwm nkaus.
- Tus kws tu neeg mob ntiag tug uas tsis yog cov neeg ua hauj lwm lis ntaub ntawv txog kev tso cai ua ntej (PAL).

Feem ntau lawm, cov qhua nws yuav tso nws npe rau hauv Sandata portal (Chaw Muab Kev Pab Saum Huab Cua) raws li qhov Medicaid tau pom zoo tso cai ua ntej lawm. Muaj qee cov kev pab cuam uas tau txais kev pom zoo los ntawm txoj cai yam tsis tau txais kev tso cai. Nyob rau hauv cov xwm txheej no, tus kws muab kev pab cuam tuaj yeem tsim tau cov ntaub ntawv kev tso cai nyob rau hauv lub Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua).

- Cov qhua uas tau them fee-for-service (tus nqi them rau kev pab cuam) uas tau txais kev pab cuam tsawg dua 50 teev hauv ib lub xyoo txwm nkaus
- Cov cai tswj kev noj qab haus huv hauv tsev uas yuav tsum tau pib ua ntej tau txais kev tso cai.
- Cov cai tswj xyuas cov kev pab cuam saib xyuas kev noj qab haus huv hauv tsev uas yuav tsis xav tau kev tso cai vim tias tsawg dua 30 qhov kev mus ntsib yuav tau ua hauv ib lub xyoo txwm nkaus
- Tus kws tu neeg mob ntiag tug uas tsis yog cov neeg ua hauj lwm lis ntaub ntawv txog kev tso cai ua ntej (PAL).

Yog tias tsis tau txais kev tso cai, lub lab npauv Sandata tsis tuaj yeem tuav

tau qhov kev mus ntsib EVV uas yog muaj qhov ua yuam kev. Yog li ntawd,  
rau cov cai kev pab cuam no, DHS tau tso cai rau cov kws muab kev pab  
cuam nkag mus rau cov ntaub ntawv tso cai uas xav tau hauv lub lab npauv  
Sandata thaum tsim nyog

# Vim li cas thiaj li Ntxiv Cov Ntaub Ntawv Tso Cai Tsim Nyog hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)?

Qhov kev zam: Tus zauv pab cuam 99509 (kev mus ntsib nrog tus kws tu neeg mob). DHS yuav pib tsim ib qho kev tso cai rau qhov kev pab cuam no txhawm rau los ua ke nrog txhua tus neeg tau kev pab uas tau txais T1019 (kev pab cuam saib xyuas tus kheej).

Cim Tseg: Qhov no yuav tsis tsim Medicaid qhov tiag uas tau txais kev pom zoo tso cai ua ntej lawm. Qhov no tsuas yog muab tej ntaub ntawv uas yuav siv rau Sandata.

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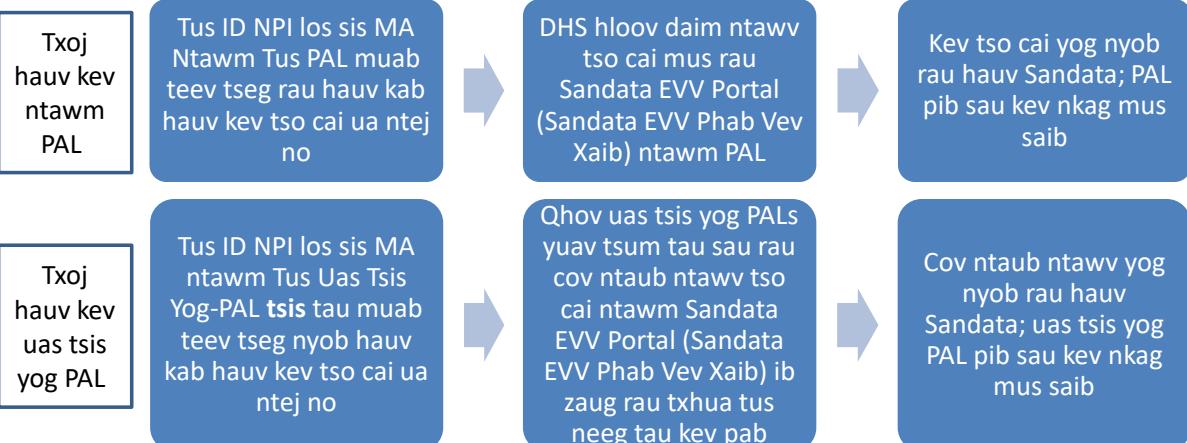
Qhov kev zam yog tus zauv pab cuam 99509 (kev mus ntsib nrog tus kws tu neeg mob). Tus zauv pab cuam no *yog tau txais kev tso cai los ntawm txoj cai yam tsis muaj kev tso cai*, tab sis DHS yuav pib tsim kev tso cai rau qhov kev pab cuam no yam av tas naus mav.

