



Department of
Developmental Disabilities

Division of Medicaid Development & Administration

John R. Kasich, Governor
John L. Martin, Director

Memo

To: County Board Superintendents, SSA Directors and COG Directors

From: Patrick Stephan, Deputy Director
Ohio Department of Developmental Disabilities

Date: November 25, 2011

Re: **Prior Authorization in MSS to Go Live on December 10, 2011**

The Division of Medicaid Development and Administration (MDA) is proud to announce the release of the on-line Manage PA process within the Medicaid Services System (MSS). The new MSS/Manage PA process is designed to provide a more effective and efficient process for county boards to use when submitting prior authorization requests (PARs). One key feature of MSS/Manage PA is that it allows users to check the status of PARs in real time throughout the process.

The new MSS/Manage PA process is projected to be available on **December 10, 2011**. Please note that the existing PA mailbox, prior-authorization@list.dodd.ohio.gov, will be inactivated on that same date.

Note: On or after 12/10/2011, supporting documentation must be either emailed or faxed to DODD.

- Email to PADOC2@dodd.ohio.gov and include the PA# in the file/attachment name
- Fax to 6147525303@faxmaker.com and include the PA# on the coversheet

It is important to note that in order to submit a PAR through MSS/Manage PA, the individual must be transitioned to the MSS.

As the date approaches, screenshots and instructions will be provided to help users understand how the new streamlined process will work. In addition, several webinars are planned to introduce and demonstrate the new process.

Webinars are scheduled as follows and information regarding how to participate will be available soon.

12/09/2011 - 9:00 am – 11:00 am, and 1:00 pm - 3:00 pm
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Thank you in advance for your cooperation with this new endeavor. If you have questions, please contact Jeanne Gregory-Kaepfner at (614) 466-5990.

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