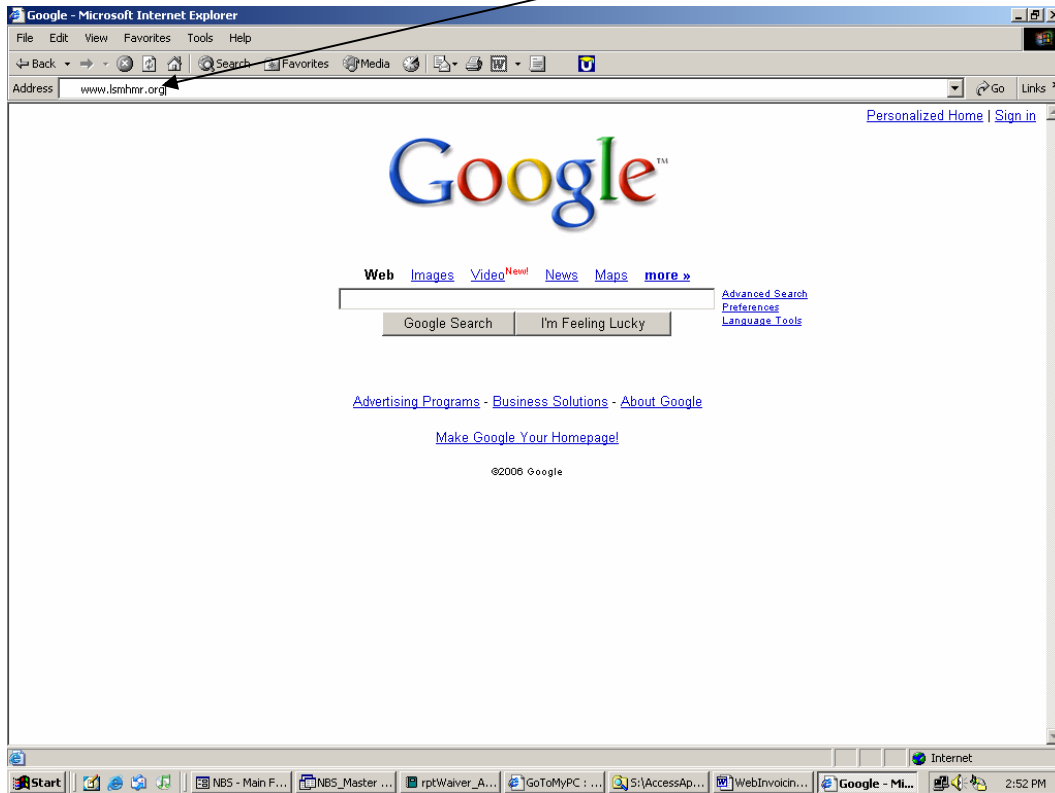


Creating Pre-Authorizations on the Web

Go to the LS MHMR website by typing the following URL into the address line using your browser software: **www.lsmhmr.org**



Click on "Authorizations":

Lackawanna-Susquehanna Counties Mental Health / Mental Retardation Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <http://www.lswmhr.org/> Go Links >>

MENTAL HEALTH MENTAL RETARDATION PROGRAM

[Mission Overview](#)
[MH Services](#)
[MR Services](#)
[Upcoming Events](#)
[Resources](#)
[Myths vs. Facts](#)
[Advisory Board](#)
[Staff Directory](#)
[Employment](#)
[RFPs](#)
[Publications](#)
[Survey](#)
[Authorizations](#)
[Billing](#)
[Contact Us](#)

The Lackawanna-Susquehanna (L-S) Mental Health/Mental Retardation (MH/MR) Program serves more than 13,000 individuals through various providers of mental health and mental retardation services.

The program's service area consists of two Northeastern Pennsylvania counties - Lackawanna and Susquehanna - which have a combined population of more than 255,000 residents.

The MH/MR program was started in 1967 under provisions of the Mental Health and Mental Retardation Act passed by the Pennsylvania Legislature.

Each year, MH/MR spends nearly \$67 million in public funds to make sure the mental health and mental retardation needs of its service area communities are met.

The program's primary goal is to facilitate the inclusion and full participation of all persons with mental disabilities in their local community.

