EIHub

First Steps Early Intervention
Case Management System

Guide to Creating Evaluation and Assessment Authorizations

first steps

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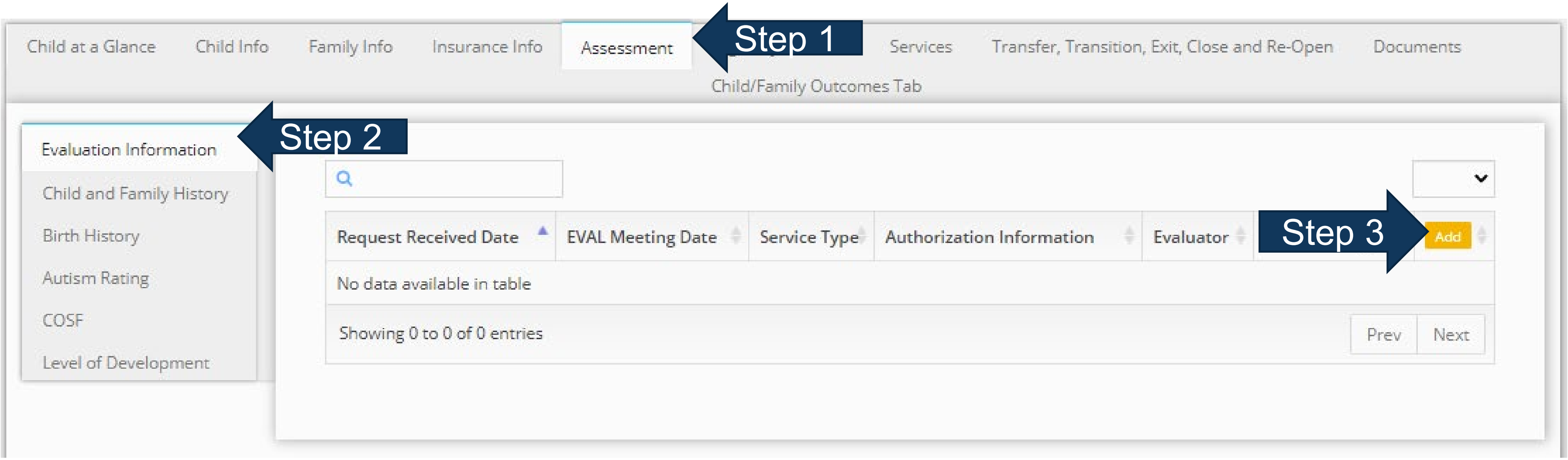
Creating an Evaluation/Assessment Authorization

1. Navigate to the “Assessment” tab
2. Select the “Evaluation Information” panel
3. Click “Add”



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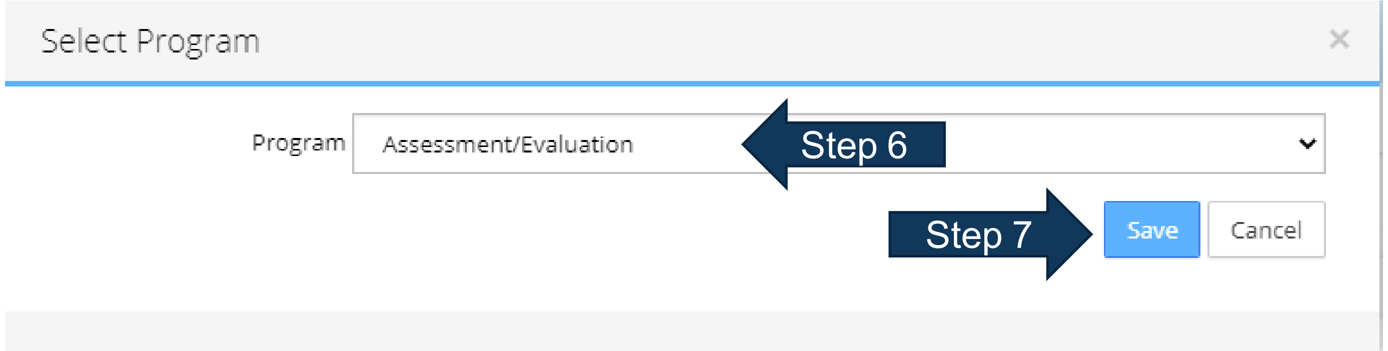
Creating an Evaluation/Assessment Authorization