Cov kws muab kev pab cuam tsis tas yuav tsim cov ntaub ntawv tso cai hauv Sandata EVV portal (chaw muab kev pab saum huab cua) rau tus zauv pab cuam 99509.

Cia peb siv qee lub sij hawm nrog daim ntawv hauv qab ntawm lub nab cos: "Qhov no yuav tsis tsim Medicaid qhov tiag uas tau txais kev pom zoo tso cai ua ntej lawm. Qhov no tsuas yog muab tej ntaub ntawv uas yuav siv rau Sandata."

Peb xav kom paub tseeb tias cov kauj ruam uas peb yuav saib tsis \*hloov\* daim ntawv tso cai Medicaid. Txawm hais tias peb yuav pom cov duab thaij huav lub nab cos uas qhia tias muaj kev tso cai raug tsim, thov nco ntsoov qhov no tsuas yog muab cov ntaub ntawv rau Sandata, tsis yog tsim kev tso cai Medicaid yam tseeb tiag.

# Prior Authorization Liaisons (Cov Neeg Ua Hauj Lwm Lis Ntaub Ntawv Txog Kev Tso Cai Ua Ntej, PALs) thiab EVV Cov Ntaub Ntawv Kev Tso Cai



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Cia peb los hais txog Prior Authorization Liaisons (Cov Neeg Ua Hauj Lwm Lis Ntaub Ntawv Txog Kev Tso Cai Ua Ntej), Cov Kws Tu Mob Uas Saib Xyuas Hauj Lwm Ntiag Tug uas pab cov neeg PAL, thiab Cov Kev Tso Cai Ua Ntej.

Txawm tias cov zauv kev pab cuam uas muab siv rau hauv qhov xwm txheej (99504, S9123, thiab S9124) yeej xav tau kev tso cai ua ntej nrog ForwardHealth tas li, kev tso cai ua ntej tsuas yuav rub nkag mus rau hauv Sandata EVV Portal (Sandata EVV Phab Vev Xaib) rau PAL nkaus xwb. Qhov no vim yog Tus ID MA los sis tus naj npawb NPI ntawm tus neeg PAL muab teev tseg nyob hauv kev tso cai ua ntej qhov tshooj hais txog ntaub ntawv qhia paub txog tus kws muab kev pab cuam, uas xa mus rau Sandata. Peb saib pom cov kauj ruam ntawm cov kauj ruam saum toj kawg nkaus ntawm nplooj ntawv swb no.

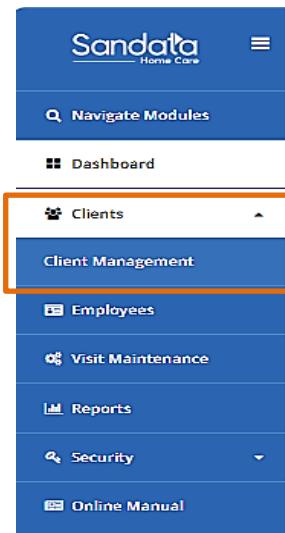
Lwm cov kws tu neeg mob ua hauj lwm ntiag tug uas yuav tab tom pab tus PAL yuav tsum tau ntaus ntaub ntawv qhia paub txog kev tso cai ua ntej nkag mus rau hauv lawv qhov Sandata EVV Portal (Sandata EVV Phab Vev Xaib) ntiag tug, kom tus neeg qhua thov kev pab cuam thiaj li yuav nyob rau hauv lawv qhov Sandata EVV Portal (Sandata EVV Phab Vev Xaib) thiab EVV qhov ntaub ntawv kev tuaj ntsib tuaj yeem muab sau los ntawm tus kws tu neeg mob ntawd tau. Peb pom cov xuv kauj ruam no nyob hauv txoj kab hauv qab kawg ntawm daim ntawv so no.

## Tsim Tus Neeg Tau Kev Pab hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)

Cia peb los pib. Ua ntej, rau cov xwm txheej uas peb nyuam qhuav duav roos, cia peb tham txog yuav ua li cas los tsim tus neeg tau kev pab Sandata EVV portal (chaw muab kev pab saum huab cua). Qhov no teeb tsa lub hauv paus rau kev ntxiv kev tso cai.

# Nrhiav Tus Qhua Tej Ntawv Uas Twb Muaj Los Lawm

- Nkag lab npauv rau hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua).
- Nyob ntawm navigation panel (phab taw qhia), nias **Clients (Cov Neeg Tau Kev Pab)**.
- Nias **Client Management (Kev Tswj Hwm Tus Neeg Tau Kev Pab)**.
- Lub nab cos tshawb nrhiav tus neeg tau kev pab yuav tshwm sim.



