DIRECTIONS FOR SERVICE AUTHORIZATION REPORT

To run this report, log in to APD iConnect, be sure you are in the WSC/CDC Role, and navigate to the Reports tab on the top left corner of your Dashboard. Click Service Authorizations by Provider.

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File	Reports				
	Service Authorizations by Provider	Quick Search Consumers	~		
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Run the report for the date range you are looking for. Click View Report on the far right of the screen. To find Service Authorizations for a specific provider, uncheck the Null box and enter the provider name in the Provider field

HTML	✓ Export				
Auth Start Date	7/1/2020 Auth End Date 6/30/2021				
Provider					
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Service Authorization Report					
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Scroll through the report and verify information is accurate. Export the report to PDF and review the PDF document and double check for accuracy and completeness.

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Auth Start Date 7/1/2020 Aut Provider VULL	th End Date 6/30/2021
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Service Authorization F	CSV (comma delimited)
	MHTML (web archive)
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