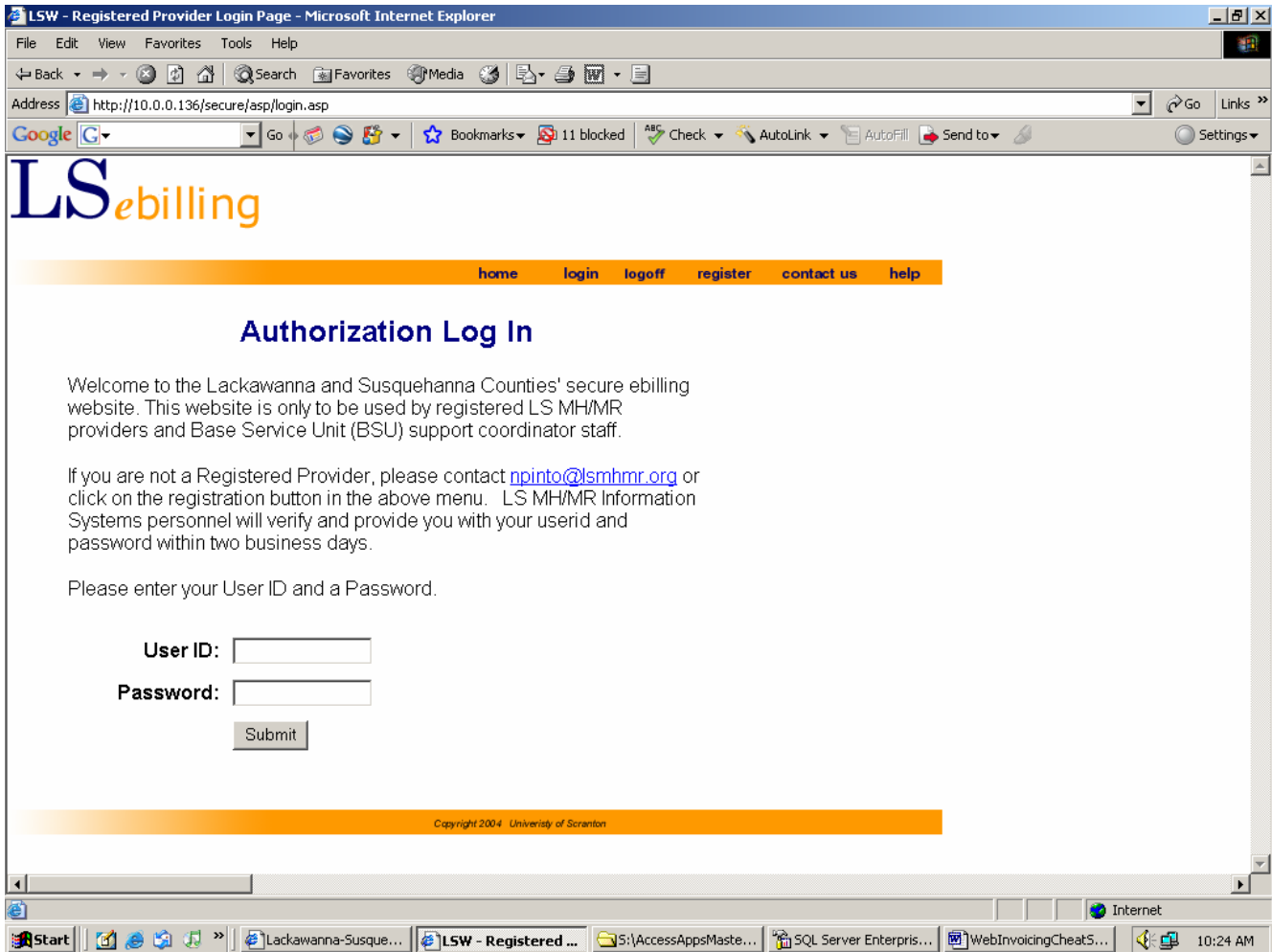
It organizes itself to proactively address the planning, development, procurement, management, and evaluation of

https://billing.lswmhr.org/asp/login.asp

Start | Internet | NBS - Main F... | NBS_Master ... | rptWaiver_A... | GoToMyPC : ... | S:\AccessAp... | WebInvoicn... | Lackawann... | 2:54 PM

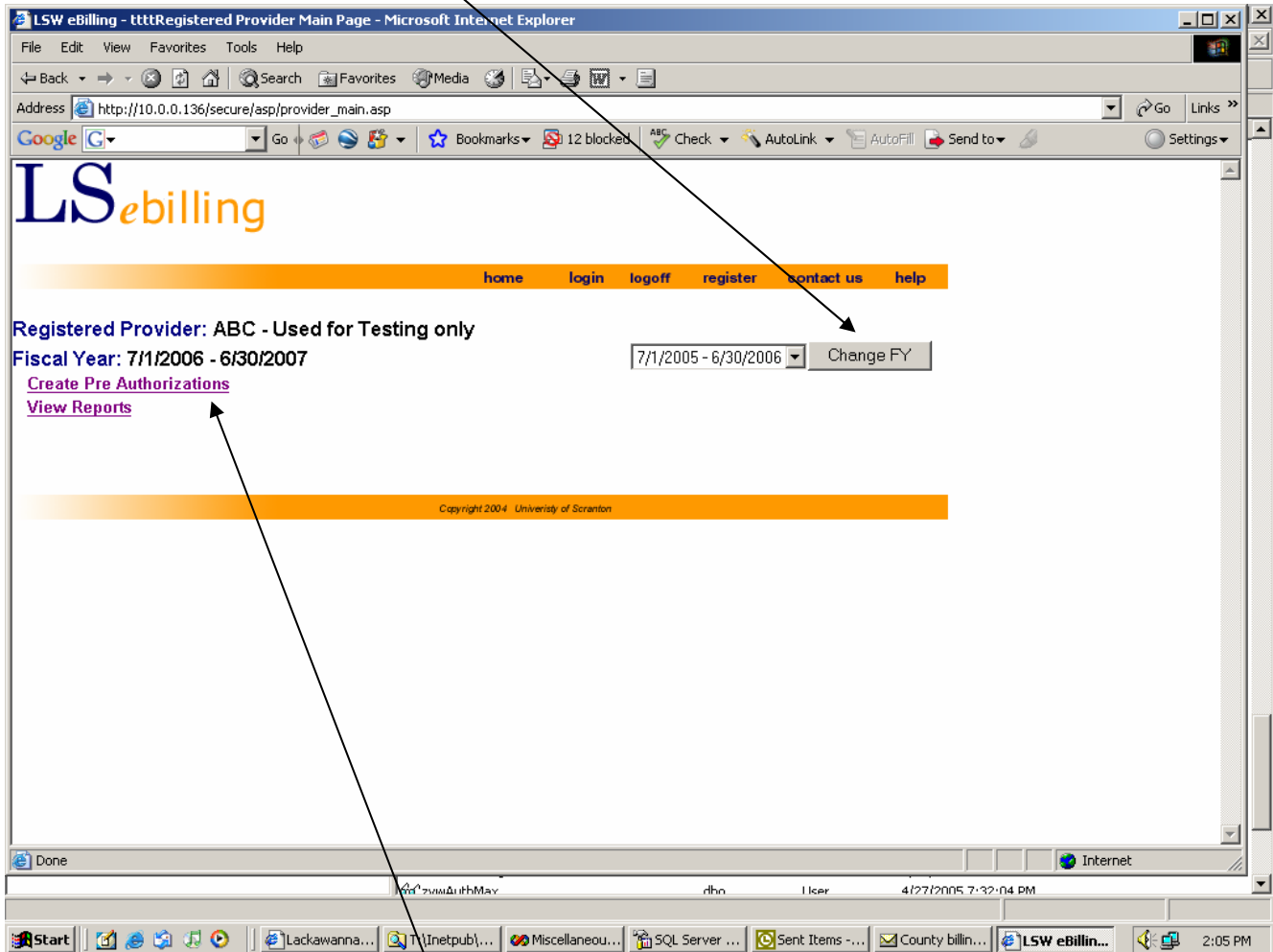
A new window will open with “Authorization Log In” as the title.