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Ib txwm tshawb nrhiav tus neeg tau kev pab ua ntej kom paub tseeb tias koj tsis tsim cov ntaub ntawv sib tshooj. Piv txwv li, yog tias tus qhua tau txais kev pab cuam los ntawm koj lub chaw sawv cev nyob rau yav dhau los, lawv tseem pom tus qhua nyob hauv daim npe thiab tsuas yog yuav tau kho me ntsis.

Ua ntej tshaj, sau npe nkag mus rau Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua).

Nyob ntawm navigation panel (phab taw qhia), nias Clients (Cov Neeg Tau Kev Pab).

Tom qab ntawd nias rau Client Management (Kev Tswj Hwm Tus Neeg Tau Kev Pab) txhawm rau kom nkag mus rau tus neeg tau kev pab cov ntaub ntawv.

Lub nab cos tshawb nrhiav tus neeg tau kev pab yuav tshwm sim (ntawm daim swb tom ntej).

# Nrhiav Tus Qhua Tej Ntawv Uas Twb Muaj Los Lawm

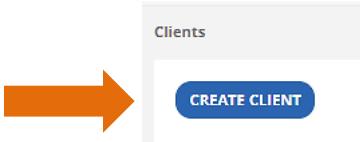
The screenshot shows a software interface for managing clients. At the top, there's a search bar with placeholder text "Type here for a quick search..." and a magnifying glass icon. To its right are buttons for "FILTERS" (with a small orange arrow pointing to it) and "EXPORT DATA". Below the search bar is a header row with columns labeled: CLIENT, STATUS, PROGRAM, SUPERVISOR, MEDICAID ID, CLIENT PAYER ID, AS OF, SOC, EOC, and SERVICES. A "CREATE CLIENT" button is located in the top-left corner of the main content area. On the right side, there's a "Filters" panel with fields for Last Name, First Name, Status (set to Active), Client ID, Client Payer ID, Medicaid ID, Program, Language, and Primary Payer. There are also "CLEAR" and "APPLY FILTERS" buttons. An orange arrow points from the "FILTERS" button in the header to the "APPLY FILTERS" button in the filters panel.

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Nyob rau sab xis saum toj ntawm lub nab cos, nias rau ntawm Filters (Lub Txheeb Lim). Tom qab ntawd sau cov txheej txheem tshawb nrhiav rau. Koj tuaj yeem tso tag nrho cov chaw seem kom tau txais cov npe tag nrho ntawm txhua tus neeg tau kev pab, yog tias koj xav tau. Nias Apply Filters (Siv Lub Txheeb Lim) txhawm rau kom pom cov ntaub ntawv zoo sib eaug.

# Nrhiav Tus Qhua Tej Ntawv Uas Twb Muaj Los Lawm

- Nias lub yeem **Create Client (Tsim Muaj Tus Neeg Tau Kev Pab)** yog tias nrhiav tsis pom tus neeg tau kev pab.



- Yog tias tus neeg tau kev pab tau pom, nias rau ntawm lawv lub npe thiab hloov kho lawv cov ntaub ntawv. (Mus rau daim ntawv swb 10.)

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Yog tias tsis pom qhov zoo sib xw, siv lub pob Create Client (Tsim Muaj Tus Neeg Tau Kev Pab) .

Yog tias pom tus neeg tau kev pab, nias rau ntawm lawv lub npe. Txuas mus rau daim ntawv swb 10 rau cov lus qhia txog txoj hau kev hloov lawv cov ntaub ntawv.

# Sau Tus Neeg Tau Kev Pab Tshiab

- Sau cov ntaub ntawv xav tau qhia los ntawm lub cim hnuq qub (\*).
- Xyuas kom tseeb tias Medicaid ID tau raug sau kom raug.
- Nias Create Client (Tsim Muaj Tus Neeg Tau Kev Pab).

## New Client

\*Required

Last Name*	Enter Last Name
First Name*	Enter First Name
Program*	Select Program
Medicaid ID*	Enter Medicaid ID
SSN	_____
Phone	(____) _____

[CANCEL](#)



[CREATE CLIENT](#)



Success



A new client has been successfully created!

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Saib raws lub cim hnuq qub (\*) los ntaus tej ntaub ntawv uas yuav tsum muaj. Los pov thaiv qhov teeb meem tom ntej, ua kom ntseeg tias ntaus Medicaid ID kom raug.

Nias Create Client (Tsim Muaj Tus Neeg Tau Kev Pab).

Lub lab npauv tau pib daim ntawv teev cov neeg tau kev pab, thiab lub npov ntawv lees paub xim ntsuab yuav tshwm sim tuaj.

# Ntxiv Cov Ntaub Ntawv Tso Cai

Tam sim no peb yuav ntxiv cov ntaub ntawv tso cai tsim nyog.

