



ePACES PA/DVS Revise Cancel Function

Revising/Canceling a PA that was originally entered in ePACES

To view the response of your PA/DVS request, click on 'Responses' on the left hand side under PA/DVS.

The New York State Department of Health invites you to use a variety of HIPAA-compliant Medicaid transactions. Using the ePACES system, on the top right of each page, you will be able to easily navigate through the system. If you do not see the necessary links in the menu at the left, please contact the CSC HelpDesk at 800-343-9000.

Please make sure your Provider Name is displayed at the top of the page. If your Name is incorrect or not available in the "Change Provider" dropdown menu, please contact the CSC HelpDesk at 800-343-9000.

The Activity Work list displays after clicking on 'Responses' under PA/DVS. If you want to revise or cancel a PA/DVS request, click on the Client ID for the PA/DVS you want to change. Only approved or pending PA can be revised or cancelled. **Note: Only a PA transaction can be revised; a DVS may only be cancelled.**

••• Prior Approval Activity Worklist

• Search Criteria

Requested within the last days

Client Last Name:

Client ID:

Service Type:

Review Identification #:

Date Sent: (mm/dd/yyyy)

Action:

Show all transactions for this provider just my transactions

Records 1-24 of 24

| Client ID | Name | Date Sent | Service Type | Review ID Number | Cert. Type | Action | Response Descriptive Text | Image Upload |
|--------------------------|-------------|------------------------|--------------|------------------|------------|--------|--|--------------|
| LL12345L | Smith, John | 12/22/2011 11:03:12 AM | 12 | 54000003844 | S | A3 | Not Certified, 25-Services were not considered due to other errors in the request. | |
| LL54321L | Doe, Jane | 12/22/2011 10:35:25 AM | 12 | 32035196877 | I | A4 | Pended, OV-Requires Medical Review | |



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When you click on the Client ID, the PA/DVS Response Details screen is displayed. There is a link at the top of the page allowing you to 'Revise/Cancel Request'. Click on that link.

PA/DVS Response Details

[View Original Request Information](#) [Revise/Cancel Request](#)

General Information

- Client Information**
 - * Client ID: LL54321L
 - Patient Account #:
 - Name: Doe, Jane
 - Gender: F
 - DOB: 01/01/0001
- Transaction Type:** Non Dental - Non DVS
- Response**

PENDED

Review ID Number:
32035196877
Not for Billing

[Close](#)

-501-11:18:15 AM



ePACES PA/DVS Revise Cancel Function

Clicking on the link will access the PA/DVS General Information screen.

If you are cancelling the entire request, click on the 'Cancel Service Request' button and hit 'Submit' on the bottom of the page. This will cancel your request. If the request is a DVS transaction, the Revise and Cancel buttons will be grayed out, with the dot in the 'Cancel Service Request' field.

If you want to revise your PA request, keep the dot in the 'Revise Service Request' field. If you are changing any request information on this screen, please change all applicable information. Note: the 'Transaction Type' field cannot be changed.

Once you have finished the necessary changes on this screen, click on 'Next' on the bottom of the page to get to the Prior Approval Items Screen.

PA/DVS Initial Request

Review Authorization Number: 32035196877

Revise Service Request Cancel Service Request

General Information | **Prior Approval Items**

Client Information

Enter a Client ID: LL54321L

Patient Account #:

Name: Doe, Jane

Gender: F

DOB: 01/01/0001

Transaction Type: Non Dental - Non DVS

Provider Service Address

Address Line 1:

Address Line 2:

City:

State:

Zip:

Contact Information

Name:

Telephone: Ext:

E-Mail:

Fax #:

Referring Provider

Use an Existing Provider

*Select a Name:

OR Search for a Medicaid Provider:

Last Name:

Provider Number:

OR

Enter a New Non-Medicaid Provider

* NPI #:

Ordering Provider

Use an Existing Provider

*Select a Name:

OR Search for a Medicaid Provider:

Last Name:

Provider Number:

OR

Enter a New Non-Medicaid Provider

* NPI #:

Event Information

Facility Type: Professional/Dental (UB) Institutional

Service Type:

Release Of Information:

Accident Date:

Service Date: From:

Onset Date:

To:

Admission Date:

Discharge Date:

Related Causes Information

Related Causes: Employment Another Party Responsible Auto Accident

Accident Location: NY US

Diagnosis

Primary: Secondary:

Private Duty Nursing (PDN) providers should not enter any information in these fields.

