



Wyoming  
Department  
of Health

# **Prior Authorization (PA)**

Prior Authorization Inquiry

# ***Course Content***

In this training, we will discuss how to:

- Log into the Prior Authorization (PA) profile
- Conduct a PA inquiry
- Access PA Request List

# **Prior Authorization (PA) Inquiry**

How to conduct a PA inquiry

# Prior Authorization (PA) Inquiry

Wyoming  
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Sign In - Non Production

Username  
[Red box around input field]

Password  
[Red box around input field]

Remember me

Sign In

OR

New users click here

Need Help Signing In?

Log in with Credentials

Log into the BMS system:

- Log into the Provider Portal with your username and password

# Prior Authorization (PA) Inquiry



The screenshot shows the Wyoming Department of Health logo and the text "Wyoming Department of Health". Below the logo, there are three dropdown menus and a "Go" button. The first dropdown menu is labeled "Domain" with an orange arrow pointing to it. The second dropdown menu is labeled "Profile" with an orange arrow pointing to it. The third dropdown menu is labeled "Click Go" with an orange arrow pointing to it. The "Go" button is highlighted with a green box. Red boxes highlight the first two dropdown menus.

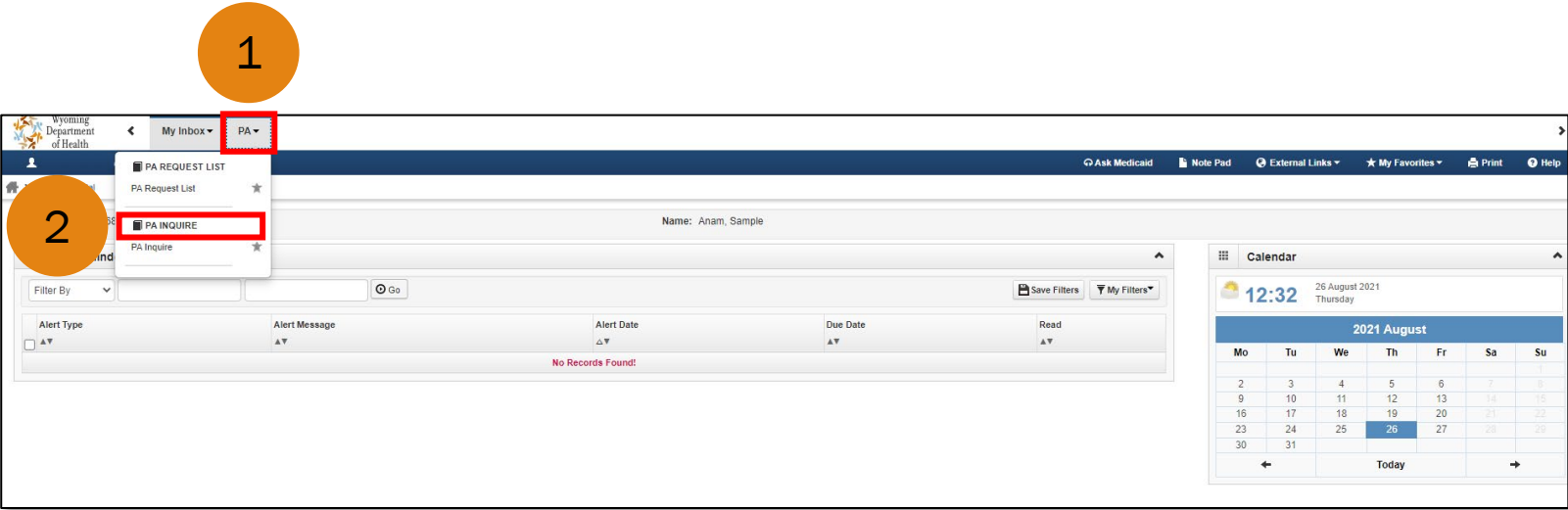
Next, choose the domain and role:

- Select domain from the domain drop-down list
- Select "Prior Authorization Access" from the profile drop-down list
- Click Go

# Prior Authorization (PA) Inquiry

To access Prior Authorization (PA) Inquiry:

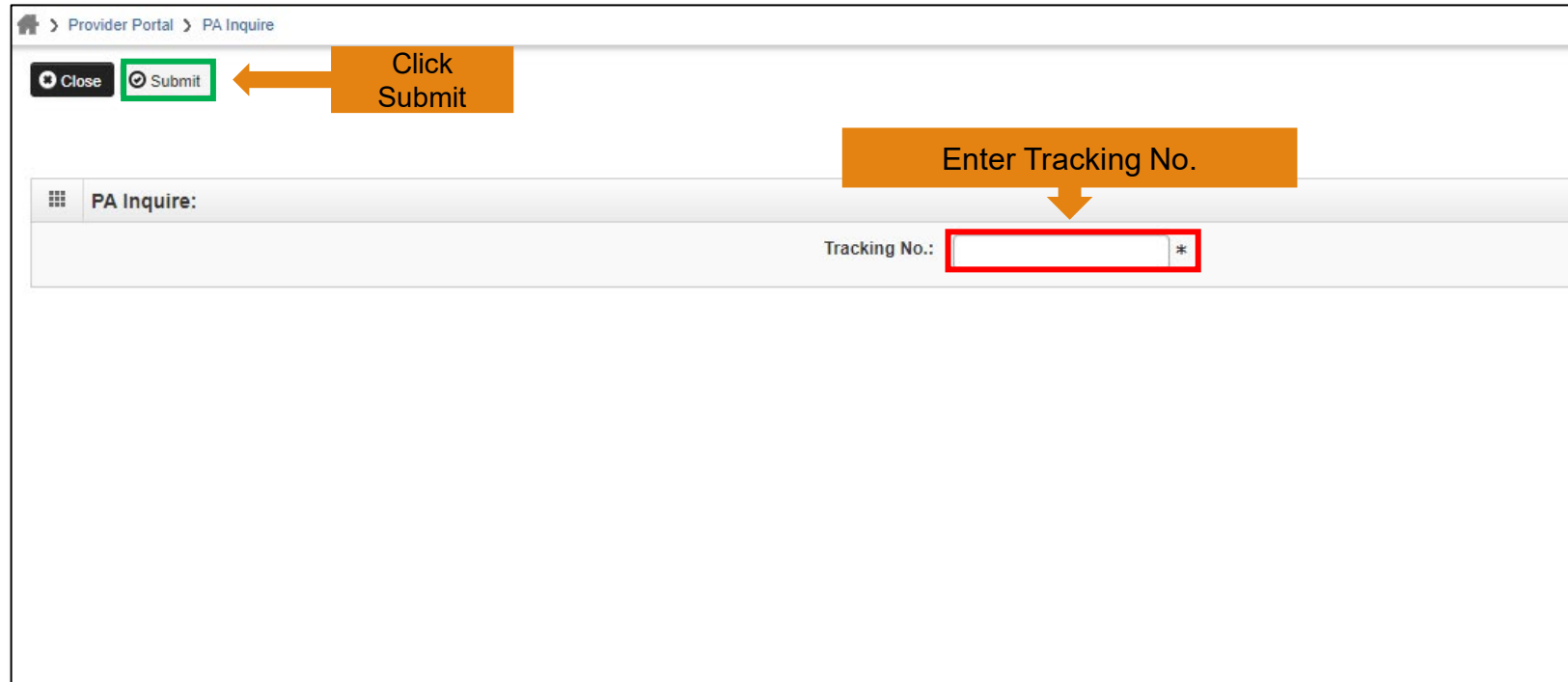
- 1. Select PA
- 2. Select PA Inquire



# Prior Authorization (PA) Inquiry

From the PA Inquire page:

- Enter the Tracking Number
- Click Submit



The screenshot shows a web interface for a 'PA Inquire' page. At the top left, there are 'Close' and 'Submit' buttons. An orange arrow points from a box labeled 'Click Submit' to the 'Submit' button. Below this, a section titled 'PA Inquire:' contains a 'Tracking No.:' label and an input field. An orange arrow points from a box labeled 'Enter Tracking No.' to the input field. The input field is highlighted with a red border and contains an asterisk (\*) on the right side.

# Prior Authorization (PA) Inquiry

View the PA from the PA Utilization page:

- Click Close when finished viewing

Provider Portal > PA Inquire > PA Utilization

**Close** ← Click Close

**PA Utilization**

Tracking No: 1000000029  
Beneficiary ID: 0000003903  
Service:  
Request Date: 06/28/2021  
Service Start Date: 06/25/2021  
Requestor NPI:  
Requestor ID: 568800005

**PA Line Information**

PA Line	Servicing Provider NPI/ID	Servicing Provider Name	From Date	To Date	Code	Modifiers
01	568800005	Anam, Sample	06/25/2021	07/30/2021	T1016	



