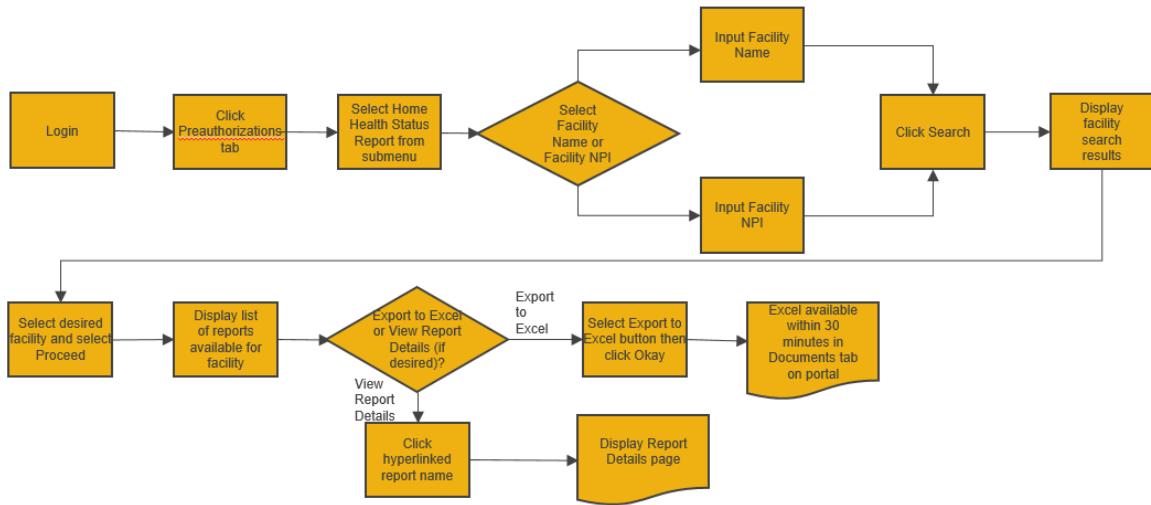# Preauthorization Home Health Status Report

Quick Reference Guide (QRG)

Provider Portal – Home Health Status Report

This Quick Reference Guide (QRG) will provide an overview of the steps needed to access and export the Preauthorization Home Health Status Report on the Provider Portal.
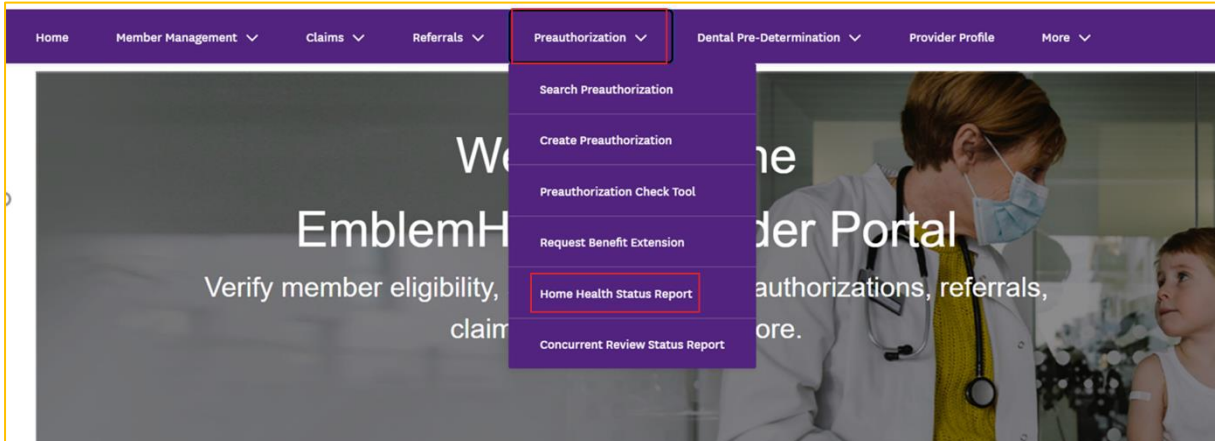

Let us look at the steps in detail for the Preauthorization Home Health Status Report process.

Purpose: To view Home Health Status Report.

Step 1:	1. From the EmblemHealth **Home** page, click the **Preauthorization** tab. 2. From drop-down list, select **Home Health Status Report.**

Step 2:

1. In the **Home Health Status Report** screen, you can search by **Provider Name** or **Provider NPI**.
    Note: for this example, we will use **Provider Name**.