Completing Evaluation/Assessment Information

The system will automatically open to the "Evaluation Information” panel

4. Select “State” as the “Pay Source”
5. Click the “binoculars” icon in the “Program” field
6. Select the most appropriate evaluation/assessment activity from the “Program” pop-up dropdown list
7. Click “Save”



Creating an Evaluation/Assessment Authorization
Completing Evaluation/Assessment Information

8. Select the type of service being authorized as the “Service Type” (e.g., Physical Therapy)
9. Select “Inactive” as the “Authorization Status”

Creating an Evaluation/Assessment Authorization

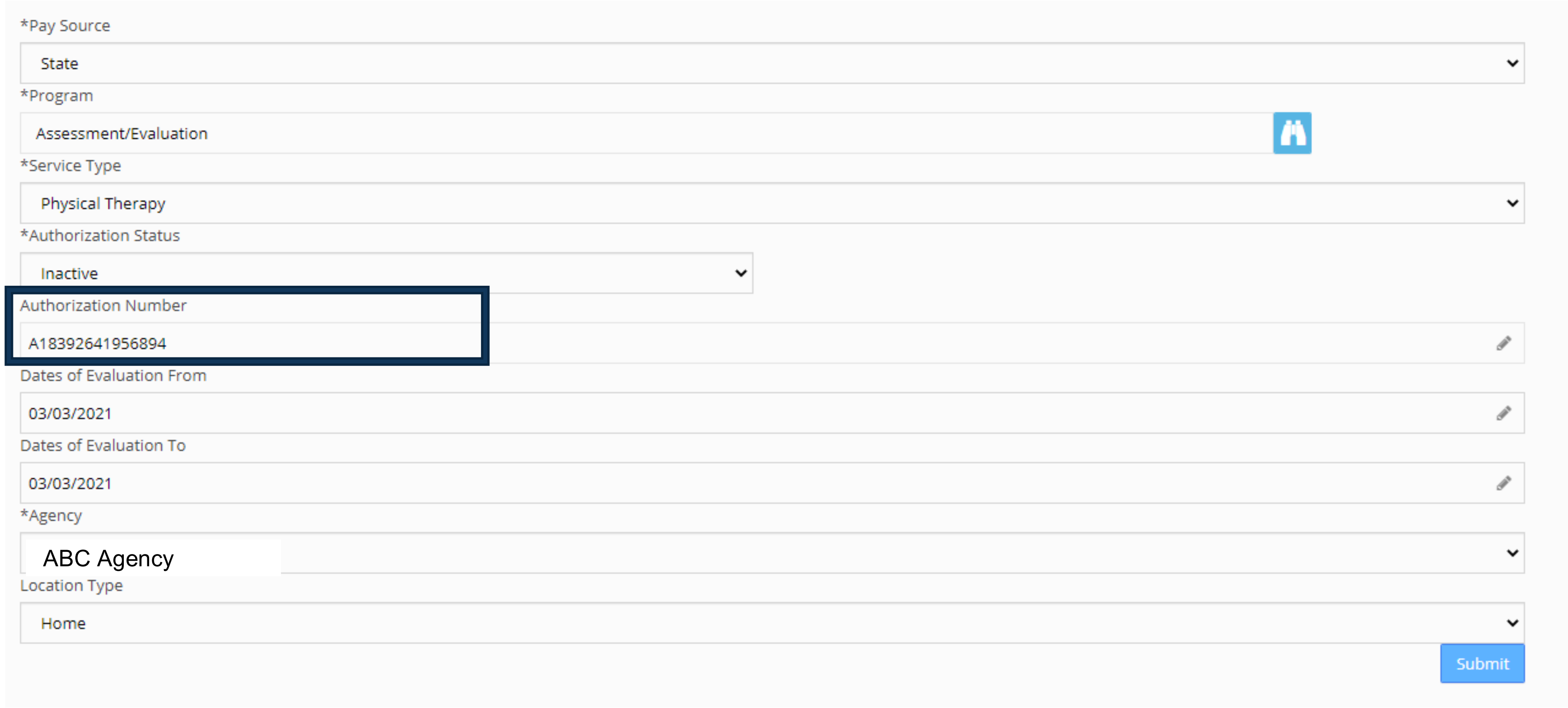
Completing Evaluation/Assessment Information

