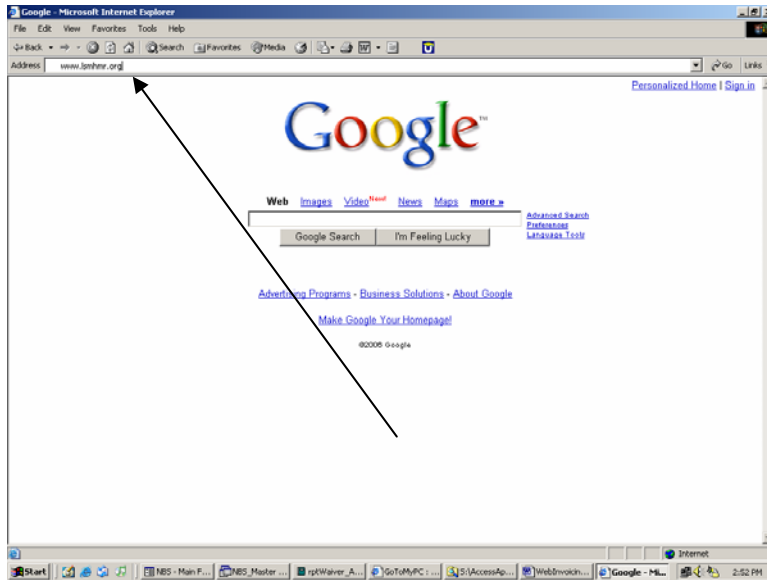


Support Coordinators Web Authorization Approval Process

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":

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

MENTAL HEALTH MENTAL RETARDATION PROGRAM

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.

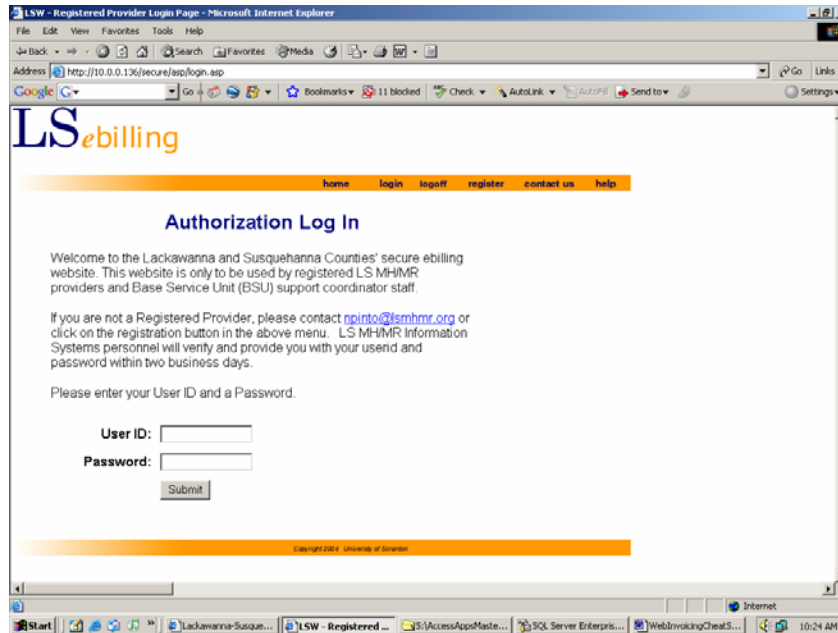
It organizes itself to proactively address the planning, development, procurement, management, and evaluation of

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

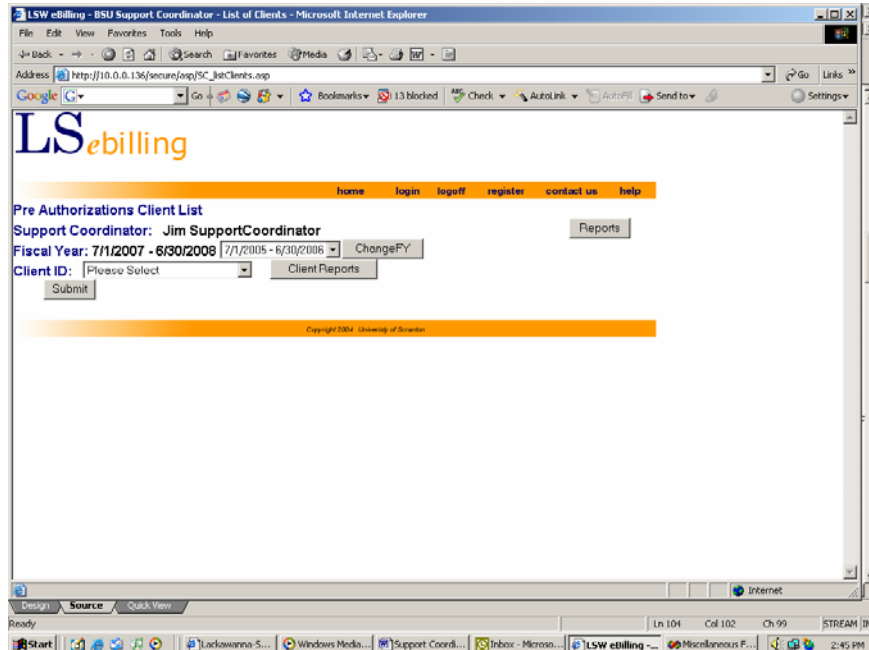
Start | NBS - Main F... | NBS_Master ... | rptWaiver_A... | GoToMyPC : ... | S:\AccessAp... | WebInvoicin... | Lackawann... | 2:54 PM

