## Facility Change Enhancement for Complete & Approved Cases on Carrier's Web

Currently, this feature is only available to the user that submitted the authorization request.

Start by performing an authorization lookup:

	Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	P						
Tł	nursday, De	ecember 07, 202	3 3:42 PM										
A	Authorization Lookup												
C	) <u>Search b</u>	y Member Inforn	nation	Search by Authorization Number/ NPI									
				Require	ed Fields								
				Provid	ler NPI:	175881485							
				Auth/	Case Number:	11001-000							
				SE	ARCH								

Once the case info is displayed, click the change site button:

Home Cer Su	rtification ummary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Account	Med So Por	lutions tal V	Unified Vorklist	Help / Contact l
hursday, Decemb	ber 07, 202	3 3:48 PM									1	Log Off (AM
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ase Number: atient Name: IOB: tatus:	8.000 0.000 0.000	6. (89)811 1998)		PZPAV								
2P Status: pproval Date: ervice Code: ervice Descriptio	on:	1969 1	I	1	L							
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orrespondence:	UP	LOADS & FAXES										
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rocedures											REFRESH	
Procedure	1	Description						Qty R	equested (	Qty Approved	Modifier(	s)
2148 CHANGE	CODE	lagnetic Resonance	Imaging (MRI) L	umbar Spine with	nout Contrast, a special picture	study of the lower part of th	he spine without in	jected dye	1	1		
PRINT												
ck here for help												
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OR -this functionality can also be accessed from the certification summary tab:

	Home	Certificatio Summary	n Auti	orization ookup	Eligibilit Lookup	ty Clinical Certification	Certificati In Pre	on Requests ogress	MSM Practiti Perf. Summary	ioner Portal	Resources	Manage Your Account	Med Solutions Portal	Unified Worklist	Help Contact	/ Us	
Thur	sday, De	cember 07,	2023 3:45	PM												Lo	g Off (AMYI)
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	Authoria	tation Number	Case Number	Member Last	t Name	Ordering Provider Last Name	Ordering Provider NPI	Status	Case Initiation Date	Procedure Code	e Service D	Description	Site Name	Change Site	Expiration Date	Correspondence	Upload Clinical
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1	-		10100	10110308		1001		10000	110100	100		menter 3	The Lat	Change	05/28/2024	Uploads & Faxes	
2			101100	10100		00011		No. of Concession, Name		-	States	10.00	Serie Providence	Change	08/03/2024	Uploads & Faxes	
4 0	<a pa<="" td=""  =""><td>ge 1 of 1</td><td>P2 P1</td><td>10 🗙</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>▶ View 1 - 2</td></a>	ge 1 of 1	P2 P1	10 🗙													▶ View 1 - 2

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The site will then display the facility search page. Searching the facility by the NPI is the easiest search option:

Change Site				
change site				
Specific Site Sea Use the fields bel site name by enter	arch ow to search for specific sites. For bes rring some portion of the name and we	t results, search by NPI or TIN. will provide you the site names	Other search options are by name plu that most closely match your entry.	is zip or name plus city. You may search a partial
NPI:	Zip Code:		Site Name:	
TIN:	City:			Exact match     Starts with
CANCEL				

Facility search info will populate below. Once the information has been verified as correct click the select button. Then click submit on the next pop up:

C	hange Site					
	Specific Site Use the fields site name by	Search below to search for specific sites. For be entering some portion of the name and we	st results, search by NPI or TIN. Other search ( will provide you the site names that most clos	options are by name plus ely match your entry.	zip or name plus city.	You may search a partial
	NPI:	Zip Code:		Site Name:		
	TIN:	City:			Exact match	
					<ul> <li>Starts with</li> </ul>	
				_		LOOKUP SITE
		Name	Address			
	SELECT			]		
	CANCEL					

hange Site		
Please click submit		
SUBMIT		
		CLOSE

Next it will prompt the user to enter an email for the new facility, or you can skip this step by clicking continue. This allows us to send an e-notification to that user as well. If a mistake was made during the search, you also have the option to go back to the facility search page again.

a muutatus	V I
Change Site	
Selected Site:	CATERA, MARA COMPANIES, CONTRACTOR
	FIND NEW SITE
Site Email (opt	ional)
CANCEL	CONTINUE

As soon as the update is completed, the fields on the authorization summary will change to reflect the new site. (Refresh the page if needed)

Home	Certification Summary	Authorization Lookup	Eligibility Lookup	Clinical Certification	Certification Requests In Progress	MSM Practitioner Perf. Summary Portal	Resources	Manage Your Accour	Med S	Solutions ortal	Unified Vorklist	Help Contact
Thursday, De	cember 07, 20	023 4:09 PM										Log Off (AN
Authoriz	ation Loc	okup										
Authorizatio	n Number:	1000 / F + 128-										
Case Numbe	er:	0011088		P2P AV								
Patient Nam DOB: Status: P2P Status: Approval Da Service Code Service Desc Site Name: Start Date: Expiration D Date Last Up Corresponde	te: at: pription: ate: pdated: ence: t	Updated site nam	e	CHANG	e site							
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Procedures												
Procedure		Description						Qty	Requested	Qty Approve	d Modifie	r(s)
72148 CH/	NGE CODE	Magnetic Resonance	Imaging (MRI)	Lumbar Spine with	out Contrast, a special picture	study of the lower part of the	e spine without inje	ected dye	1	1		
PRINT												

Click here for help

## View from certification summary page:

## Certification Summary

Search Fo	All Other Program	ms	~										
Search	<b>S</b>							- E					
re ce Page 1 of 1 so si 10 V											v	iew .	
Case Number	Member Last Name	Ordering Provider Last Name	Ordering Provider NPI	Status	Case Initiation Date	Procedure Code	Service Description	Site Name	Change Site	Expiration Date	Correspondence	Upload Clinical	P2
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	1000	and the second s		(April 10)			Contraction of the last	Updated site name	Change	08/03/2024	Uploads & Faxes		
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