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



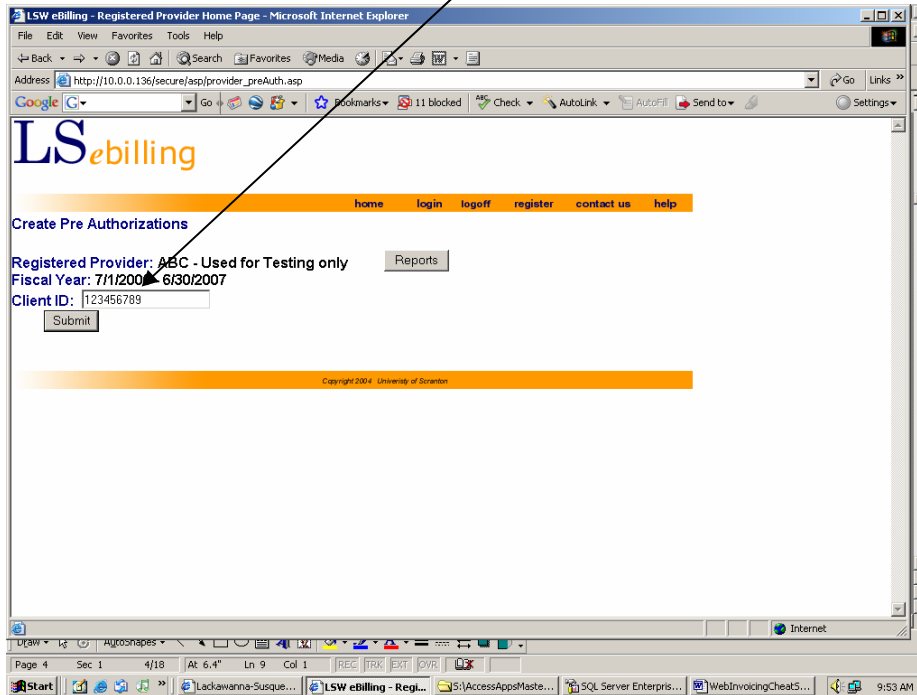
***** NEW *****

A new feature has been introduced that will allow you to enter pre-authorizations for a different fiscal year. The current fiscal year will be the default selection. If you wish to change, select the fiscal year here, then click on “Change FY”. Note that the change will not take effect unless you click on the “Change FY” button.

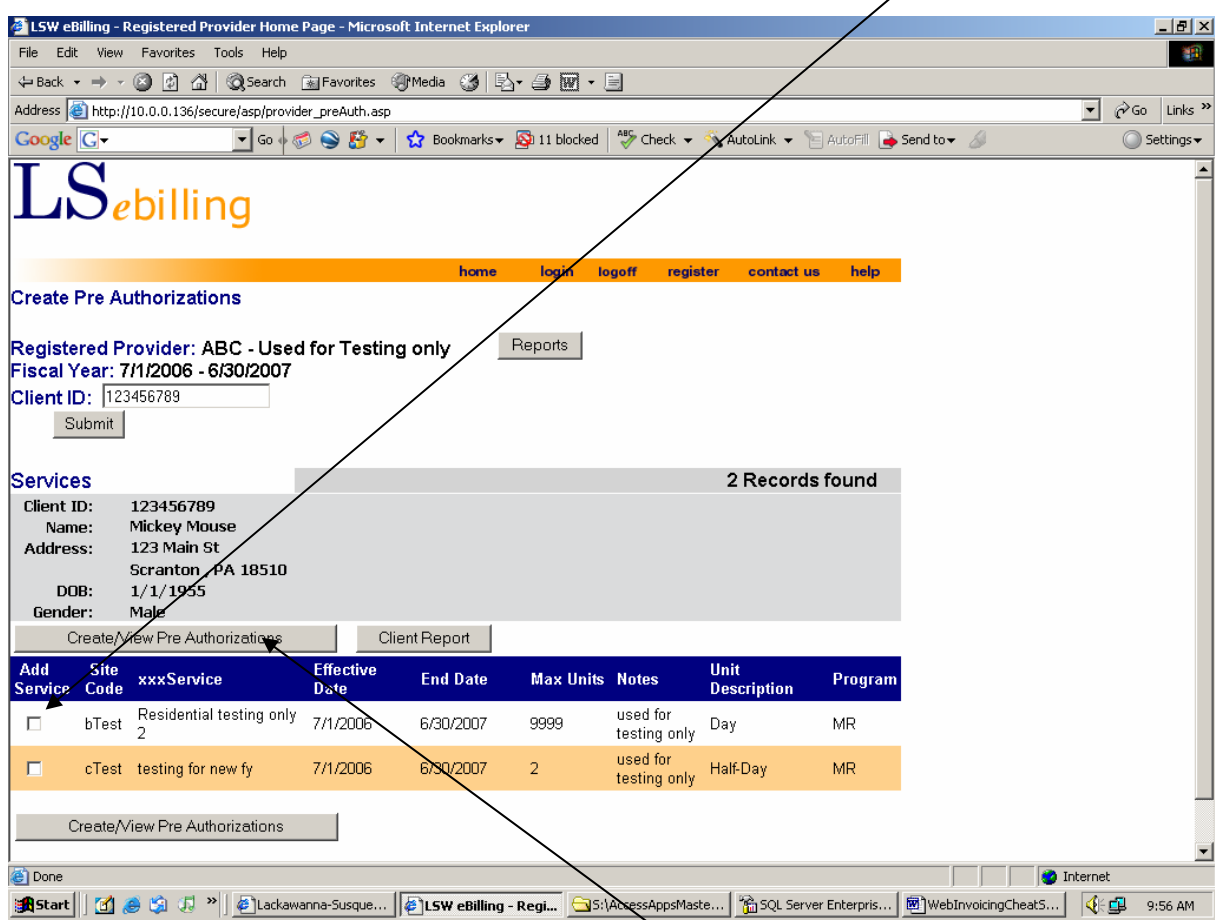


Click “Create Pre Authorizations”.