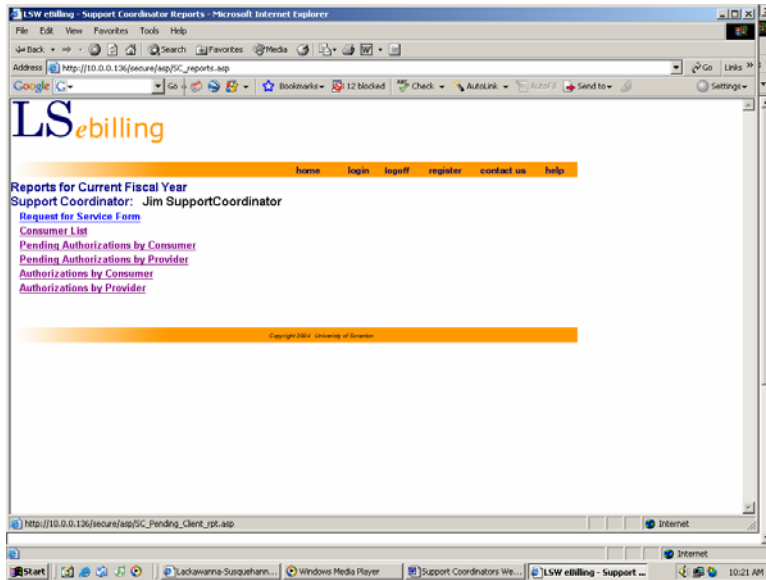
A new window will open with "Authorization Log In" as the title.

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 Sharon at the County Admin Unit (346-5741) to have them reset.



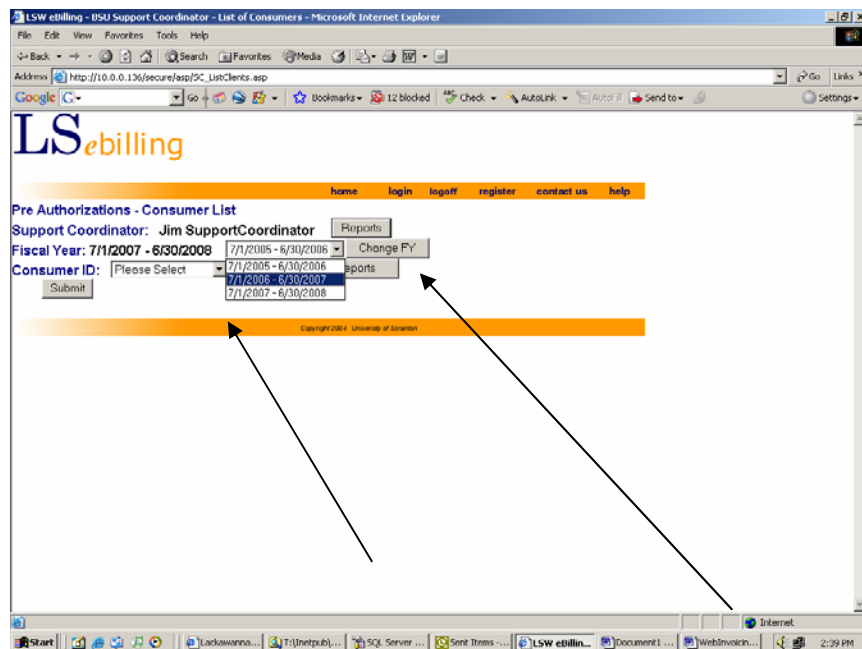
Once you are logged in, your screen will look like the following:





