

How to Review ABA Prior Authorization Requests

You can check the status of your Applied Behavioral Analysis (ABA) prior authorization requests quickly using the Member Census tool in the Provider Express secure portal.

The Member Census tool lists all UnitedHealthcare/Optum Behavioral Health members at your facility along with their current authorization status or actions needed.

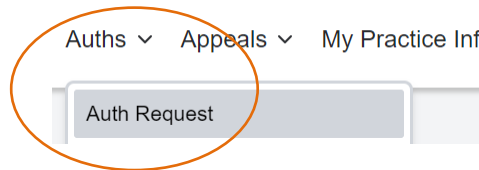


1. Log into the Provider Express secure portal

- Go to Providerexpress.com and log in with your One Healthcare ID and password.



2. Go to the Auths menu and select Auth Request



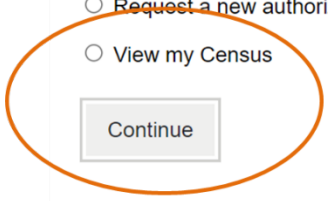
- From there you can select the 'View My Census' option

Authorization Request

Most plans do not require prior authorization for these routine outpatient services.

If you need authorization for a non-routine outpatient service, please select what you would like to do?

- Request a new authorization
- View my Census



3. View the authorization details

- From the member census view, select the row of the member you want to view. You will be taken to the member chart.
- To see the details for a specific request, select the row from the member's record.
 - If the request was entered on the portal, you will see full clinical details of the request that was submitted.
 - If the request was taken by telephone, you will see the Authorization Details only without any clinical summary.

Entries per page

Displaying Page: 1 of 1 | Go to Page

Form	Date of Request	Start Date	Status	Auth #	Units	Authorization Expiration	Actions
ABA Treatment	12/18/2024	12/29/2024	Draft				Resume Cancel
ABA Treatment	07/16/2024	06/28/2024	Authorization Approved	Multiple	5184	12/28/2024	Upload Additional Documents Mid-auth ABA Treatment Request



4. If needed, complete any actions needed for the request

- Actions are links that will be available in the member's chart.
- **Draft options**
 - If you've saved a draft of a prior authorization request, you have the option to resume or cancel
 - The draft request will be removed after 3 days of inactivity
- **Upload additional documents**
 - Use this option to upload additional documentation you to provide
 - The max upload size is 100 MB
- **Adjust dates**
 - You can extend the authorization date(s) of an assessment request if more time is needed to complete the assessment
 - This option does not add additional units. If more units are needed for an assessment, please call the number on the back of the member's ID card.
- **Request new ABA treatment**
 - Use this option to request a new ABA treatment
- **Mid-Auth ABA treatment request**
 - This option is only available when a member has entered treatment **and** if the most recent authorization request was submitted via the portal
 - It is to be used to request additional treatment or services beyond what has already been approved
 - You may use this option if additional units of an already approved service are needed, or of service codes that weren't previously requested are needed