# Ua Kom Tiav Qhov Hais Txog Tus Kheej

- Sau cov ntaub ntawv tsis tsim nyog (tsis muaj lub cim hnub qub) yog tias xav tau.
- Nias rau ntawm peb lub cim ib tee ntawm kawg (saib tus xib xub) kom nkag mus rau qhov chaw nyob thiab tus naj npawb xov tooj.

The screenshot shows a software application window titled 'Test, Fake'. At the top, there are status indicators: 'FFS | Pending'. Below this, a message states 'Client ID: 266183 | Medicaid ID: 9999999977 | Main Address: - | Phone No: - | Main Emergency Contact: -'. The interface is divided into sections: 'Personal' (selected tab) and 'Program\*'. The 'Identifiers' section contains fields for Client ID (266183), Medicaid ID (9999999977), SSN (-), and Agency ID (9999999977). The 'Personal Information' section includes fields for Client Name (Fake Test), Date of Birth (-), Gender (-), Language (English), and a 'REQUEST DEVICE' button with an orange arrow pointing to it. The 'Addresses | Phone Numbers \*' section has a 'Main Address' field and a '...' button.

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Ntawm no koj tuaj yeem saib phab kem Tus Kheej yog xav paub ntau ntxiv.

Koj tuaj yeem sau cov ntaub ntawv tsis tsim nyog (tsis muaj lub cim hnub qub) uas koj xav tau.

Yuav tau ntxiv ib qhov chaw nyob thiab tus naj npawb xov tooj rau. Koj tuaj yeem ua li ntawd los ntawm kev nias rau ntawm peb lub cim in tee tom kawg, qhia ntawm no los ntawm tus xib xub xim daj.

# Ua Kom Tiav Qhov Hais Txog Tus Kheej

- Ntaus cov ncauj lus yuav tsum tau muaj.
- Hom Chaw Nyob yog "O - Lwm yam."
- Tus Naj Npawb Xov Tooj Tshwj Xeeb: Ntaus tus neeg tau kev pab tus xov tooj txawb nkaus xwb. Yog tias tsis muaj lub xov tooj txawb, ntaus 555-555-5555.
- Nias rau Save (Zwm Cia).

Edit Address and Phone Number

\* Required

Address Label Enter Address Label	Address Line 2 Enter Address Line 2
Address Line 1* Enter Address Line 1	Zipcode* _____
Address Type* Select Address Type	County Enter County
City* Enter City	Main Phone Number* _____
State* Select State	
<input checked="" type="checkbox"/> Active	
<input type="checkbox"/> Use as billing address	
<input checked="" type="checkbox"/> Use as main address	
+ Add number	
+ Add email address	

CANCEL  SAVE

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Ntaus tus neeg tau kev pab qhov chaw nyob. Txhua qhov chaw tsim nyog muaj lub cim hnub qub nyob ib sab ntawm lawv.

Sau cov ntaub ntawv tsim nyog, kos cim nrog lub cim hnub qub (\*).

Hom Chaw Nyob: Txhawm rau tsim tus neeg tau kev pab hauv Sandata, sau rau "Hom Chaw Nyob" yog tsim nyog. Sau ua "O-Lwm yam" txhais tau tias qhov chaw nyob yuav tsis raug sau dua hauv cov ntaub ntawv hloov tshiab yav tom ntej.

Tus Naj Npawb Xov Tooj Tshwj Xeeb: Qhov no yog qhov yuav tsum tau ua, Txawm li cas los xij, tsuas yog tus neeg tau kev pab lub xov tooj txawb (los sis fixed Voice over Internet Protocol (Kaw Suab Lus hauv Is Taws Nem) (VoIP), tsab xov tooj - piv txwv li, tsab xov tooj ntawm lub tuam txhab cable) yuav tsum nkag mus. Yog tias tus neeg tau kev pab tsis muaj xov tooj txawb los sis tsab VoIP, sau 555-555-5555 los sis lwm tus naj npawb cuav.

Nias rau Save (Zwm Cia).

Kev ceeb toom: Cov tswv cuab tsim nyog tau txais kev pab txhawb kom kho

tej ntaub ntawv muaj nrog ForwardHealth. Cov qhua yuav kho tau lawv li ntaub ntawv muaj nrog Medicaid los ntawm lub koom haum tswj hwm tus qhua kev khwv tau nyiaj hauv zos los sis lub chaw saib xyuas neeg xeeb txawm, hauv oos lais los ntawm tus qhua tus as khauj ACCESS, los sis los ntawm kev siv lub Medicaid Qhov Chaw Tshaj Tawm Hloov Pauv (F-10137).

Cov ntaub ntawv chaw nyob twg uas sau ntxiv rau Sandata Portal (Chaw Muab Kev Pab Saum Huab Cua) yuav tsis hloov kho cov ntaub ntawv Medicaid los sis lwm lub lab npauv.