NEW

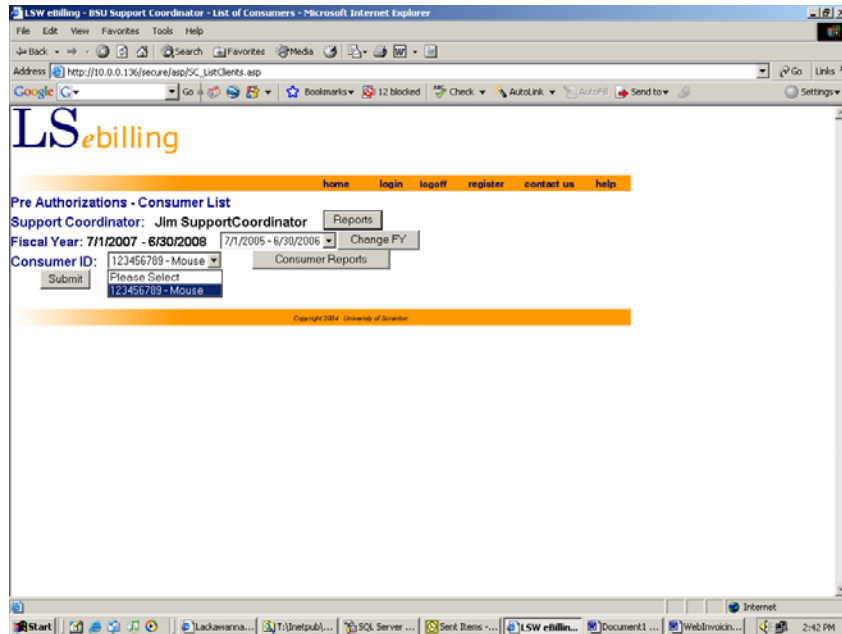
Your list of consumers will now include ALL of your consumers – even those that do NOT have pre-authorizations waiting to be reviewed. This is a major change and provides major advantages. To see which of your consumers have pre-authorizations, click on “Reports” and select the “Pending Authorizations by Consumer” link.



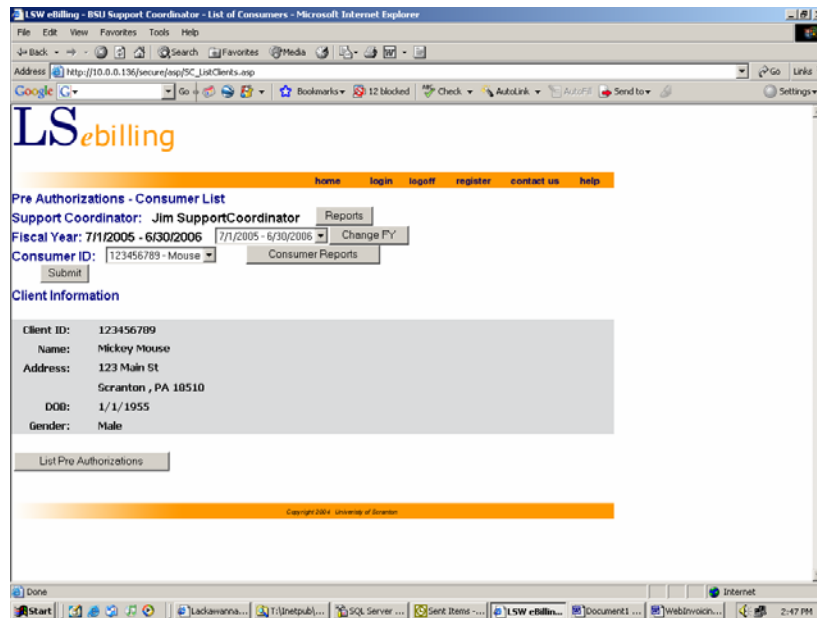
NEW

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!

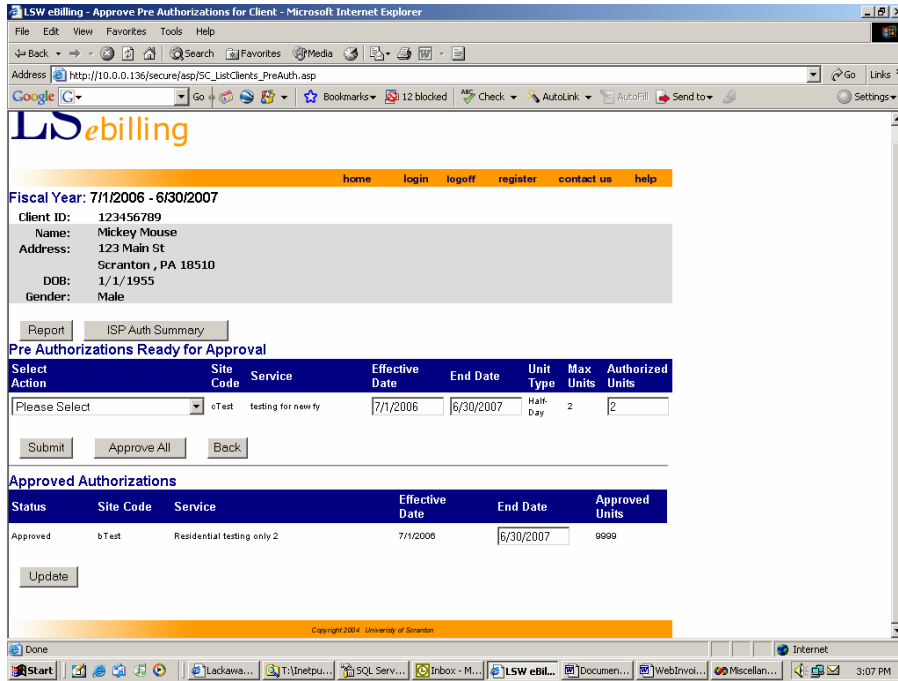
Select your consumer from the list and click on "Submit".