Enter the Client's social security number as the Client ID and press "Submit":



Verify the consumer's name and then select the services by clicking "Add Service" for each service the client is to receive.



When finished, click on "Create/View Pre Authorizations". The screen will change to show the selected services.

**** NEW ****
To view a list of the pre-authorizations already in the system for your client, just click on the "Create/View PreAuthorizationst" button.

***** NEW *****

Another new feature will allow you, the provider, to enter the effective date(s) and the requested number of units for your pre-authorizations:

Delete	Site Code	Service	Effective Date	End Date	Max Units	Requested Units	Unit Description	Program
<input type="checkbox"/>	bTest	Residential testing only 2	7/1/2006	6/30/2007	9999	9999	Day	MR

Update PreAuth(s) Delete Service Next Client

Add Service	Site Code	Service	Effective Date	End Date	Max Units	Unit Description	Program
<input type="checkbox"/>	cTest	testing for new fy	7/1/2006	6/30/2007	2	Half-Day	MR

Add Service

If you change any of these fields, you must click “Update PreAuth(s)” for the change to take effect. You will receive a message indicating whether the changes were accepted or not. The Effective Dates MUST fall within the fiscal year that you selected at the beginning of the process.

Delete	Site Code	Service	Effective Date	End Date	Max Units	Requested Units	Unit Description	Program
<input type="checkbox"/>	bTest	Residential testing only 2	3/1/2007	6/30/2007	9999	10	Day	MR

Updates accepted. Click on Next Client to continue.

Update PreAuth(s) Delete Service Next Client

Add Service	Site Code	Service	Effective Date	End Date	Max Units	Unit Description	Program
<input type="checkbox"/>	cTest	testing for new fy	7/1/2006	6/30/2007	2	Half-Day	MR

Add Service

You may remove a pre-authorization by clicking in the “Delete Service” check box and then on the “Delete Service” button. You may also add another service by clicking the “Add Service” check box and button.

LSW eBilling - Registered Provider Home Page - Microsoft Internet Explorer

Address: http://10.0.0.136/secure/asp/preAuth_audit.asp

Registered Provider: ABC - Used for Testing only

Client ID: 123456789
 Name: Mickey Mouse
 Address: 123 Main St
 Scranton , PA 18510
 DOB: 1/1/1955
 Gender: Male

Services Selected for Pre Authorization

Delete Service	Site Code	Service	Effective Date	End Date	Max Units	Requested Units	Unit Description	Program
<input type="checkbox"/>	bTest	Residential testing only 2	3/1/2007	6/30/2007	9999	10	Day	MR

Updates accepted. Click on Next Client to continue.

Update PreAuth(s) Delete Service Next Client

Add Additional Services for Pre Authorization

Add Service	Site Code	Service	Effective Date	End Date	Max Units	Unit Description	Program
<input type="checkbox"/>	cTest	testing for new fy	7/1/2006	6/30/2007	2	Half-Day	MR

Add Service

Done Internet

Start Lackawanna-Susque... LSW eBilling - Regi... S:\AccessAppsMaste... SQL Server Enterpris... WebInvoicingCheatS... 10:16 AM

Once you are satisfied with the service selection, click on the “Next Client” button.

Registered Provider: ABC - Used for Testing only

Client ID: 123456789
Name: Mickey Mouse
Address: 123 Main St
Scranton , PA 18510
DOB: 1/1/1955
Gender: Male

Services Selected for Pre Authorization

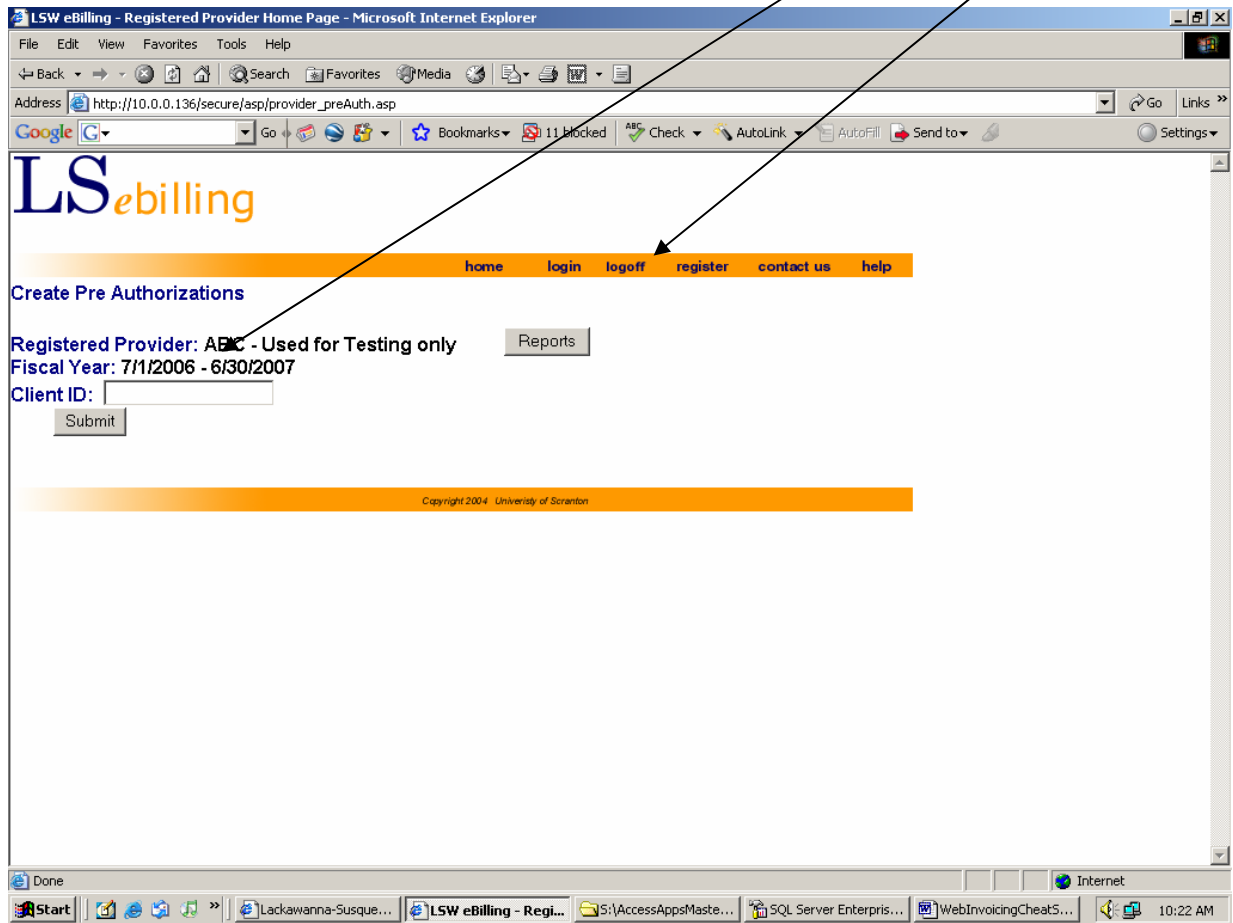
Delete Service	Site Code	Service	Effective Date	End Date	Max Uni's	Requested Units	Unit Description	Program
<input type="checkbox"/>	bTest	Residential testing only 2	3/1/2007	6/30/2007	9999	10	Day	MR

