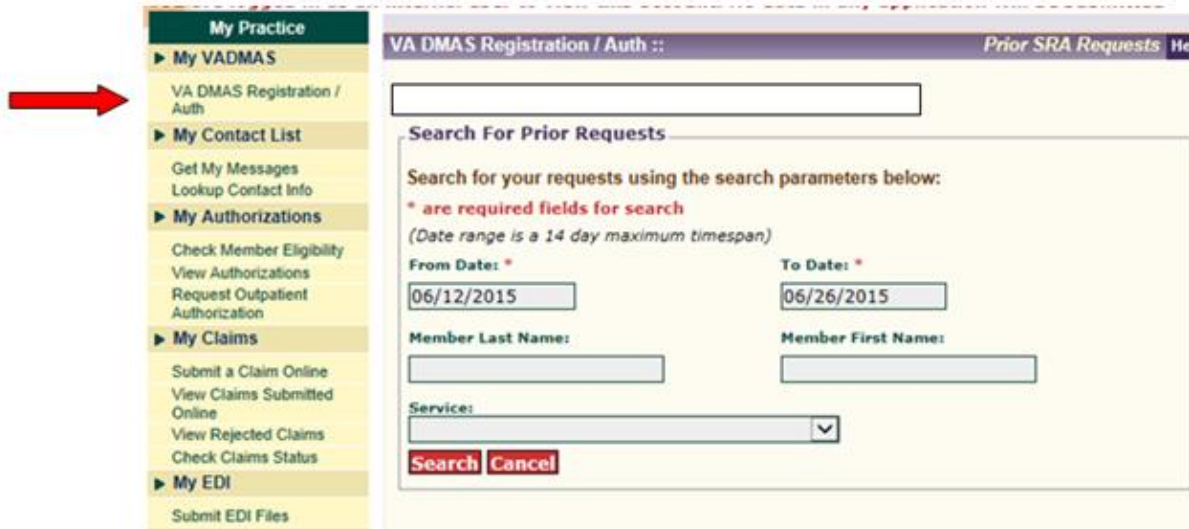


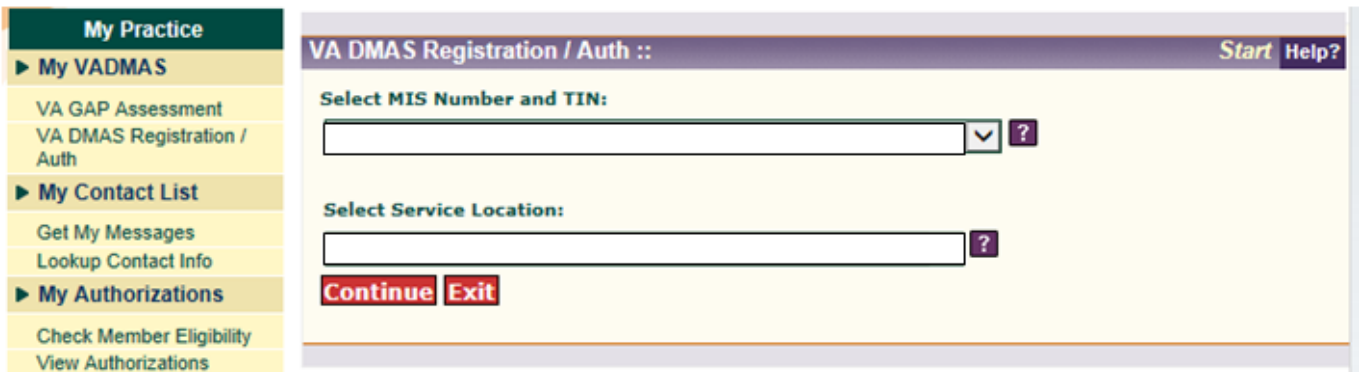
Instructions for online submission of Inpatient Retro requests

1. Clear your browsing history.
2. Log in to www.magellanprovider.com
3. Click on “VA DMAS Registration/Auth” under “My Practice.” If you do not see this option, contact your administrator to obtain your facility’s log in information for submitting online requests. If unable to obtain this information, contact the Magellan Network Department at 1-800-424-4536.



The screenshot shows the 'VA DMAS Registration / Auth' page. On the left is a 'My Practice' sidebar with a red arrow pointing to 'VA DMAS Registration / Auth'. The main content area has a header 'VA DMAS Registration / Auth ::' and a sub-header 'Prior SRA Requests'. Below the header is a search box. The 'Search For Prior Requests' section contains instructions: 'Search for your requests using the search parameters below: * are required fields for search (Date range is a 14 day maximum timespan)'. It includes fields for 'From Date:' (06/12/2015), 'To Date:' (06/26/2015), 'Member Last Name:', 'Member First Name:', and a 'Service:' dropdown menu. 'Search' and 'Cancel' buttons are at the bottom.

4. Select your MIS Number and TIN and “Continue.”



The screenshot shows the 'VA DMAS Registration / Auth' page with the 'Start' button in the top right. The 'Select MIS Number and TIN:' section has a dropdown menu with a question mark icon. Below it is the 'Select Service Location:' section with a text input field and a question mark icon. 'Continue' and 'Exit' buttons are at the bottom.