# Ua Kom Tiav Qhov Khoos Kas

- Nyem rau qhov **Program (Khoos Kas)**.
- Cov swb tom ntej no ua hauj lwm los ntawm cov npov raws li cov xib xub ncaj qha.

The screenshot shows a software application window divided into five sections, each labeled with a orange number:

- 1**: A header bar with "Pending" and "ADD PAYER" buttons.
- 2**: "Program Details" section with fields for Supervisor, Enrollment, Created Date, Effective Date, and SOC Date. A "Program\*" button is highlighted with an orange box.
- 3**: "Service Details" section with a message "No Service Added" and a "Click button to add Service" link, plus an "ADD SERVICE" button.
- 4**: "Payer Details" section with fields for Payer Name (WIFPS), Bill Rate (Default), Client Payer ID, Start Date, Medicaid ID (9999998888), Rank (1), Group Number, and End Date.
- 5**: "Authorization Details" section with a message "No Authorization Added Click button to add Authorization" and an "ADD AUTHORIZATION" button.

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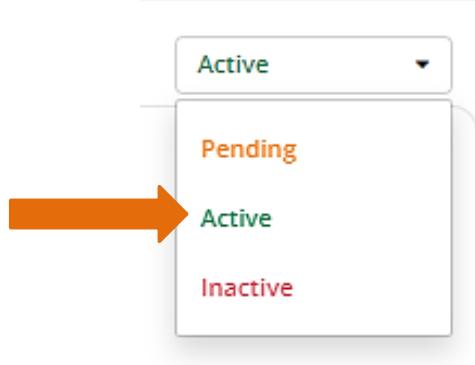
Tam sim no nias rau ntawm lub thev (tab) Program (Khoos Kas). Cim tseg tsib qhov chaw sib cais ntawm no. Peb yuav sau cov ntaub ntawv hauv cov lub txib no:

1. Raws li txoj cai cov neeg tau kev pab (qhia ntawm no yog "Pending (Tab Tom Tos)" - sab xis sab saum toj)
2. Cov Ntsiab Lus Qhia Txog Lub Khoos Kas
3. Cov Ntsiab Lus Qhia Txog Kev Pab Cuam
4. Cov Ntsiab Lus Qhia Txog Kev Them Nyiaj
5. Cov Ntsiab Lus Qhia Txog Kev Tso Cai

Cia mus dhau cov kev qhia no ib ntu zuj zus.

# Ua Kom Tiav Qhov Khoos Kas: Tus Qhua Qhov Qib

Hloov qhov kem **Client Status (Tus Qhua Qhov Qib)** los ntawm **Pending (Tab Tom Tos)** los **Active (Qhib Siv)**.



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Peb pib hauv lub npov Client Status (Tus Qhua Qhov Qib).

Hloov pauv Client Status (Tus Qhua Qhov Qib) los ntawm Pending (Tab Tom Tos) los Active (Qhib Siv). "Active (Qhib Siv)" raws li txoj cai yuav tso cai rau koj los kho cov ntaub ntawv no ntau dua li feem ntau uas tau tso cai.

# Ua Kom Tiav Qhov Khoos Kas: Cov Ntsiab Lus Qhia Txog Lub Khoos Kas

- **Effective Date (Hnub Siv Tau)**  
yuav pib sau txog hnub no.
- **Qhov Created Date (Hnub Tau Tsim)** tuaj yeem yog hnub tom qab cov kev mus ntsib tau txais kev lees txais.
- **Start of Care (SOC) Date (Hnub Pib Tu Xyuas)** yog hnub uas pib muab cov kev pab. Nws tuaj yeem yog hnub tom qab thooj li **Created Date (Hnub Tau Tsim)**.

The screenshot shows a 'Program Details' form with the following fields:

- Program\***: FFS
- Supervisor**: Select Supervisor
- Enrollment Date**: Enter Enrollment Date (07/01/2024)
- Effective Date\***: 07/01/2024
- SOC Date**: 07/01/2024
- EOC Date**: Enter EOC Date
- Eligibility Begin Date**: Enter Eligibility Begin Date
- Eligibility End Date**: Enter Eligibility End Date
- Created Date\***: 07/01/2024
- Reason For Change**: Select Reason For Change

Buttons at the bottom include CANCEL and SAVE (highlighted by an orange arrow).

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Tom ntej no, txav mus rau lub npov Program Details (Cov Ntsiab Lus Qhia Txog Lub Khoos Kas).

Effective Date (Hnub Siv Tau) yog tsim nyog. Nws pib sau txhawm rau los qhia hnub tam sim no. Effective Date (Hnub Siv Tau) yog hnub uas tau hloov paув tus neeg tau kev pab.