Updates accepted. Click on Next Client to continue.

Add Additional Services for Pre Authorization

Add Service	Site Code	Service	Effective Date	End Date	Max Units	Unit Description	Program
<input type="checkbox"/>	cTest	testing for new fy	7/1/2006	6/30/2007	2	Half-Day	MR

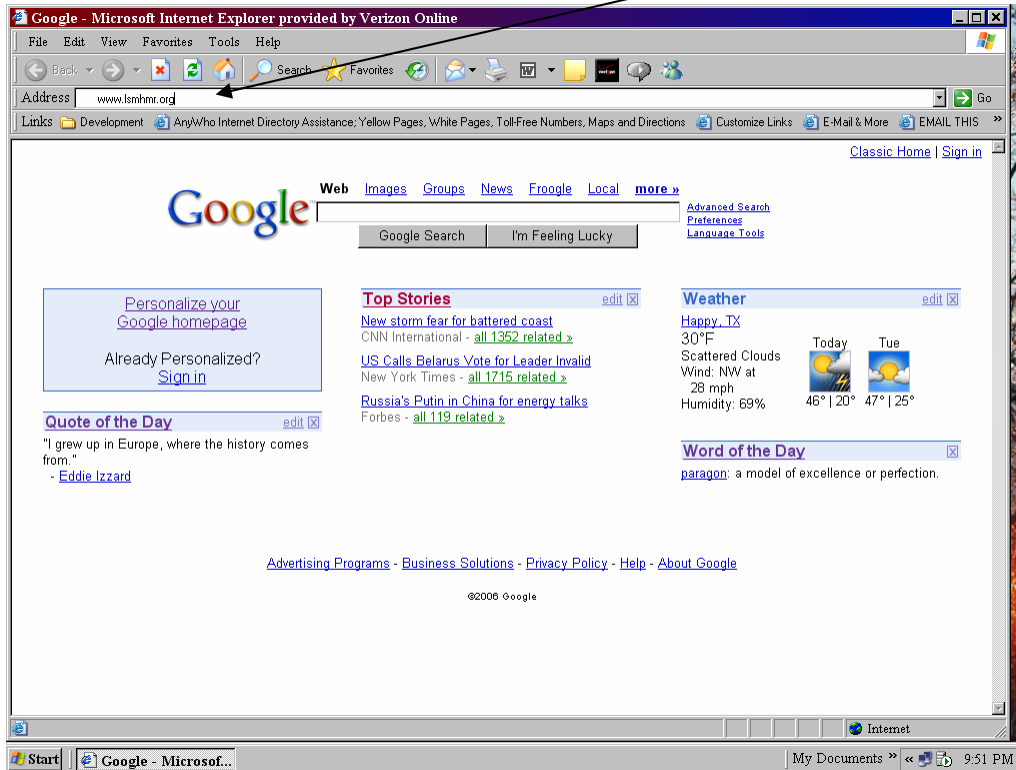
You will be returned to the first screen where you may input another Client ID or Logoff if you are finished:



It is now up to the consumer's support coordinator to review and approve the pre-authorizations.

Invoicing on the Web for Service Providers

Log in to the LS MHMR website by typing the following URL into the address line:
www.lsmhmr.org



Select Billing to enter an invoice:

Lackawanna-Susquehanna Counties Mental Health / Mental Retardation Program - Microsoft Internet Explorer provided by Verizon On

File Edit View Favorites Tools Help

Address: <http://www.lsmhmr.org/>

Links: Development, AnyWho Internet Directory Assistance, Yellow Pages, White Pages, Toll-Free Numbers, Maps and Directions, Customize Links, E-Mail & More, EMAIL THIS

MENTAL HEALTH MENTAL RETARDATION PROGRAM

- Mission
- Overview
- MH Services
- MR Services
- Upcoming Events
- Resources
- Myths vs. Facts
- Advisory Board
- Staff Directory
- Employment
- EFPs
- Publications
- Survey
- Authorizations
- Billing**
- Contact Us

The Lackawanna-Susquehanna (L-S) Mental Health/Mental Retardation (MH/MR) Program serves more than 13,000 individuals through various providers of mental health and mental retardation services.

The program's service area consists of two Northeastern Pennsylvania counties - Lackawanna and Susquehanna - which have a combined population of more than 255,000 residents.

The MH/MR program was started in 1967 under provisions of the Mental Health and Mental Retardation Act passed by the Pennsylvania Legislature.

