



# Accessing PAR Information in Web Portal

## PAR Status Inquiry

versus

## PAR Letters

### What does PAR Status Inquiry do?

- PAR Status Inquiry allows a user to check on the status of a single Prior Authorization Request (PAR) that has been accepted into the MMIS, regardless of how the PAR was submitted.
- The best search criteria to use is the **PAR Type** and **Prior Authorization Number** for the PAR.
- Users must be assigned the **PAR User Role** in order to access PAR Status Inquiry in the Web Portal. (Refer to the TPA vs. User Quick Sheet for additional information on Roles.)

### USER ROLES BREAKDOWN

#### PAR User

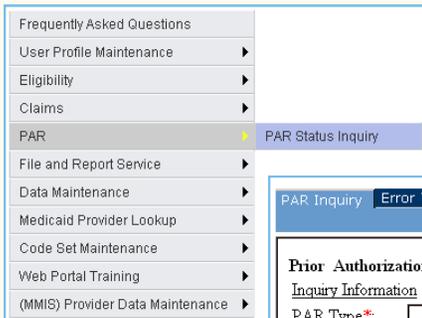
Provides the regular user with access to functions for Prior Authorization Request (PAR) Status Inquiry.

#### FRS User

Allows the regular user to search, view, and download reports (including the PAR Letter) from the FRS system.

### Where do I get my PAR Letters?

- PAR Letters are sent to the File and Report Service (FRS) in the Web Portal. They are not accessible through PAR Status Inquiry.
- With the exception of Case Management Agencies, only the billing provider's Trading Partner ID will receive the PAR Letter in the FRS. Rendering providers will receive PAR Letters in the mail.
- Users must be assigned the **FRS User Role** in order to access PAR Letters from FRS in the Web Portal. (Refer to the TPA vs. User Quick Sheet for additional information on Roles.)



PAR Inquiry Error Tab

**Prior Authorization Inquiry**

Inquiry Information

PAR Type\*:

Provider ID:  State ID:  Search

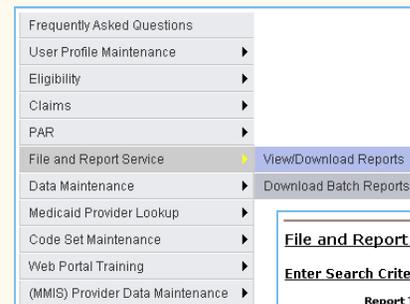
Prior Authorization:  Effective Date:

No:

PAR Type and Prior Authorization number can be entered for the inquiry. If you do not know the Prior Authorization number, you will need to enter the ProviderID, StateID and the Effective Date.

PAR Inquiry Error Tab

Submit Cancel Reset



File and Report Service

**Enter Search Criteria**

Report Types

- Provider Error Reports
- PAR Letters 077016**
- X12\_270
- X12\_270\_Batch
- X12\_276
- X12\_278
- X12\_837D
- X12\_837I
- X12\_837P

Start Date:  End Date:

Refresh the Report Listing now

Search

Please refer to the online FRS Training, User guide, and Help for functionality questions. If you are unable to retrieve reports/transactions from the FRS please contact ACS at 1-800-237-0757. For all other Web Portal issues call 1-888-538-4275

NOTE: Files bigger than 2 MB in size can only be downloaded in a Batch request. Please refer to the FRS User Guide for details.

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