10. Enter the start date of the activity as “Dates of Evaluation From”
11. Enter the end date of the activity as “Dates of Evaluation To”
12. Select the agency/independent provider that provided the service as “Agency”
13. Select the “Location Type” where the activity occurred
14. Click “Submit”

Creating an Evaluation/Assessment Authorization

Automatic Generation of Authorization Number

Once “Submit” is clicked, the system will automatically generate the authorization number



*Pay Source
State
*Program
Assessment/Evaluation
*Service Type
Physical Therapy
*Authorization Status
Inactive
Authorization Number
A18392641956894
Dates of Evaluation From
03/03/2021
Dates of Evaluation To
03/03/2021
*Agency
ABC Agency
Location Type
Home
Submit

Creating an Evaluation/Assessment Authorization

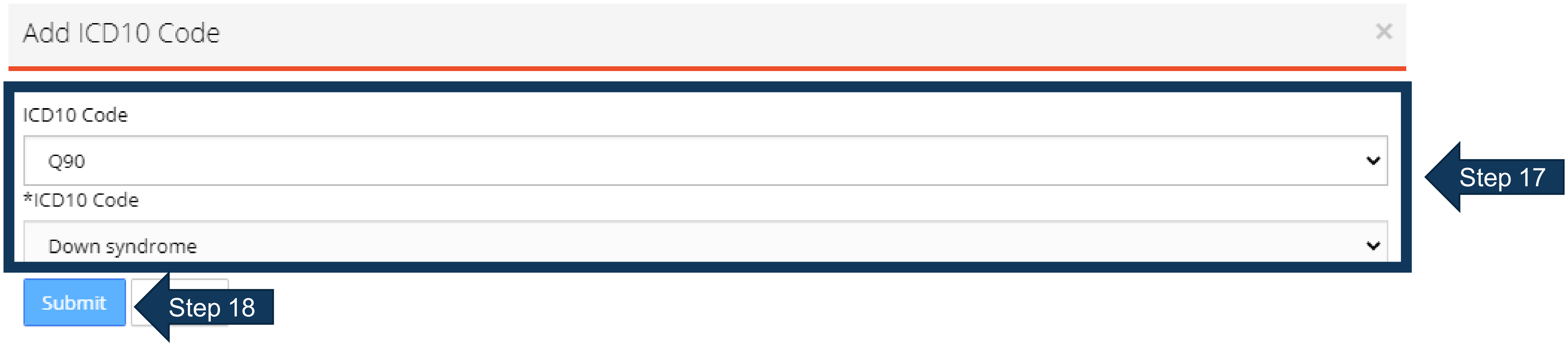
Adding a Diagnosis Code to an Evaluation/Assessment