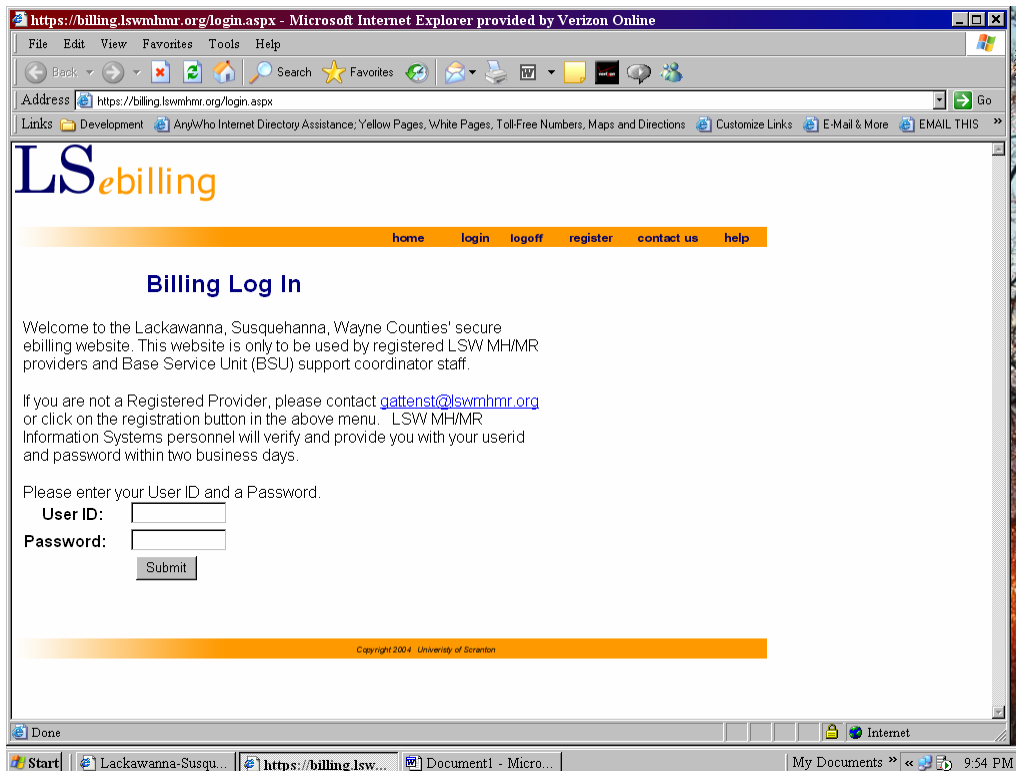
Each year, MH/MR spends nearly \$67 million in public funds to make sure the mental health and mental retardation needs of its service area communities are met.

The program's primary goal is to facilitate the inclusion and full participation of all persons with mental disabilities in their local community.