Step 3:

To search by Provider Name:

1. Select **Provider Name** from the drop-down list and enter the **Provider Name**.
    Note: The fields **Specialty, City, State,** and **Zip Code** are optional. You can enter the details in these fields if you want more precise search results. In the **Provider Name** field, you can search by entering at least 2 characters of the **Provider Name**. In the **Specialty** field, you need to enter at least 4 letters.
2. Click **Search.**

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Step 4:

The Provider details display, including **Address** and **NPI number**.
1. You can use **Filter By** to narrow your search results.
   Note: An alert message will appear if your search did not return any results. Please adjust your criteria.
2. Select the required row from the search results.
3. Click **Proceed.**

Select Provider

Filter By

	Name	Address	Facility ID	NPI	In-Network
○	Albany Medical Center	43 New Scotland Ave, Albany, NY, 12208	100001175771	1184878274	No
●	Albany Medical Center Hospital	1367 Washington Ave, Albany, NY, 12206	100001263524	1287465395	No

Total Records: 1   ‹ Showing 1-2 ›

Cancel   Proceed

Step 5:

1. The **Home Health Status Reports** display. You will able to see report details along expiry (expiration) date.
   Note: These reports are usually generated twice daily, and expire after 30 days
2. Click on a report to view further details.

Select Report

Report Name	Provider Name	Generated On	Expiry Date
Home Health Status Report_Albany Medical Center_100000157355_09:30:26 PM	Albany Medical Center	03/04/2021 09:30:26 PM	03/03/2021 09:30:26 PM
Home Health Status Report_Albany Medical Center_100000157355_04:00:19 PM	Albany Medical Center	03/03/2021 04:00:26 PM	03/02/2021 04:00:26 PM

Total Records: 1   ‹ Showing 1-2 ›

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Step 6:

1. The detailed report displays along with the patient information.
2. Click **Export to Excel** to download **Home Health Status Report**.
   Note: It takes up to 30 minutes to generate the report.

Home Health Status Report

Report Name	Facility Name	Facility ID	Generated On
Concurrent Review Status Report_Albany Medical Center_100000157355_09:30:26 PM	Commercial HMO	01/01/2020	03/04/2021 09:30:26 PM

Export to Excel

Case Id	Patient Id	Patient Name	DOB	LOB	Company*	DX Type	DX Type	DX Description
004314666	AF779555G01	Gahana Shetty	02/25/1987	Medicaid	EmblemHealth	ICD10	V22	Motorcycle rider injured in collision with two or four wheeled motor vehicle

Total Records: 1   < Showing 1-2 >

* Company = Insurance Company

** Additional clinical (or discharge information) is required on the day after the last date listed in the Date of Service column.

*** IR = Initial Request; IA = Initial Approval; ID = Initial Denial; ER = Extension Request; EA = Extension Approval; ED = Extension Denial.

This report is system generated. The data it contains is not a guarantee of payment. All claims are subject to review for medical necessity, member eligibility and other coverage plan provisions.

View and Export Documents

Step 7:

1. Click the **More** or **Resources** tab (your view changes with your access) and select **Documents**.

| Home | Member Management ⌄ | Claims ⌄ | Referrals ⌄ | Preauthorization ⌄ | Dental Pre-Determination ⌄ | Provider Profile | Create ER Notification | More ⌄ |

- User Management
- Resources
- Documents
- Resource Center
- Contact Us

Welcome to the
EmblemHealth Provider Portal

Verify member eligibility, submit and view preauthorizations, referrals, claims, payme

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Step 8:

1. Select **Home Health Status Reports** from the drop-down menu.
2. Click **Search.**

Documents

Click on the document name to download your report

Document Type*
Home Health Status Report

Reset Search   Search

Step 9:

1. Select the desired report.

Home Health Status Report

Search By   *
Home Health Status Report

Reset search   Search

Select Report

Document Name	Created Date	Expiry Date
Home Health Status Report_Albany Medical Center_100000157355_115126PM.csv	03/04/2021	04/03/2021
Home Health Status Report_Albany Medical Center_100000157355_100039PM.csv	03/03/2021	04/02/2021

Total Records: 1   ‹ Showing 1-2 ›

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Step 10:	The detailed **Home Health Status Report** displays. 1. Click **Export to Excel**. 2. Once the Excel doc is generated, you will receive a notification in the top right corner of the screen. Click the Notifications icon (a bell icon) to access your report.

Thank
You