15. Navigate to the “ICD-10 Diagnoses for Evaluation” panel
16. Click “Add”

Creating an Evaluation/Assessment Authorization

Adding a Diagnosis Code to an Evaluation/Assessment

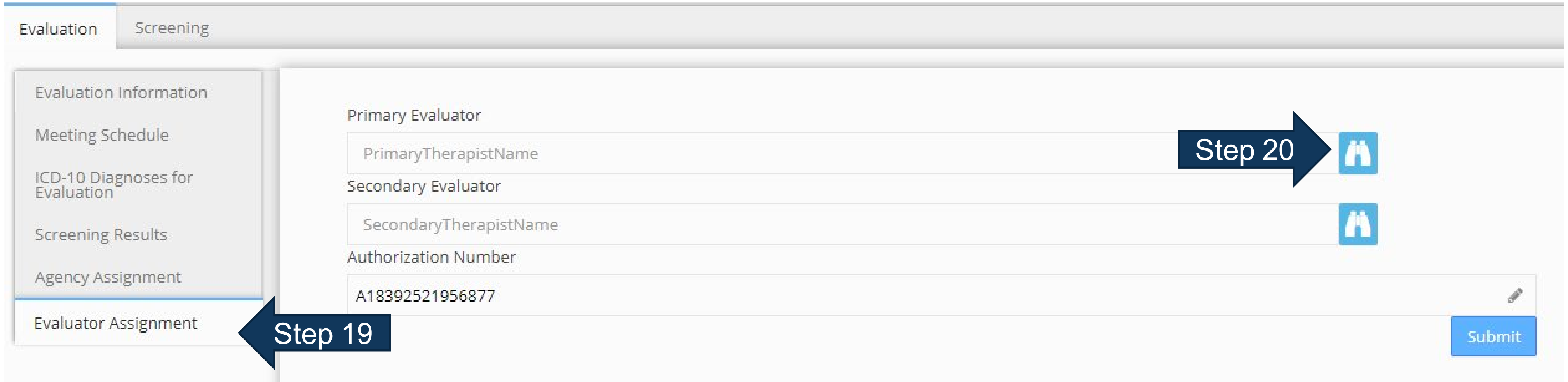
17. Select the most appropriate evaluation/assessment ICD10 code from the “ICD10” pop-up dropdown list
18. Click “Submit”



Creating an Evaluation/Assessment Authorization

Assigning Providers to an Evaluation/Assessment

19. Navigate to the “Evaluator Assignment” panel
20. Click the “binoculars” icon in the “Primary Evaluator” field



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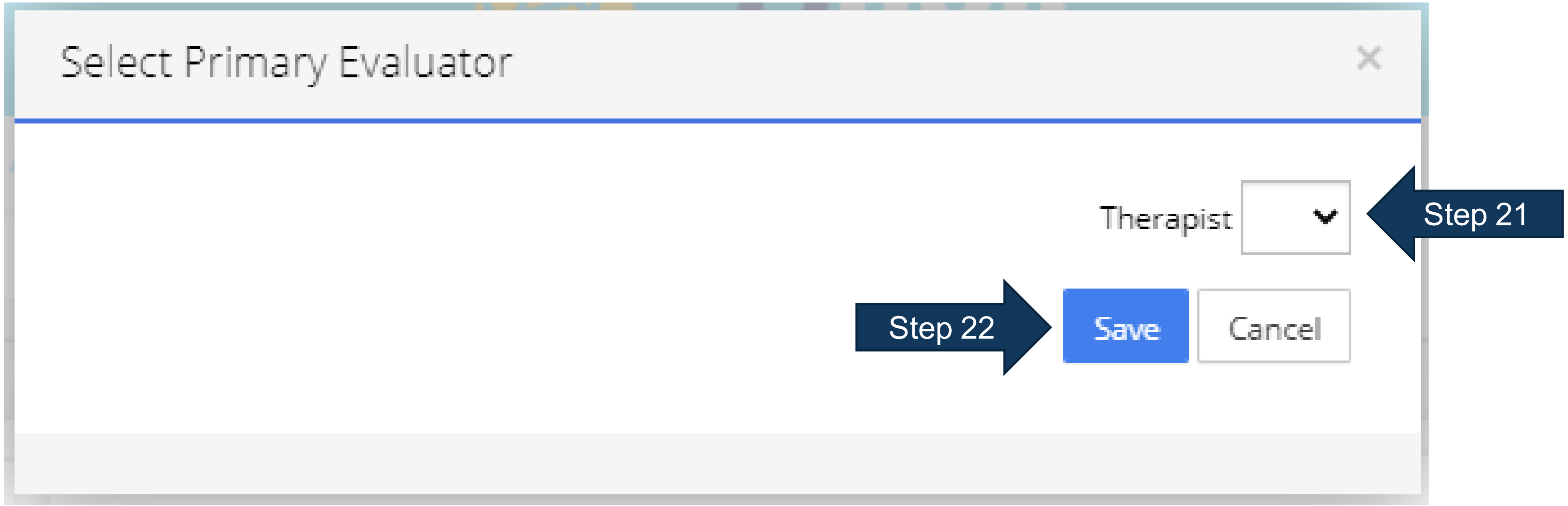
Creating an Evaluation/Assessment Authorization