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.

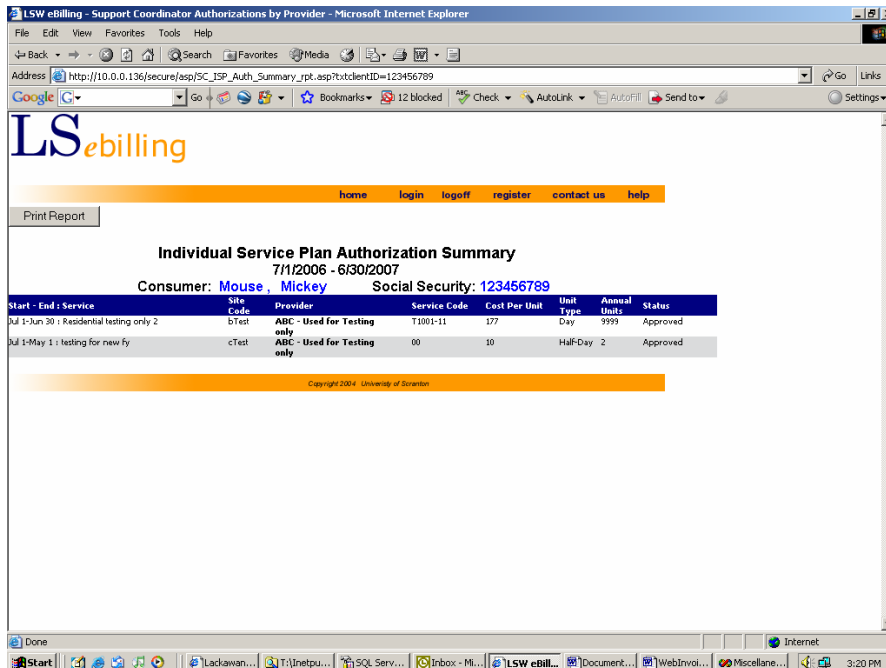


Any previously approved authorizations will appear as well as any pending pre-authorizations.

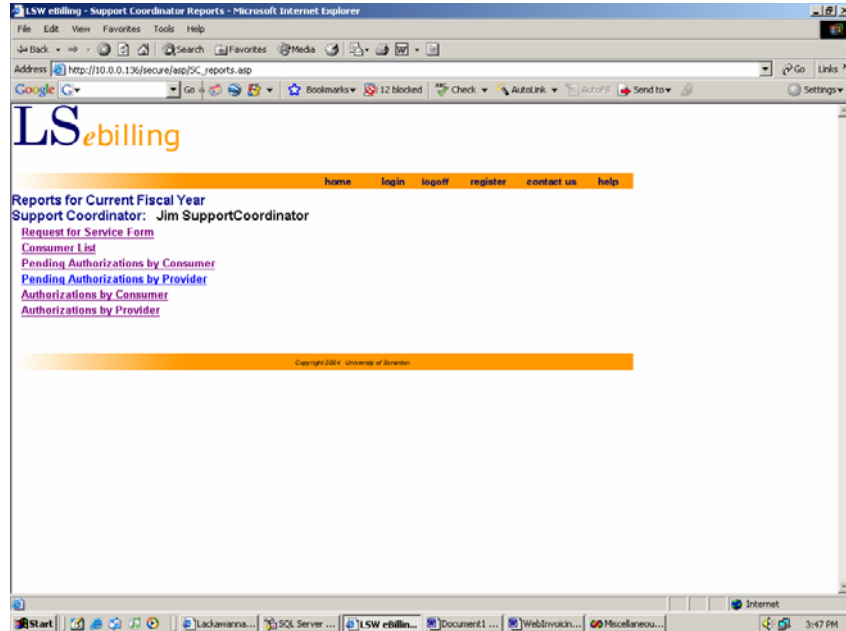


*** NEW *** You may change the Effective Date, End Date, and the number of authorized units on any pre-authorization BEFORE you approve it. Once it is approved, you will be able to change the end dates ONLY. The end date may be changed to any date after the current date and before the end of the selected 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 main web site, click on the FAQ hyperlink.