Lwm qhov kev xav tau yog Created Date (Hnub Tau Tsim). Qhov no tuaj yeem yog hnub dhaub los. Nws yuav teeb tus qauv rau hnub tshiab. Lwm hnub (Start of Care (SOC) Date (Hnub Pib Tu Xyuas), Effective Date (Hnub Siv Tau)) tsis tuaj yeem nyob ua ntej koj sau Created Date (Hnub Tau Tsim).

Ib qho piv txww ntawm cov no yuav tsum tau rov qab yog tias tus neeg tau kev pab cov ntaub ntawv nkag mus rau Sandata tom qab qee qhov kev pab cuam EVV tau tshwm sim. Backdating yuav tso cai rau cov kev mus ntsib kom muaj EVV cov ntaub ntawv.

Nco ntsoov nias rau ntawm "Save (Zwm Cia)" ua ntej mus rau lub npov tom ntej.

# Ua Kom Tiav Qhov Khoos Kas: Cov Ntsiab Lus Qhia Txog Kev Pab Cuam

- Nias **Add Service (Ntxiv Kev Pab Cuam)**.
- Xaiv **Service (Kev Pab Cuam)**.
- Ntxiv **Start Date (Hnub Pib)**.
- Nias rau **Save (Zwm Cia)**.

The screenshot shows a 'Service Details' form. At the top right is an orange arrow pointing right, above a blue 'ADD SERVICE' button. The form itself has a header 'Service Details' and a note '\* Required'. It includes fields for 'Service' (a dropdown menu labeled 'Select Service'), 'Start Date \*' (set to 07/01/2024), and 'End Date' (a placeholder 'Enter End Date'). At the bottom are 'CANCEL', 'SAVE AND ADD ANOTHER', and a large blue 'SAVE' button, which is highlighted with an orange arrow.

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Tam sim no peb txav mus rau lub npov Service Details (Cov Ntsiab Lus Qhia Txog Kev Pab Cuam).

Nias Add Service (Ntxiv Kev Pab Cuam).

Xaiv Kev Pab Cuam los ntawm cov ntawv swb nqis. Tsuas yog cov kev pab cuam tsim nyog yuav tshwm sim.

Ntxiv Start Date (Hnub Pib). "Start Date (Hnub Pib)" tsis tuaj yeem tawm ua ntej tshaj "Created Date (Hnub Pib Tsim)" ntawm lub npov Program (Khoos Kas) uas peb nyuam qhuav tham txog.

Yuav tsum tau muaj Start Date (Hnub Pib)—nws muaj lub cim hnub qub nyob ib sab ntawm nws. End Date (Hnub Xaus) yog xaiv sau tau nyob rau daim nov.

Nias rau Save (Zwm Cia).

# Ua Kom Tiav Qhov Khoos Kas: Cov Ntsiab Lus Qhia Txog Kev Them Nyiaj

- Xaiv **Payer Name (Lub Npe Tus Them Nyiaj).**
- Nias **Bill Rate (Tus Nqi Sau).**
- Xaiv "Default (Xub Thawj)."
- Nias rau **Save (Zwm Cia).**

The screenshot shows a 'Payer Details' form. At the top left, there is a legend: 'Required' with a red asterisk (\*). Below it, the 'General' section contains fields for 'Payer Name\*' (set to 'WIFTS'), 'Medicaid ID' (set to '1231231222'), 'Bill Rate\*' (set to 'Default'), 'Rank' (set to '1'), 'Client Payer ID' (with placeholder 'Enter Client Payer ID'), 'Group No.' (with placeholder 'Enter Group No.'), 'Start Date' (with placeholder 'Enter Start Date') and 'End Date' (with placeholder 'Enter End Date'). Under 'Authorization', there is a link '+ ADD AUTHORIZATION'. At the bottom, there are 'CANCEL', 'SAVE AND ADD ANOTHER', and a large blue 'SAVE' button.

18

Tam sim no peb txav mus rau lub npov Payer Details (Cov Ntsiab Lus Qhia Txog Kev Them Nyiaj).

Xaiv tus neeg them nyiaj los ntawm daim ntawv swb nqis.

Nias rau tus xib xub swb nqis rau Bill Rate (Tus Nqi Sau).

Xaiv "Default (Xub Thawj)" rau tus nqi sau, xaib ib txoj hau kev nkaus xwb.

Tag nrho lwm cov ntaub ntawv yog xaiv tau.

Nias rau Save (Zwm Cia).

# Ua Kom Tiav Qhov Khoos Kas: Cov Ntsiab Lus Qhia Txog Kev Tso Cai

Nias **Add Authorization (Ntxiv Kev Tso Cai)** ntxiv cov ntaub ntawv tso cai.