Assigning Providers to an Evaluation/Assessment

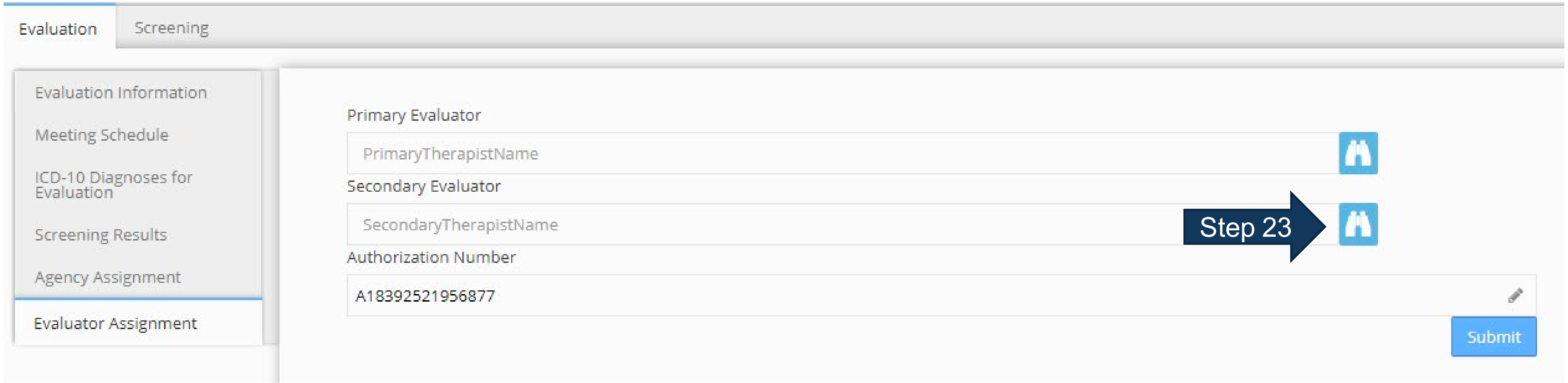
21. Select the appropriate provider’s name in the “Therapist” field from the “Primary Evaluator” pop-up
22. Click “Save”