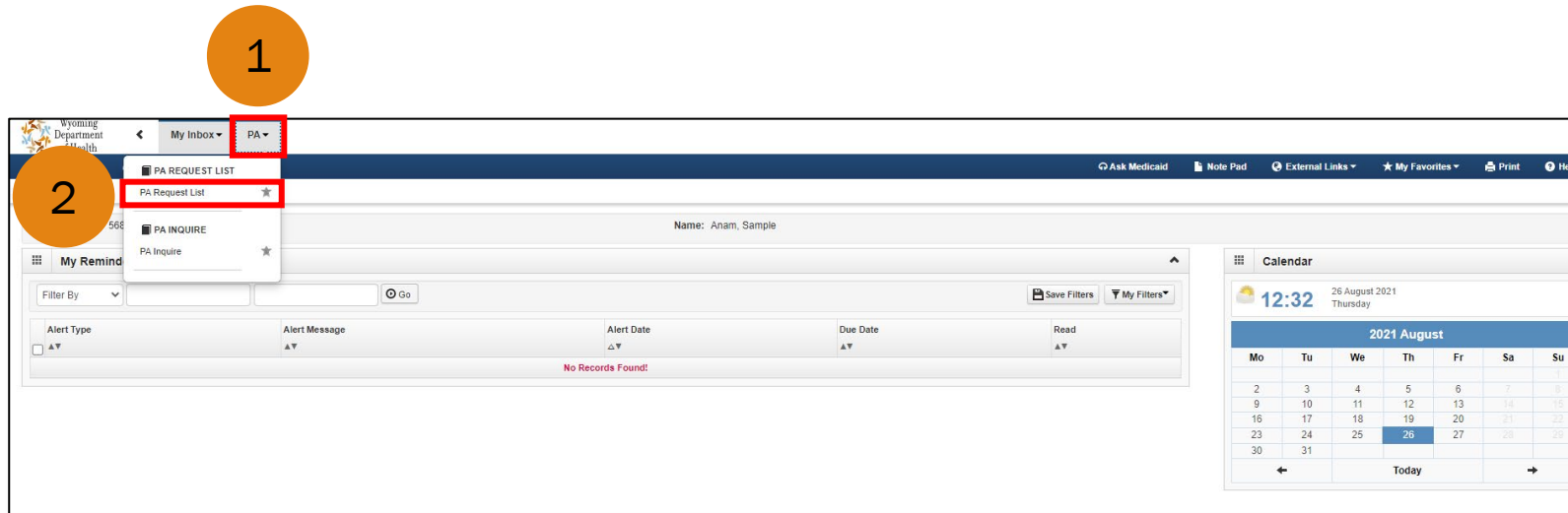
# **Prior Authorization (PA) Request List**

How to access the PA request list

# Prior Authorization (PA) Request List

To access Prior Authorization (PA) Request List:

1. Select PA.
2. Select PA Request List.



# Prior Authorization (PA) Request List

The screenshot shows the Wyoming Department of Health Provider Portal. The breadcrumb navigation is 'Provider Portal > Prior Authorization'. The page title is 'PA Request List'. There are filter fields and a 'Close' button. The table below shows the request details:

Page View	Org	Beneficiary ID	Beneficiary Name	Tracking No.
▲▼	▲▼	▲▼	▲▼	▲▼
☰	WDH	0000003903	ravi, yuba	1000000029

At the bottom, there are controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'. An orange callout box with the text 'Click Tracking No.' and a downward arrow points to the tracking number '1000000029', which is highlighted with a red box.

From the Prior Authorization (PA) Request List:

Click the Tracking Number to view the following:

- PA Basic Info
- Beneficiary Info
- Provider Info
- Diagnosis Info
- Procedure Info
- Additional Documents

# Prior Authorization (PA) Request List

Tracking Number: 1000000029 Service From Date: 06/25/2021 Service To Date: 07/30/2021 Beneficiary ID: 0000003903

**PA Basic Info**

\*Request Received Date: 06/28/2021 \*Certification Type: I-Initial Request Category:

\*Source of Request: MP-Mail/Paper Service Type:

\*Service From Date: 06/25/2021 \*Service To Date: 07/30/2021 Prev. Auth. Number:

Save Cancel

**Beneficiary Info**

\*Beneficiary ID: 0000003903 Beneficiary Name: ravi, yuba

\*Gender: M-Male \*DOB: 06/24/2005

Cancel Request Save Cancel

Click Close

From the Prior Authorization Tracking Number:

View the following information by selecting the option from the left navigation:

- PA Basic Info
- Beneficiary Info
- Provider Info
- Diagnosis Info
- Procedure Info
- Additional Documents

When finished, click Close.

# ***Course Review***

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**Thank you**

Prior Authorization Inquiry