The screenshot shows a software interface with a light gray background. At the top, there are two status indicators: 'Voided Auth.' and 'Expired Auth.'. Below them is a button labeled 'ADD AUTHORIZATION'. In the center, there is a section titled 'Authorization Details' which is highlighted with a red rectangular border. To the right of this section are three icons: a pencil, a square, and a trash can. A large orange arrow points upwards from the text 'Cim Tseg: Qhov no yuav tsis tsim Medicaid qhov tiag uas tau txais kev pom zoo tso cai ua ntej lawm. Qhov no tsuas yog muab tej ntaub ntawv uas yuav siv rau Sandata.' towards the 'ADD AUTHORIZATION' button.

Cim Tseg: Qhov no yuav tsis tsim Medicaid qhov tiag uas tau txais kev pom zoo tso cai ua ntej lawm. Qhov no tsuas yog muab tej ntaub ntawv uas yuav siv rau Sandata.

19

Tam sim no, peb saib lub npov Authorization Details (Cov Ntsiab Lus Qhai Txog Kev Tso Cai).

Nias Add Authorization (Ntxiv Kev Tso Cai). Nco ntsoov, qhov no tsis yog tsim kev tso cai Medicaid. Nws tsuas yog muab cov ntaub ntawv rau Sandata.

# Ua Kom Tiav Qhov Khoos Kas: Cov Ntsiab Lus Qhia Txog Kev Tso Cai

- Xaiv **Payer (Tus Them Nyiaj)** thiab **Service (Kev Pab Cuam)**.
- Khaws **Event Code (Zauv Koob Tsheej)** ua "None (Tsis Muaj)."
- Xaiv **Format (Hom Ntawv)**.
- Teeb **Start Date (Hnub Pib)** kom duav roos hnub pib qhov kev pab cuam.
- Teeb **End Date (Hnub Xaus)** (txog 06/06/2079).
- Nias rau **Save (Zwm Cia)**.

**Authorization Details**

\*Required

**General Info**

Payer\* WIFSS

Service\* T1019

Event Code\* NONE-None

Modifiers: 1:  2:  3:  4:

Format\* Select Format

Voided

**Date Range**

Start Date\* 07/22/2024

End Date\* Set End Date

**Comments**  
Write your comments here...

**Authorization Limitation**

Visits or Authorization Allowed

Unlimited  Has Limitations

**CANCEL** **SAVE AND ADD NEW** **SAVE**

20

Lub nab cos Authorization Details (Cov Ntsiab Lus Qhia Txog Kev Tso Cai) yuav qhib.

Qhov no yog qhov chaw koj xaiv los ntawm cov ntawv swb nqis rau tus neeg them nyiaj thiab kev pab cuam (tus zauv pab cuam).

"Event Code (Zauv Koob Tsheej)" tseem tuaj yeem ua tias "None (Tsis Muaj)." Xaiv Format (Hom Ntawv) uas zoo tshaj plaws sawv cev mus xyuas hom chav tsev.

Teem Start Date (Hnub Pib) kom duav roos rau hnub pib qhov kev pab cuam. Yog tias koj yog cov kev pab cuam backdating, nws yuav tsum haum nrog rau "Created Date (Hnub Tau Tsim)" uas koj tau siv rau hauv lub nab cos Cov Ntsiab Lus Qhia Txog Lub Khoos Kas.

Teeb End Date (Hnub Xaus). Ntawm no, nws yuav tsum tau muaj. Koj tuaj yeem siv hnub twg mus txog 06/06/2079. Vim qhov no tsis yog tsim kom muaj kev tso cai Medicaid tseeb tiag,

hnub xaus tsis ntev los no tau txais nyob rau ntawm no. Qhov no yuav tiv thaij koj los ntawm kev xav tau hloov cov ntaub ntawv no yav tom ntej.

Ntxiv cov lus tawm tswv yim hauv lub npov hauv qab yog tias koj xav tau.

Nco ntsoov nias Save (Zwm Cia).

# Ua Kom Tiav Qhov Khoos Kas: Cov Ntsiab Lus Qhia Txog Kev Tso Cai

Cov ntaub ntawv tso cai yuav pib nrog "AMP" txhawm rau los qhia tias nws tau tsim los ntawm nws tus kheej.

Voided Auth.

Expired Auth.

**ADD AUTHORIZATION**

## Authorization Details

Payer: WIFFS

Authorization No: AMP20240719T195442690

Service: T1019

Modifiers: -

Event Code: NONE- None

Format: Hours

Start Date: 07/01/2024

End Date: 06/06/2079

Comment: -



21

Tus naj npawb kev tso cai yuav pib sau. Qhov no yuav pib nrog "AMP" txhawm rau los qhia nws tau tsim los ntawm tus kheej hauv lub lab npauv Sandata.

Tus naj npawb no yuav tsis haum nrog tus naj npawb tso cai Medicaid.

# Tswj Tej Ntaub Ntawv

Yog tias tau txais kev tso cai ua ntej rau kev pab cuam los ntawm *tib tug* neeg them nyiaj yav tom ntej, Sandata hnub xaus uas tsim cov ntaub ntawv tso cai los ntawm tus kheej. Qhov no yuav pov thaiv cov ntaub ntawv muab kev pab cuam uas sib tshooj.