Creating an Evaluation/Assessment Authorization

Assigning Providers to an Evaluation/Assessment

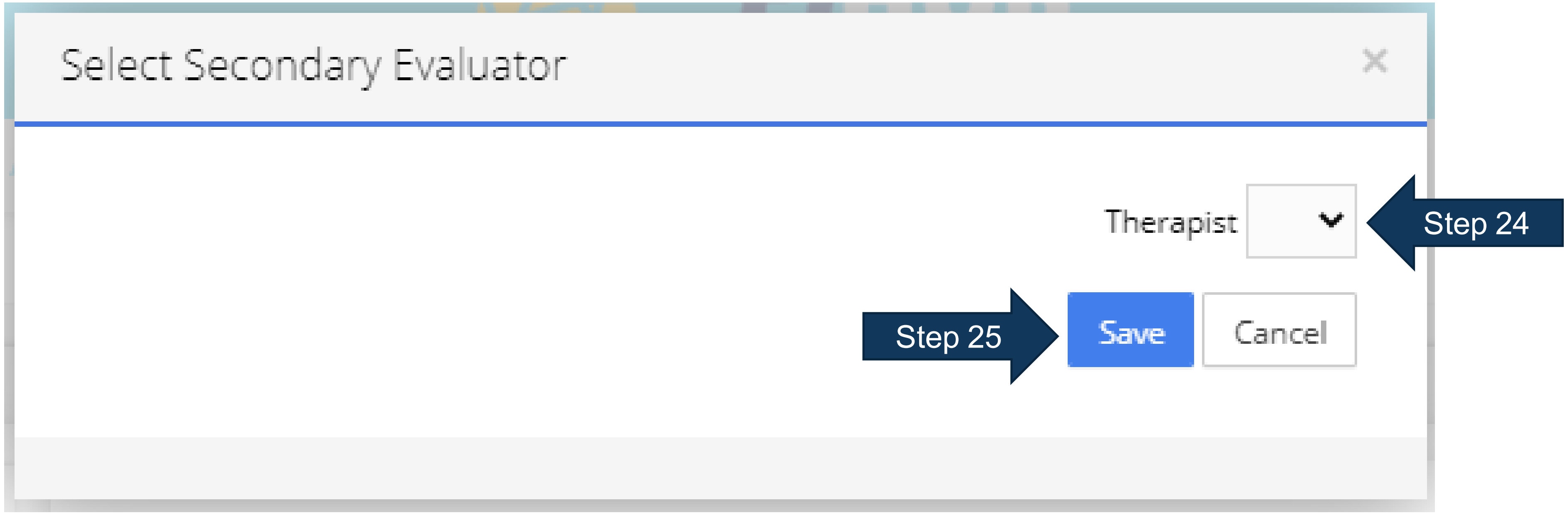
23. If needed, click the “binoculars” icon in the “Secondary Evaluator” field