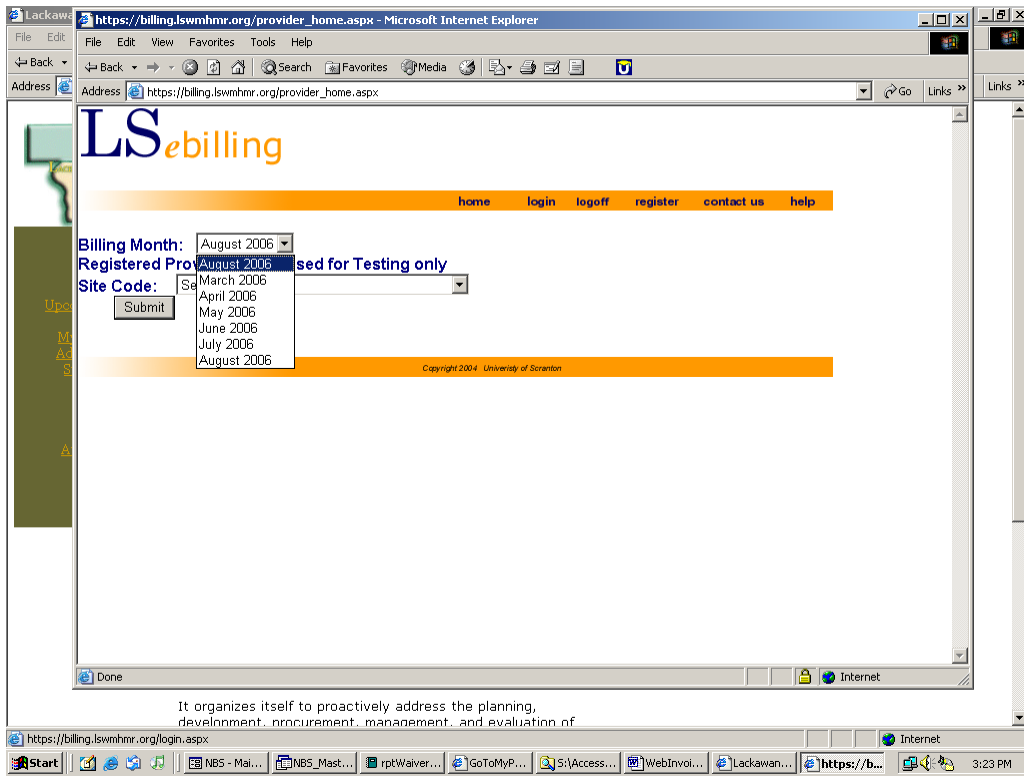
Internet

Start | Lackawanna-Susq... | Document1 - Micro... | My Documents >> << 9:52 PM

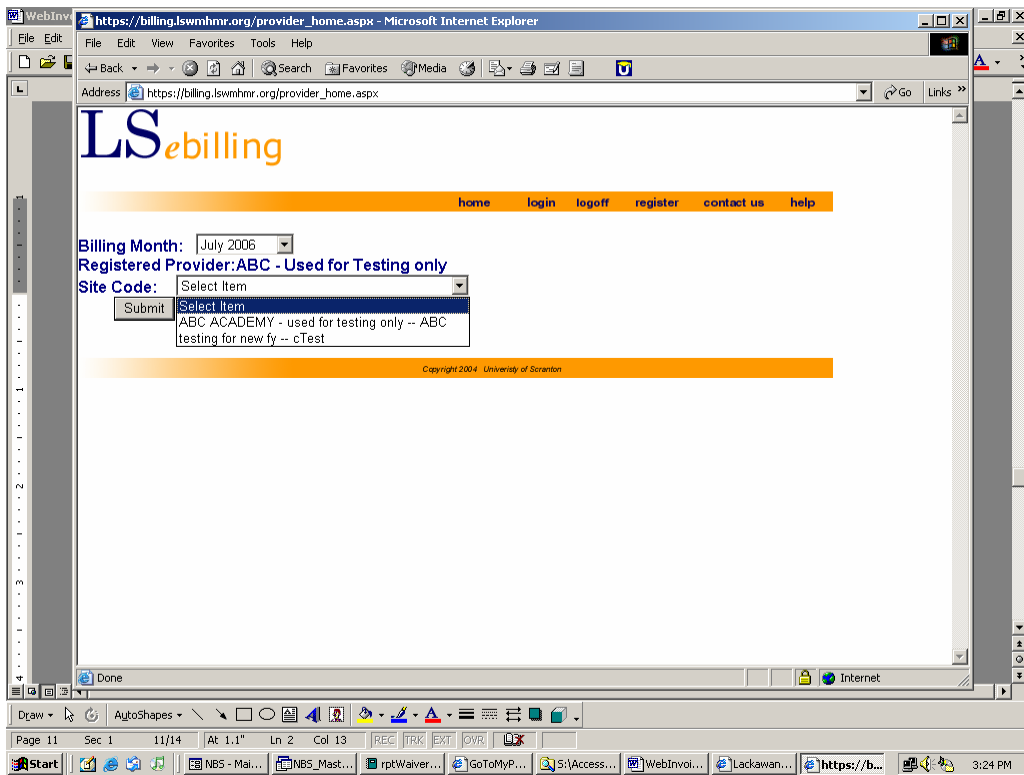
Type the user id and password in. These are assigned at the county. If you lose your user id and password, just call Marianne or Sharon at the County Admin Unit (346-5741) to have them reset.



Select the month you are billing from the drop down list that you wish to create an invoice for:



Next, select the service and the click on “Submit”:



Click on "Create Invoice".

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'LS ebilling' provider home page. The address bar shows the URL: https://billing.lswahmr.org/provider_home.aspx. The page features a navigation menu with links for home, login, logoff, register, contact us, and help. Below the menu, there is a form for selecting a billing month (July 2006) and a site code (ABC ACADEMY - used for testing only -- ABC). A 'Submit' button is located below the form. The main content area is titled 'Authorizations' and indicates that 2 records were found. Below this, there are three buttons: 'Create Invoice', 'Print Authorizations', and 'Download'. The 'Create Invoice' button is highlighted with a black arrow. Below the buttons is a table with the following data:

SS #	Name	Effective Date	Expiration Date	Max Units	Authorization #
123456789	Mouse, Mickey	1/29/2006		1	436989
987654321	Duck, Donald D	1/29/2006		9999	410035

At the bottom of the page, there is a copyright notice: Copyright 2004 University of Scranton. The browser's taskbar shows several open applications, including NBS - Mail, NBS_Mast..., rptWaiver..., GoToMyP..., S:\Access..., WebInvoi..., Lackawan..., and the current browser window. The system clock shows 3:26 PM.

Enter the number of units and any MA, Food stamps, and/or Room and Board dollars in the appropriate column for each consumer.

The date range will default to the first and last dates of the month selected but you may change either of these as needed within the month. You may not, however, select a different month. For example, if you need to enter services for a partial month you could.

The screenshot shows a web browser window displaying the 'Edit Authorizations' page. The page header includes the 'LS_ebilling' logo and navigation links: home, login, logoff, register, contact us, help. The page content shows the following information:

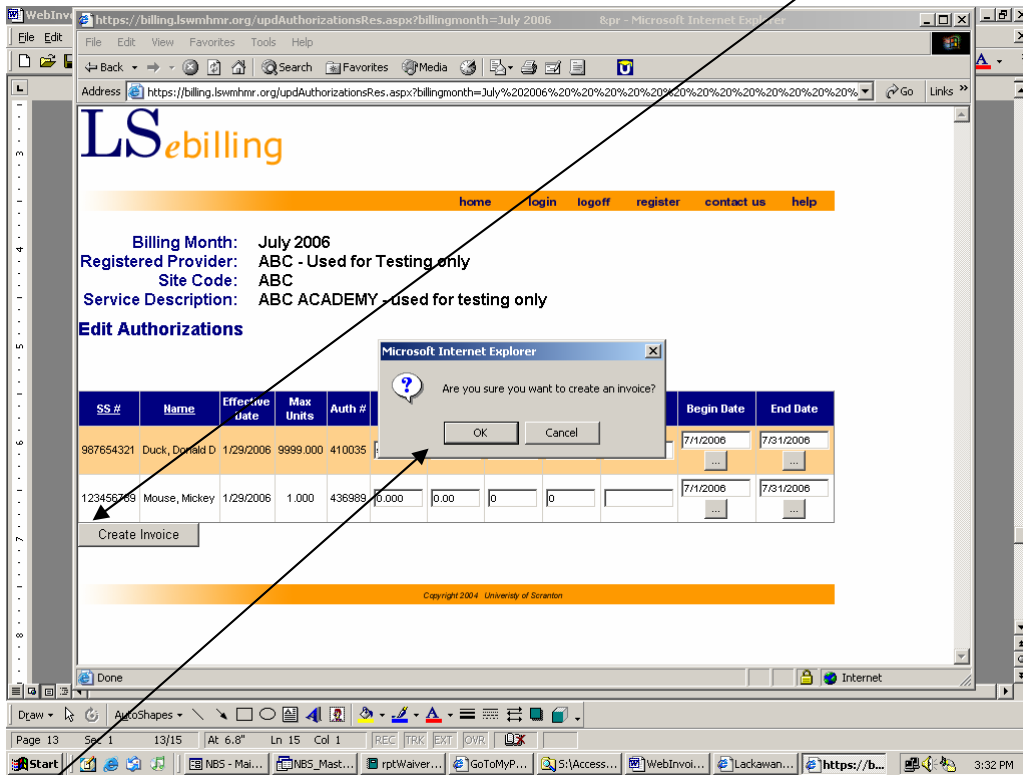
- Billing Month: July 2006
- Registered Provider: ABC - Used for Testing only
- Site Code: ABC
- Service Description: ABC ACADEMY - used for testing only

The 'Edit Authorizations' section contains a table with the following data:

SS #	Name	Effective Date	Max Units	Auth #	Units	Food Stamps	Room & Board	*Less Oth (\$)	Oth Desc	Begin Date	End Date
987654321	Duck, Donald D	1/29/2006	9999.000	410035	0.000	0.00	0.00	0.00		7/1/2006	7/31/2006
123456789	Mouse, Mickey	1/29/2006	1.000	436989	0.000	0.00	0.00	0.00		7/1/2006	7/31/2006

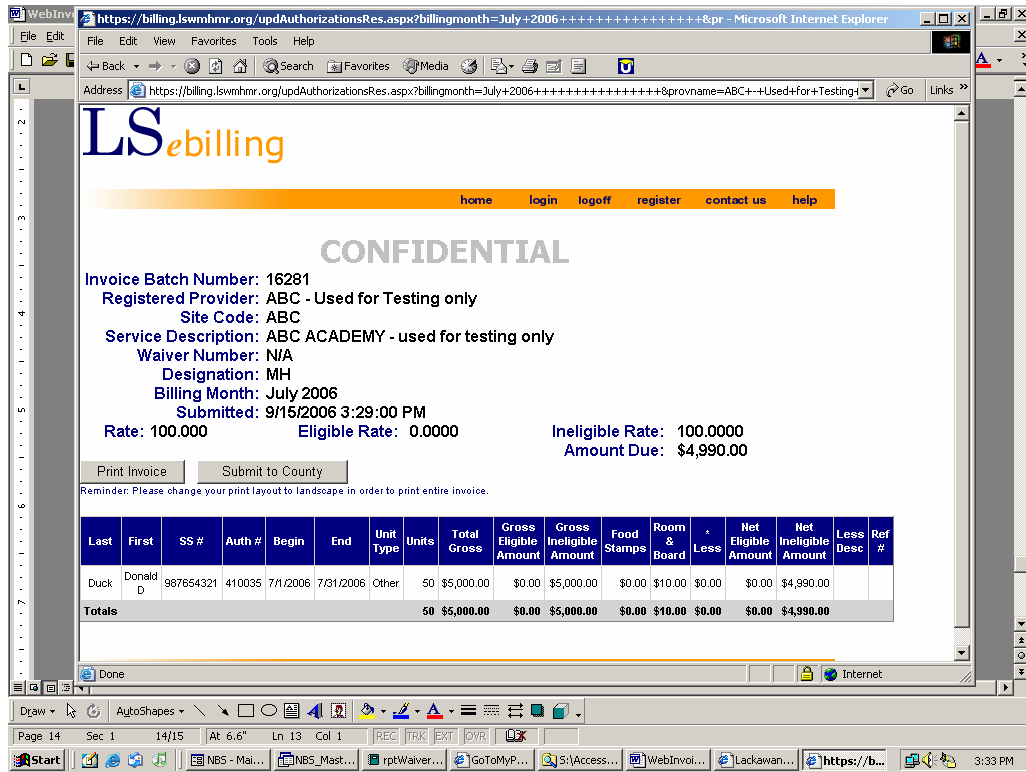
Below the table is a 'Create Invoice' button. The footer of the page reads 'Copyright 2004 University of Scranton'.

When you have finished entering and reviewing the information, click on “Create Invoice”:



Select “OK” if you are sure you want to create an invoice.

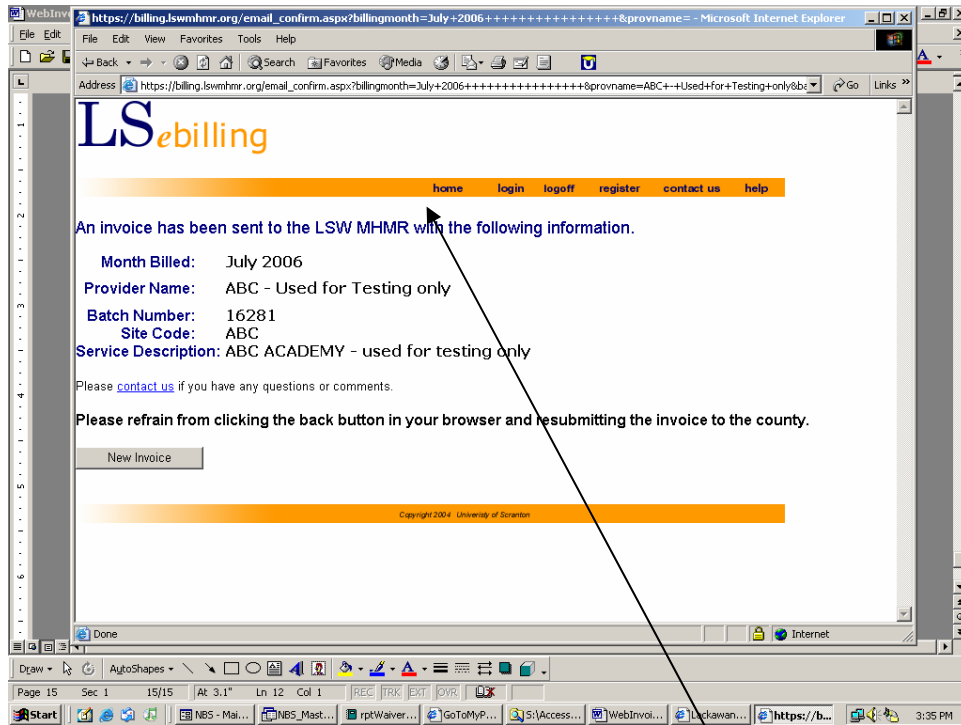
After you click on “OK” the system will calculate all of the values and present a new screen with all of the columns of your invoice filled and the total calculated.



Please click the “Print Invoice” to print a copy for your records. As the small print below the print button mentions, be sure to have your printer in Landscape mode.

Please review it and only when you are satisfied that the invoice is correct, click on “Submit to County”. *Up to this point, the invoice is temporary and will be automatically removed from the system unless you select “Submit to County”.*

After you click “Submit to County” an email will be sent to the Fiscal department of the county and you will see the following screen:



You may want to print this and keep it for your records.

Once you press “Submit to County”, do not press it again or you will be sending the invoice twice.

To enter another invoice, click on “home” to start the selection process again.