Voided Auth. Expired Auth.**ADD AUTHORIZATION**

---

<b>Authorization Details</b>		Edit
Payer: WIFFS	Authorization No: AMP20240719T195442690	
Service: T1019	Modifiers: -	
Event Code: NONE- None	Format: Hours	
Start Date: 07/01/2024	End Date: 07/19/2024	
Comment: -		

22

Yog tias tau txais kev tso cai ua ntej los ntawm tus neeg them nyiaj yam tom ntej, Sandata hnub xaus uas tsim cov ntaub ntawv tso cai los ntawm tus kheej. Qhov no yuav pov thaiv cov ntaub ntawv muab kev pab cuam uas sib tshooj.

# Tswj Tej Ntaub Ntawv

Yog tias tau txais kev tso cai *lwm tus* them nyiaj, tus kws muab keb pab cuam hhub xaus cov ntaub ntawv Sandata tau tsim los ntawm tus kheej.

- Nias rau ntawm qhov rov kho dua uas yog tus cwj mem.
- Hloov pauv hhub xaus.
- Nias rau **Save (Zwm Cia)**.

Authorization Details

Payer: WIFES  
Service: T1019  
Event Code: NONE-None  
Start Date: 07/01/2024  
End Date: 07/19/2024  
Comment: -

Authorization No: AMP20240719T195442690  
Modifiers: -  
Format: Hours

ADD AUTHORIZATION

23

Yuav ua li cas yog tias tau txais kev tso cai los ntawm *lwm tus* neeg them nyiaj rau tib qhov kev pab cuam ntawd? Lub lab npauv yuav TSIS tso tseg hhub xaus uas oib sau ntawm cov ntaub ntawv tso cai uas tsim los ntawm tus kheej. Hauv qhov xwm txheej no, thaum xav tau kev tso cai tshiab rau tus neeg tau kev pab ntawd los ntawm tus neeg them nyiaj sib txawv, tus neeg muab kev pab cuam hhub xaus ntawm AMP cov ntaub ntawv tso cai.

Txhawm rau ua li ntawd:

- Nias rau ntawm qhov rov kho dua uas yog tus cwj mem.
- Hloov pauv hhub xaus.
- Nias rau **Save (Zwm Cia)**.

Yog tias ob qho tib si AMP thiab tus neeg them nyiaj tso cai qhib siv, lub lab npauv yuav tsis tuaj yeem xaiv qhov kev tso cai kom raug thaum mus ntsib EVV. Yuav muaj kev zam kev pab cuam tsis raug cai txhawm rau los kho nrog txhua qhov kev mus ntsib.

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Cov chaw muaj kev pab

# Cov chaw muaj kev pab

- EVV Chaw Pab Neeg Qhua:
  - Tus Xov Tooj: 833-931-2035, Hnub Monday–Friday, thuam 7 teev sawv ntxov-6 teev tsaus ntuj Lub Sij Hawm Nruab Nrab
  - Tus Email: [VDXC.ContactEVV@wisconsin.gov](mailto:VDXC.ContactEVV@wisconsin.gov)
- Xav paub ntxiv:
  - [www.dhs.wisconsin.gov/evv/training-administrators.htm](http://www.dhs.wisconsin.gov/evv/training-administrators.htm):
  - [Daim PowerPoint: Kev Kho Hloov Ntaub Ntawv Txog Neeg Tau Kev Pab, P-02749](#)
  - [Wisconsin Kev Coj Qhia Pab Txhawb Rau EVV, P-02745](#)

25

Muaj ob peb qhov chaw pab cuam uas peb xav qhia thiab. EVV Chaw Pab Neeg Qhua muaj nyob ntawm 833-931-2035, Hnub Monday-Friday, 7 teev sawv ntxov–6 teev tsaus ntuj. Los sis los ntawm email ntawm qhov chaw nyob uas teev nyob rau hauv daim ntawv swb. Peb pab neeg pab cuam uas tau cob qhia tshwj xeeb rau EVV thiab tsuas yog hu EVV xwb.

Koj tseem tuaj yeem nrhiav cov ntaub ntawv ntxiv ntawm EVV lub vev xaib ntawm [www.dhs.wisconsin.gov/evv/training-administrators.htm](http://www.dhs.wisconsin.gov/evv/training-administrators.htm):

Daim PowerPoint: Kev Kho Hloov Ntaub Ntawv Txog Neeg Tau Kev Pab, P-02749

Wisconsin Kev Coj Qhia Pab Txhawb Rau EVV, P-02745

# Ua Tsaug

Ua tsaug rau cov kev pab cuam tseem ceeb uas koj muab rau cov tswv cuab.