Creating an Evaluation/Assessment Authorization

Assigning Providers to an Evaluation/Assessment

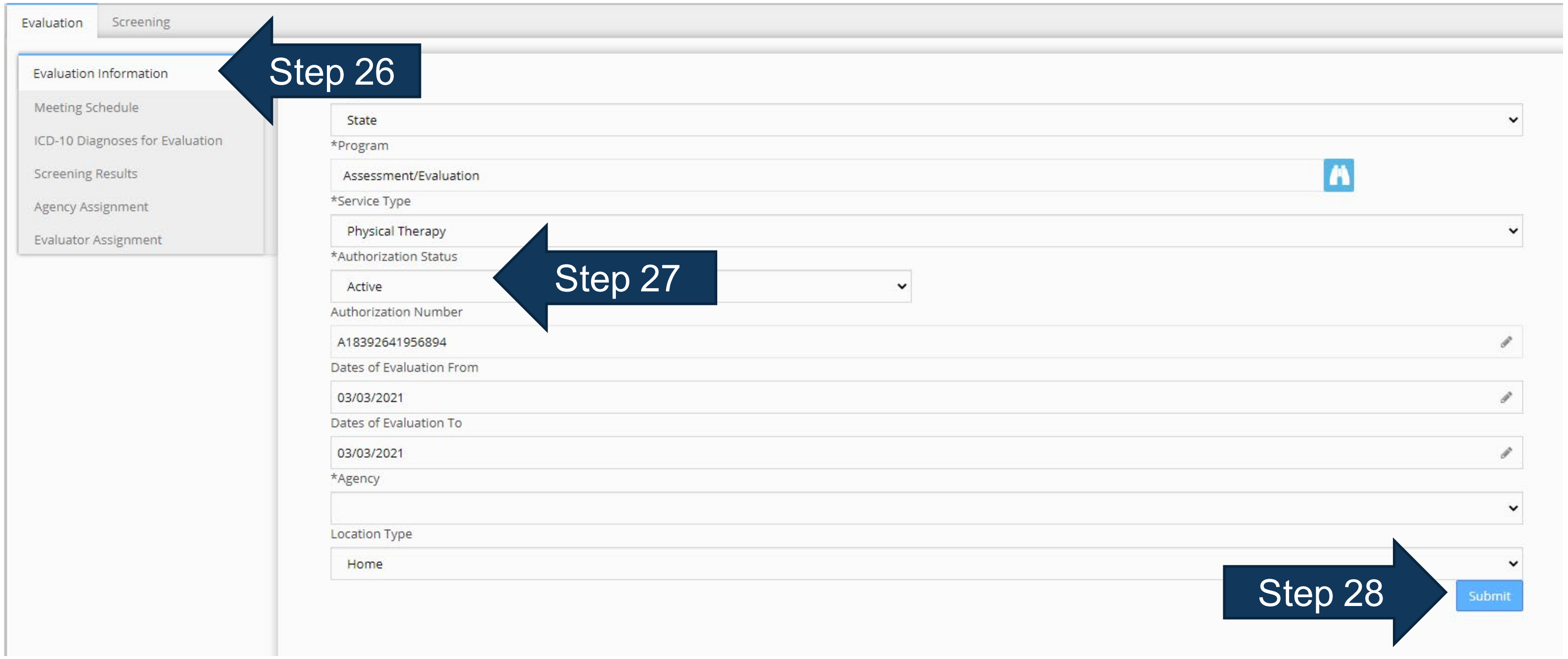
24. Select the appropriate provider's name in the "Therapist" field from the "Secondary Evaluator" pop-up
25. Click "Save"



Creating an Evaluation/Assessment Authorization

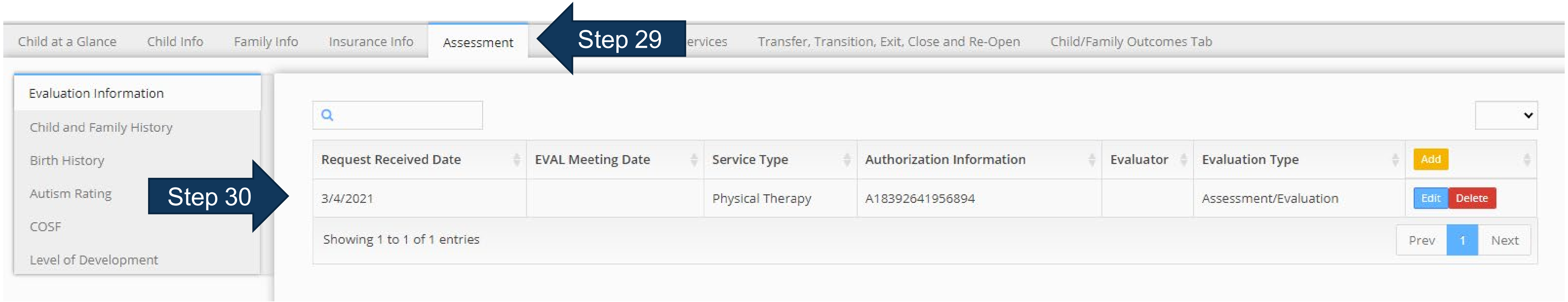
Activating the Evaluation/Assessment Authorization

26. Navigate to the “Evaluation information” panel
27. Select “Active” as the “Authorization Status”
28. Click “Submit



Viewing the Authorized Evaluation/Assessment Activity

29. Navigate to the “Assessment” tab
30. View the newly authorized evaluation/assessment activity in the grid



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For assistance, contact the EIHub Helpdesk:

877-522-1065

INFirstSteps@pcgus.com

Hours: Weekdays 8 a.m. - 5 p.m. ET

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