



CALIFORNIA

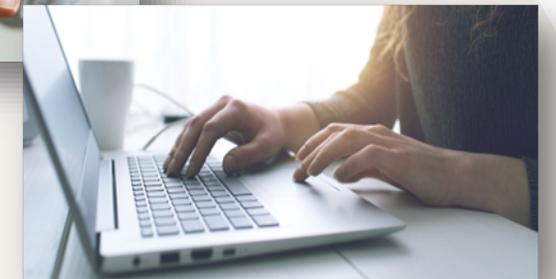
Psychiatric Inpatient
Concurrent Review and
Authorization

How to Manage Reports

How to Manage Reports in Atrezzo

The purpose of this guide is to provide step-by-step instructions on how to Manage Reports in the Atrezzo provider portal.

No PHI was involved in the making of this guide. All information is for training purposes only and does not contain actual personal or medical data.



Reports

After logging in you will be navigated to the home screen. This page will appear every time you log into the Atrezzo Portal. To view reports, you will select **REPORTS**. Reports can also be found under MORE. (Please Note: Only users with an Administrative Role will have the access to view reports for their organization, please contact your main administrator for access.)

Change Context

HOME

Messages for review or action

Go to Message Center

WORK-IN-PROGRESS: 0

NOT SUBMITTED: 0

SUBMITTED: 0

Request Saved But Not Submitted

CONTRACT	CASE TYPE	CONSUMER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
No records found.					



Select Report Type

All available reports for your organization will be listed below. To run a report, select the report hyperlink. A new tab will then open.

The screenshot shows the Acentra Health interface. The top navigation bar includes links for Home, Cases, Create Case, Consumers, Setup, Message Center (with a notification icon), and Reports. A search bar labeled 'Search by #' is on the right. Below the navigation bar is a 'Change Context' button. The main content area is titled 'REPORTS' and contains a table with the following data:

REPORT NAME	REPORT CATEGORY	REPORT DESCRIPTION
CalMHSA Hospital Census Report Provider	Provider	CalMHSA Hospital Census Report Provider

At the bottom left, it says 'Displaying records 1 to 2 of 2 records'. At the bottom right, there are pagination controls: 'Previous', '1' (selected), 'Next', and 'Show 10 Entries'.



Report Parameters

Reports provide different parameters and allow both hospitals and counties to run and export on their own. Once all parameters are complete, select View Report to generate. Each report *may* include the parameters provided below:

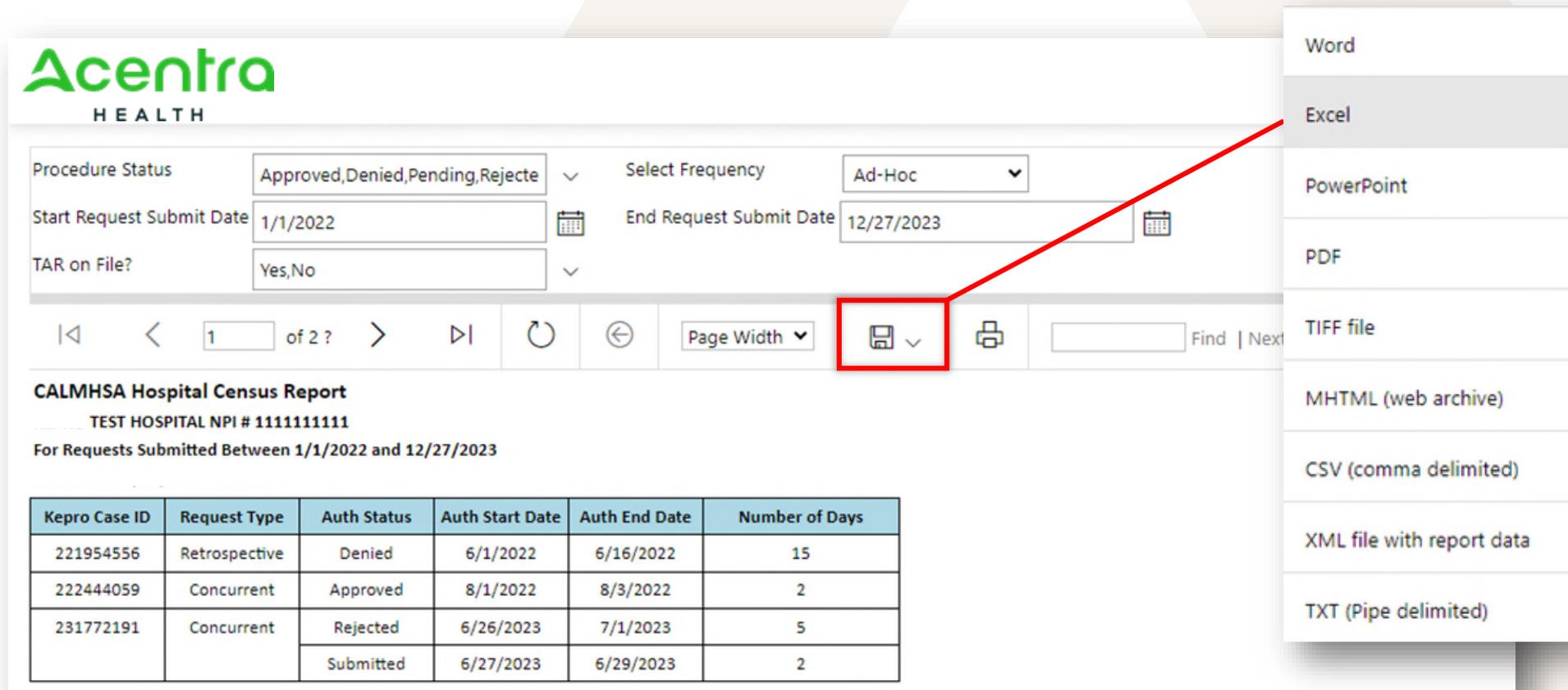
- Procedure Status: Leave as is to view all cases regardless case status or search by a specific parameter which will include Approved, Denied, Pending, Rejected or Submitted cases.
- Select Frequency: Ad-Hoc (recommended), Weekly, Monthly, and Month to Date. (Must be selected prior to entering dates.)
- Start Request Submit Date: Click on Calendar Icon or type date to enter the Start Date for the report.
- End Request Submit Date: Click on Calendar Icon or type date to enter the End Date for the report.
- TAR on File: Used to Track whether a TAR has been uploaded into a case, can leave as is if not applicable to report.

The screenshot shows the Acentra Health report parameter form. The form is titled "Acentra HEALTH" and contains the following fields and controls:

- Procedure Status**: A dropdown menu with a green checkmark, showing "Approved, Denied, Pending, Rejected".
- Select Frequency**: A dropdown menu with a green checkmark, showing "<Select a Value>".
- Start Request Submit Date**: A text input field with a green checkmark and a calendar icon.
- End Request Submit Date**: A text input field with a green checkmark and a calendar icon.
- TAR on File?**: A dropdown menu with a green checkmark, showing "Yes, No".
- View Report**: A button highlighted with a red box.

View Report - Export

The report will then load and display as a summary below. Select the disk to export the report as an excel sheet and obtain an entire view of the report. The report will then open in the selected format which can be saved, distributed, printed, and adjusted based on what data is needed. You may apply this step to all reports.



The screenshot shows the Acentra Health interface for a CALMHSA Hospital Census Report. The report is for TEST HOSPITAL NPI # 1111111111, covering requests submitted between 1/1/2022 and 12/27/2023. The interface includes search filters for Procedure Status, Select Frequency, Start Request Submit Date, End Request Submit Date, and TAR on File?. A navigation bar at the bottom contains a red box around the export icon (a floppy disk with a dropdown arrow). A dropdown menu is open, listing various export formats: Word, Excel (highlighted), PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and TXT (Pipe delimited).

