



Submit PA Inquire Online Quick Reference

Business Rules

- Fields marked with an asterisk (*) are required and must be completed for the PA Inquiry to be submitted successfully
- There are no hyperlinks from the DDE screens to any other screens within CHAMPS
- Requesting Providers can view only those authorizations they have submitted
- The Requesting and the Servicing Provider listed on the Prior Authorization may view the PA

Action	Submit PA Inquire – Submit Inquiry	Notes
Submit PA Inquire	<ol style="list-style-type: none"> 1. After you have logged into CHAMPS with your SSO, click the PA tab at the top of the page 2. Click on the PA Inquire hyperlink 3. Enter the Tracking Number 4. Click “Submit” 	<ul style="list-style-type: none"> • System displays the PA Utilization page providing a summary of the submitted PA • Use the PA Request List Page to enter new PA requests, to update PA requests that have not yet been submitted for state review, or to perform more complex searches. • System returns an error message if the Tracking Number is invalid or is not associated to the domain that the user has logged into CHAMPS with.
Action	Submit Filter By To Search For PA Online – Find PA Information	Notes
Filter By Search Information	<ol style="list-style-type: none"> 1. After you have logged into CHAMPS with your SSO, click the PA tab at the top of the page 2. Click on the PA Request List hyperlink 3. Select search criteria in the “Filter By” drop down list 4. Enter your search information in the next field 5. Click “Go” 6. Optionally select the Notebook Icon to view Summary of PA 7. Optionally select Beneficiary ID hyperlink to view Beneficiary information 8. Optionally select Tracking ID hyperlink to view PA 9. Optionally select NPI to view Provider Information 	<ul style="list-style-type: none"> • PA Request List, PA Inquire page appears • The System displays the PA Request List page with entire list of PA’s that are associated to the NPI domain that the user has logged into the system with or a subset that matches the search criteria entered by the user