Pattern of Delivery

Home Oxygen Therapy

Home Health Care

Attachments

| Type | Transmission Code | Control Number | Description |
|--|--|--|----------------------|
| <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> |
| <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> |
| <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> |
| <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> |

[Enter More Attachments...](#)

Certification Category

Condition Codes

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> | <input type="text"/> <input type="button" value="Go"/> |
|--|--|--|--|--|--|--|--|

[Enter More Certification Information...](#)

Comments



ePACES PA/DVS Revise Cancel Function

There is now a column on the right, which allows you to revise or cancel a line. There is a new function to add new lines to the PA by clicking on 'Add' towards the bottom of the screen. This will display a new line to enter information in.

Revise/Cancel Request

General Information | Prior Approval Items

* Indicates required field(s)

| Line | Service Dates | *NDC/Proc & Modifiers | Unit Count Basis Meas. | Line Amount | More Details | Revise/Cancel |
|------|------------------------------------|-----------------------|------------------------|-------------|--------------|------------------|
| 1 | From: 11/01/2011 To: 12/31/2011 | A4265 | 1.000 UN-Unit | \$250.00 | | Revise Cancel |

To edit Lines not originating in ePACES

Add Line...
 Revise Line...
 Cancel Line...

To revise a line, click on 'Revise' to make the fields changeable.

General Information | Prior Approval Items

* Indicates required field(s)

| Line | Service Dates | *NDC/Proc & Modifiers | Unit Count Basis Meas. | Line Amount | More Details | Revise/Cancel |
|------|------------------------------------|-----------------------|------------------------|-------------|--------------|--|
| 1 | From: 11/01/2011 To: 12/31/2011 | A4265 | 1.000 UN-Unit | \$250.00 | | Revised <input type="button" value="Undo"/> |

To cancel a line, click on 'Cancel,' it will erase information on that line.

General Information | Prior Approval Items

* Indicates required field(s)

| Line | Service Dates | *NDC/Proc & Modifiers | Unit Count Basis Meas. | Line Amount | More Details | Revise/Cancel |
|------|---------------|-----------------------|------------------------|-------------|--------------|--|
| 1 | From: To: | | | \$ | | Cancelled <input type="button" value="Undo"/> |

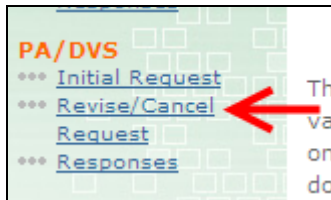
Once you are finished, click on 'Submit' on the bottom of the screen (please view first screen shot on this page for 'Submit' button).



