

Extensions

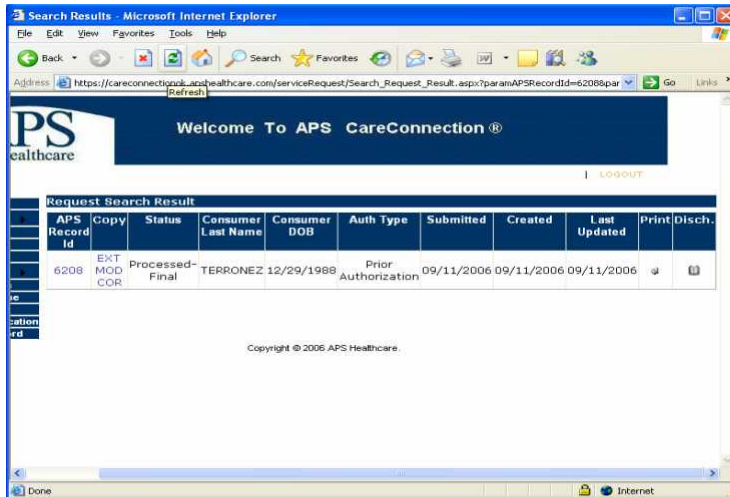
To request an extension do the following:

If the original request was NOT entered in CareConnection, open a “New Request” and proceed as instructed in previous sections of this manual.



If the original request WAS entered in CareConnection and has a status of “Processed-Final”, click on “Search Request”, retrieve the original request by either the APS record ID, Medicaid ID or Name. When the record appears as seen below, click on EXT found under the COPY column.

The EXT hyperlink will allow a copy of the original record to be instantly created. Most of the information from the original request will be present in the newly created record; however, some information such as the start date and the services will have to be entered.

The MOD and COR hyperlinks will allow you to create a copy of the treatment plan to correct errors or omissions. With regard to the EXT, MOD and COR created copies, a new APS record id will be generated by the system. To retrieve this new record id, perform a “Search Request” and enter the Medicaid ID for the client.



The screenshot shows a Microsoft Internet Explorer browser window displaying the APS CareConnection website. The address bar shows the URL: https://careconnection.apshhealthcare.com/serviceRequest/Search_Request_Result.aspx?paramAPSRecordId=62088par. The page header includes the APS Healthcare logo and a "Welcome To APS CareConnection®" banner. Below the banner is a "Request Search Result" table with the following data:

APS Record Id	Copy	Status	Consumer Last Name	Consumer DOB	Auth Type	Submitted	Created	Last Updated	Print	Disch.
6208	EXT MOD COR	Processed-Final	TERRONEZ	12/29/1988	Prior Authorization	09/11/2006	09/11/2006	09/11/2006		

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Printing the Treatment Plan

Refer to the above graphic. The print feature can be accessed by retrieving a record by APS record id; click on the “Print” icon, then scroll to the bottom of the screen and click the “Print “ button.