

Waiver Support Coordinators (WSCs) will need to print authorizations for Services Providers in batches in order to mail, e-mail, or hand deliver to Direct Service Providers

- 1. Open My Dashboard and Hover over the Reports menu
- 2. Select Service Authorizations by Providers

Opti toma di				Welcome, C 6/11/20
F <u>Reports</u>				
Service Authorizations by Provider	Quick Search	Consumers	Last Name	V
		MY DASHBOARD	CONSUMERS CLAIMS	SCHEDULER

- 3. The Production Report screen will open
 - a. Fill out the following information:
 - i. Auth Start Date
 - ii. Auth End Date
 - iii. Provider Name
 - iv. The User ID should be automatically populated (if visible)

uth Start Date	7/1/2020		Auth End Date	6/30/2021	
Provider	Caroline's Agency	× ONULL	User ID	4165	

- 4. Click "View Report" (located on the right side of the screen).
- 5. Click on the dropdown menu to select .pdf and follow the instructions on the screen to save the document to your computer.