5. Scroll to the bottom of the page, and select "Start New Request."

My Practice

VA DMAS Registration / Auth

Prior SRA Requests Help?

Search For Prior Requests

Search for your requests using the search parameters below:
* are required fields for search
(Date range is a 14 day maximum timespan)

From Date: * 09/24/2015 To Date: * 10/08/2015

Member Last Name: Member First Name:

Service:

Search Cancel

Your Prior SRA Requests for the search parameters above

Submission Date	Reference #	Member Name	Service	Status
10/04/2015				Received

Start New Request Cancel

6. Search for a member by name, DOB, ID, and/or state.

My Practice

VA DMAS Registration / Auth

Eligibility Search Help?

This application allows you to determine if the individual is eligible for coverage by VA DMAS for your services.

NOTE: Payment of benefits is subject to the member's eligibility on the date of service and any other contractual provisions of the plan. To assure compliance with state mandates, please follow the pre-authorization instructions on the member's Virginia Medicaid card.

Search for a Member

Your search results will be limited to **ONE** record. The recommended search parameters are Member Name, Date of Birth, and State. At a minimum, you must enter State and Member Name or Member Number.

Last Name: First Name:

Date of Birth: (mm/dd/yyyy) State/Province/Territory: Virginia

Member Number: Zip Code:

Search Cancel

Return to MyPractice Page

7. If your member's name appears and member currently has active status, click "Select this Member."

*If the member has inactive status on magellanprovider.com, and eligibility was recently activated, please wait to submit your request until the member shows as active in our system.

**If the member has inactive status on magellanprovider.com and was eligible at the time of service, and eligibility will not be reinstated, please fax the retro request. Your fax must include the reason why you were unable to submit online and a screenshot from magellanprovider.com showing that member has inactive coverage.

VA DMAS Registration / Auth :: [Member Details](#) [Help?](#)

Please be advised that the use of this tool for review of eligibility or benefits does not guarantee claim payment. Payment of benefits is subject to the member's eligibility on the date service is rendered and any other contractual provisions of the plan. To assure compliance with state mandates, please follow the pre-authorization instructions on the member's health insurance card.

Service Limits

The Virginia Department of Medical Assistive Services (DMAS) requires all providers verify service limitations and usage prior to requesting additional services. Click the button below to access this information:

[Service Limits](#)

Member Information

Member: Member DOB:
 Gender: Male Relationship: Subscriber
 Address: Magellan Member No.:
 City, State, ZIP:
 Member Benefit Card No.:

Plan Benefits Information

Client Name: VA DMAS MEDICAID

Type Of Plan	Coverage Start	Coverage End	Status
VA DMAS MEDICAID FFS	12/01/2013	12/31/2069	Active

[Select this Member](#) [Search Again](#)

[Return to MyPractice](#)

8. On the drop down menu of services, select "Inpatient"

The screenshot shows the 'VA DMAS Registration / Auth' form. On the left is a navigation menu with categories: My Practice, My VADMAS, My Contact List, My Authorizations, My Claims, My EDI, My Outcomes, My Status, and My Practice. The main content area has a header 'VA DMAS Registration / Auth ::' with 'Begin' and 'Help?' links. Below the header is a search box. The 'Member Information' section contains fields for 'Member:', 'Member No.:', and 'Member DOB:'. A paragraph of text explains that users should choose a service from a dropdown menu, noting that some services require registration. A red asterisk indicates 'Required Fields'. Below this is a dropdown menu titled 'Please select the service for this Registration or Service Authorization request: *'. The dropdown is open, showing a list of services: Crisis Intervention, Crisis Stabilization, Day Treatment / Partial Hospitalization, EPSTD Behavioral Therapy (ABA), Inpatient (highlighted in yellow), Intensive Community Treatment, Intensive In-Home Services, Level A or B Residential, Level C Residential, Mental Health Case Management, Mental Health Skill-building Services Adolescent, Mental Health Skill-building Services Adult, Psych Testing, Psychosocial Rehabilitation, Therapeutic Day Treatment (TDT), Traditional Outpatient, Treatment Foster Care Case Management, and VICAP. To the right of the dropdown, there is a note: 'must be psychiatric, not substance use' and 'decision is needed, please contact Magellan at'. Below the dropdown, there is a note: 'require registration; additional hours require' and 'Treatment for Psychiatric or Substance Use'. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

9. Select the radio button for "Inpatient Retro" and select "Continue."

This screenshot shows the same 'VA DMAS Registration / Auth' form as the previous one, but with the 'Inpatient' service selected in the dropdown menu. Below the dropdown, there is a section titled 'Is this for: *' with two radio buttons: 'Inpatient Admit' and 'Inpatient Retro'. The 'Inpatient Retro' radio button is selected and circled in red. At the bottom of the form, there are 'Continue' and 'Cancel' buttons.

10. Complete the SRA form and submit.