Kepro Case ID	Request Type	Auth Status	Auth Start Date	Auth End Date	Number of Days
221954556	Retrospective	Denied	6/1/2022	6/16/2022	15
222444059	Concurrent	Approved	8/1/2022	8/3/2022	2
231772191	Concurrent	Rejected	6/26/2023	7/1/2023	5
		Submitted	6/27/2023	6/29/2023	2



CaIMHSA Reports – Descriptions

Report Name	Output	Description
CaIMHSA Appeals Report	Excel	The Appeals Report provides the status and details of appeal cases submitted to Acentra Health. This report provides information surrounding the specified case, appeal submission date, appeal results, completions date, and receipt date to facilitate tracking of the appeals process.
CaIMHSA Billing-Admin Report	Excel	The Billing-Admin Report provides an overview of an individual beneficiary's treatment episode, encompassing the duration of stay (total days), the number of approved days in contrast to denied days, and whether the beneficiary qualifies as a short Doyle or foster youth. Additionally, it details the date on which the Treatment Authorization Request (TAR) was submitted, the associated TAR control number, and specifies whether the TAR was directed to the Fiscal Intermediary (FI) or the County.
CaIMHSA Hospital Census Report	Excel	The Hospital Census Report presents an in-depth analysis of all types of requests, including those that are submitted, approved, pending, denied, and rejected. This report is inclusive of detailed TAR information as well as a summary.
CaIMHSA NOABD Report	Excel	The NOABD Report outlines the status of all denied cases accompanied by a Notice of Action and Benefit Determination (NOABD) letter. The reasons for denial may include, but are not limited to, the failure to submit the TAR within the required 14-day period, determination of medical necessity, or absence of requisite documentation.
CaIMHSA Readmission Report	Excel	The Readmission Report monitors the discharge of beneficiaries from a facility and records instances of readmission to either the same or a different hospital/facility within specified intervals of 30, 60, or 180 days.



CaMHSA Reports – What is included?

Appeal Report	Hospital Census Report
<ul style="list-style-type: none"> • Case ID • Appeal ID • Submitting Provider • Submitting Provider NPI • Servicing Provider • Servicing Provider NPI • Request Number • Procedure Number • Procedure Code • Client Received Date • Acentra Received Date • Appeal Type • Appeal Status • Due Date • Appeal Result • Appealing Party • Clinical Info Received Date • Date Completed • Received Mode 	<ul style="list-style-type: none"> • Initiated Date • Appellant • Compliant • Appeal Extension Requested
	<ul style="list-style-type: none"> • Case ID • Request Line • Date Requested • Acentra Review Date • Clinical Reviewer • Request Type • Auth Status • Outcome Reason • NOABD • In Case • Admission Date • Auth Start Date • Auth End Date • Length Of Stay • Start Date Of Administrative Day(s) • Discharge Date • Insurance • Short Doyle? • Subscriber ID
	<ul style="list-style-type: none"> • AID Code • Beneficiary First Name • Beneficiary Last Name • Beneficiary DOB • Beneficiary Age • Beneficiary Gender • Beneficiary Language • Beneficiary Ethnicity • Beneficiary Address • Reason For Admission • Admission Source • Primary Diagnosis • Hospital Name • Hospital NPI • County Name • TAR Sent • TAR Control Number • TAR On File • Messages • Notes



CaIMHSA Reports – What is included?

NOABD Report	Readmission Report	Billing-Admin Report
<ul style="list-style-type: none"> • Case ID • Subscriber ID • Beneficiary Name • Beneficiary Date of Birth • Admission Date • Discharge Date • Request Line • Request Type • Authorized Dates • Authorized Status • Reason for Denial • NOABD in Case • Determination Date • Date Mailed • Date Faxed • Acentra Health Appeal Received Date • Hospital Name • County Name 	<ul style="list-style-type: none"> • Subscriber ID • Beneficiary Name • Beneficiary Date of Birth • Case ID • Admission Date • Discharge Date • Hospital Name • County Name • Days Before Readmission <ul style="list-style-type: none"> I. Concurrent (Days Approved/ Day Denied) II. Administrative (Days Approved/ Day Denied) III. Sub Acute (Days Approved/ Day Denied) • Previous Case ID 	<ul style="list-style-type: none"> • Case ID • Subscriber ID • Beneficiary Name • Beneficiary Date of Birth • Admission Date • Discharge Date • Time in Treatment • Approved Date(s) • Denied Date(s) • Is client Short-Doyle? • Is client Foster Youth? • Hospital Name • County Name • TAR Sent Date • Sent to FI/County • TAR Control Number



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For additional resources or support please contact Customer Service: (866) 449-2737