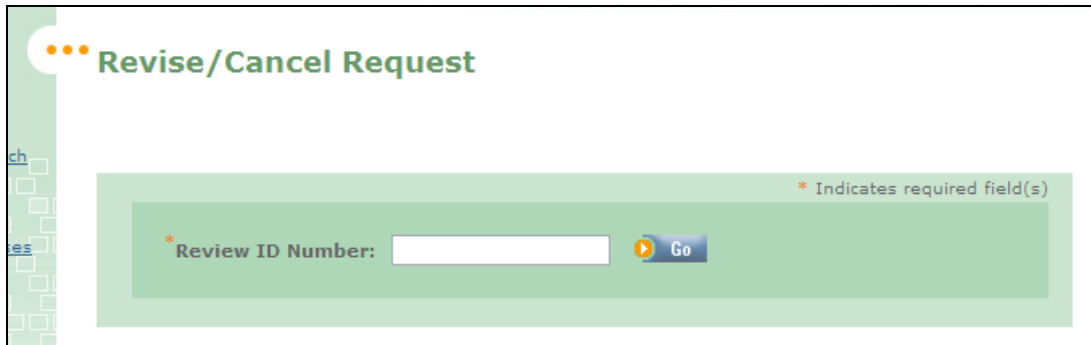
ePACES PA/DVS Revise Cancel Function

Revising/Canceling a PA that was not entered in ePACES

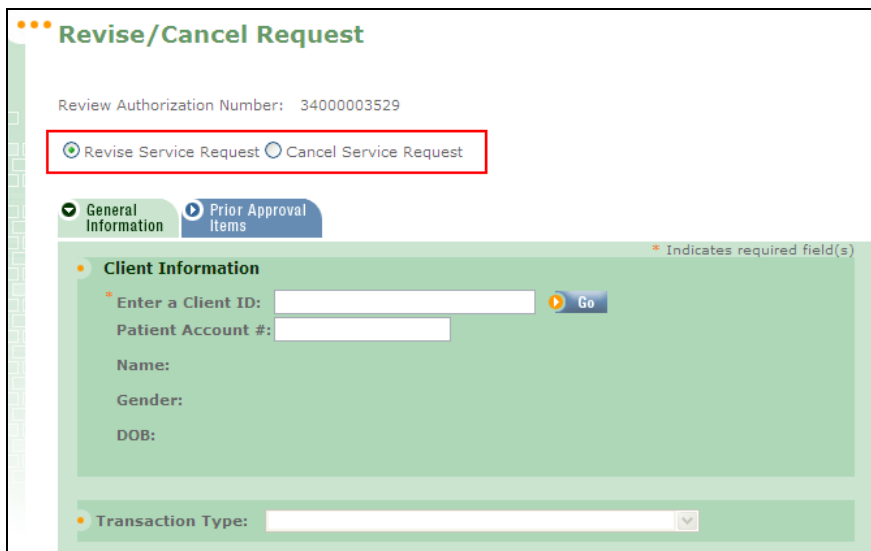
There is a link on the left hand side of the main ePACES screen to Revise/Cancel a PA/DVS Request. Click on the 'Revise/Cancel Request' link. **Note: Only a PA transaction can be revised, not a DVS.**



Enter the PA/DVS number in the 'Review ID Number' field and click on 'Go.'



At the top of the screen, there are two buttons, one for 'Revise Service Request' and one for 'Cancel Service Request'. Click on the appropriate button. If the request is a DVS transaction, the Revise and Cancel buttons will be grayed out, with the dot in the 'Cancel Service Request' field. Since this PA/DVS was not originally done in ePACES, the information will need to be entered in all the applicable fields on the General Information Tab. If you are cancelling a DVS, after entering the appropriate information on this tab, click 'Submit' at the bottom of the screen. For a PA, once all applicable fields have been entered, click on 'Next' on the bottom of the screen.





ePACES PA/DVS Revise Cancel Function

Clicking 'Next' brings you to the Prior Approval Items screen. It is very important to enter lines in the order as they originally appeared on the PA/DVS. There are three options. Listed are the options and how to use them:

Add: Click on 'Add' line only if you are adding a line that was NOT originally on the PA. Do not click on Add to edit, or enter an existing line. Adding a line should be done after all other applicable lines originally on the request were entered.

Revise: Click on 'Revise' line to revise/edit a line originally entered on the PA. If you have a line that you are not revising, but need to enter it on the PA to keep it on the request, click 'Revise' and enter the line exactly as it was on the original.

Cancel: Click on 'Cancel' line to cancel a line that was originally on the PA or DVS. You can either leave all fields blank, or enter them as they were entered on the original request to cancel the line.

☰

Revise/Cancel Request

▶ General Information

▼ Prior Approval Items

* Indicates required field(s)

| Line | Service Dates | *NDC/Proc & Modifiers | Unit Count Basis Meas. | Line Amount | More Details | Revise/Cancel |
|------|---------------|-----------------------|------------------------|-------------|--------------|---------------|
| | | | | | | |

To edit Lines not originating in ePACES

▶
Add
Add Line...

▶
Revise
Revise Line...

▶
Cancel
Cancel Line...

◀
Previous

▶
Submit

▶
Close



ePACES PA/DVS Revise Cancel Function

Once you click on Add, Revise or Cancel; a line will appear to enter all applicable information, if necessary. It is important to enter the appropriate line number that corresponds to the information you are entering. The last column will indicate whether you have clicked on Add, Revise or Cancel.

The screenshot displays a web application interface for managing PA/DVS lines. At the top, there are two tabs: 'General Information' (selected) and 'Prior Approval Items'. A legend indicates that an asterisk (*) denotes a required field. The main area contains a table with the following structure:

| Line | Service Dates | *NDC/Proc & Modifiers | Unit Count Basis Meas. | Line Amount | More Details | Revise/Cancel |
|--------------------------|--|-----------------------|---|-------------------------|---|--|
| <input type="checkbox"/> | From: <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> | <input type="text"/> | <input type="text"/> UN-Unit <input type="text"/> | \$ <input type="text"/> | <input type="button" value="More Details"/> | <input type="button" value="Revised"/> |

Below the table, a section titled 'To edit Lines not originating in ePACES' contains the following buttons:

- Add Line...
- Revise Line...
- Cancel Line...
-

At the bottom right of the interface are two buttons: and .

Click on 'Submit' to complete the process.