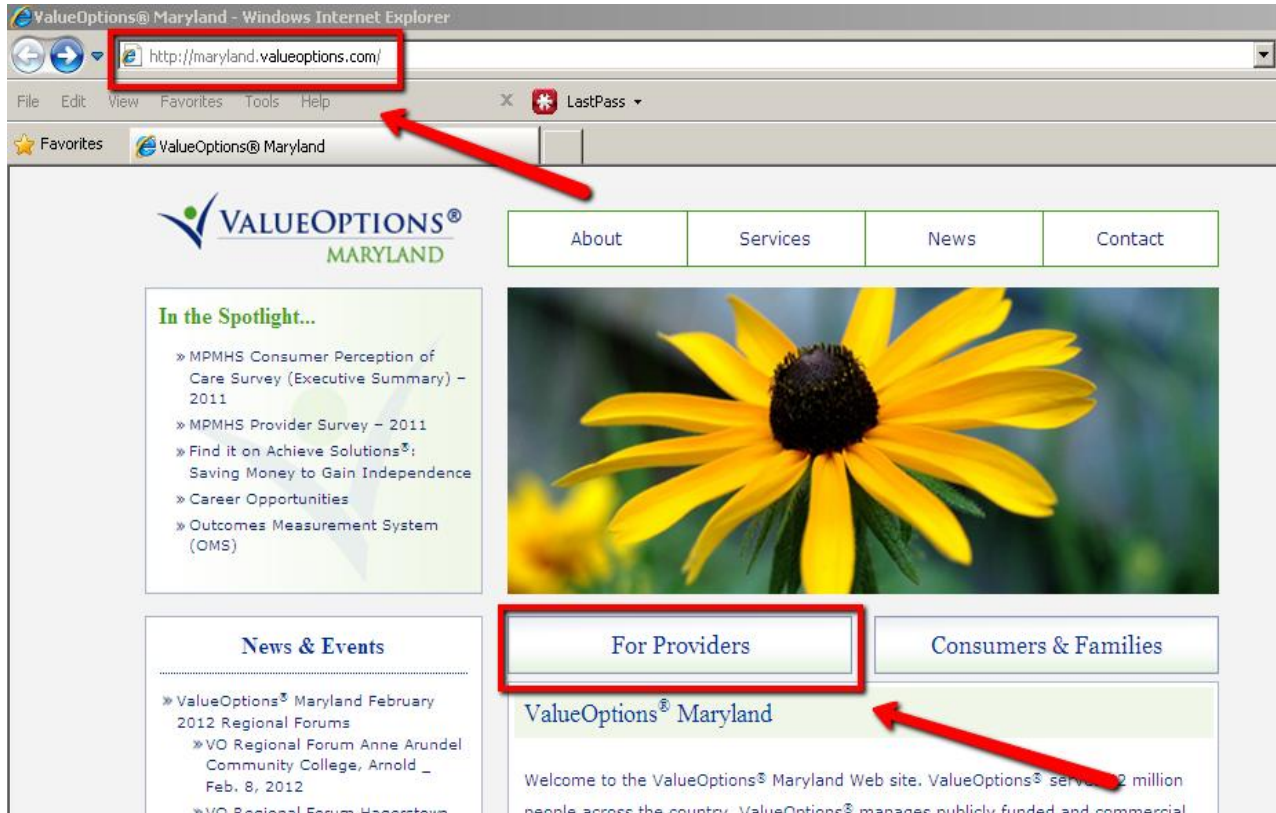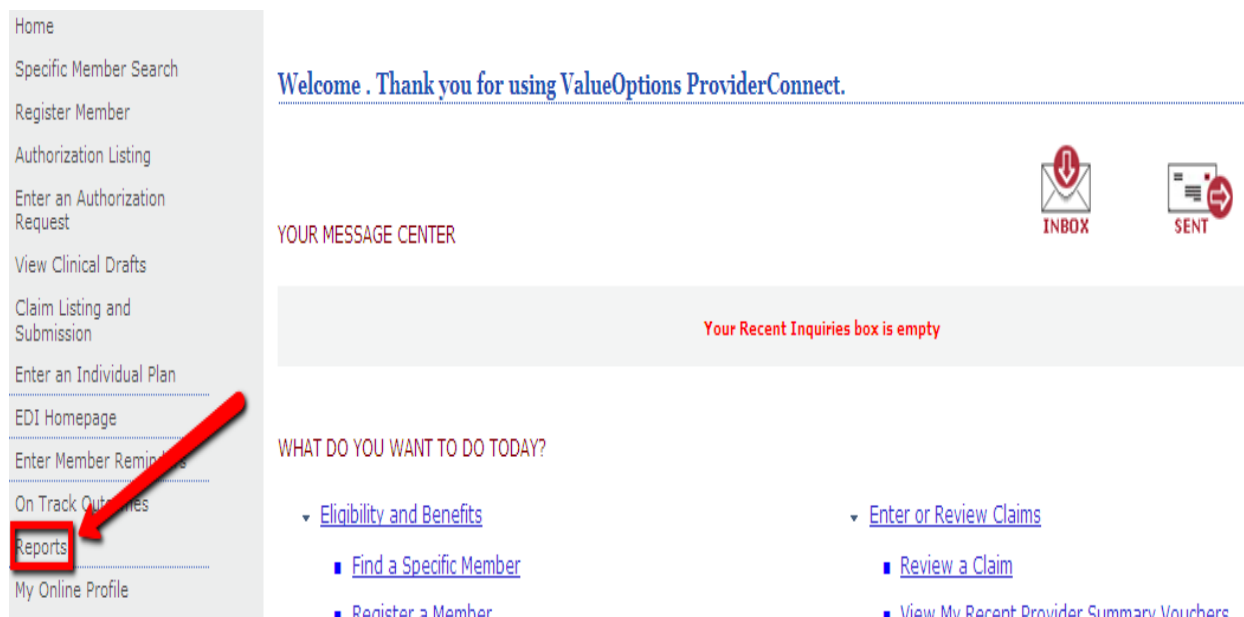# Running the Authorization Change Report
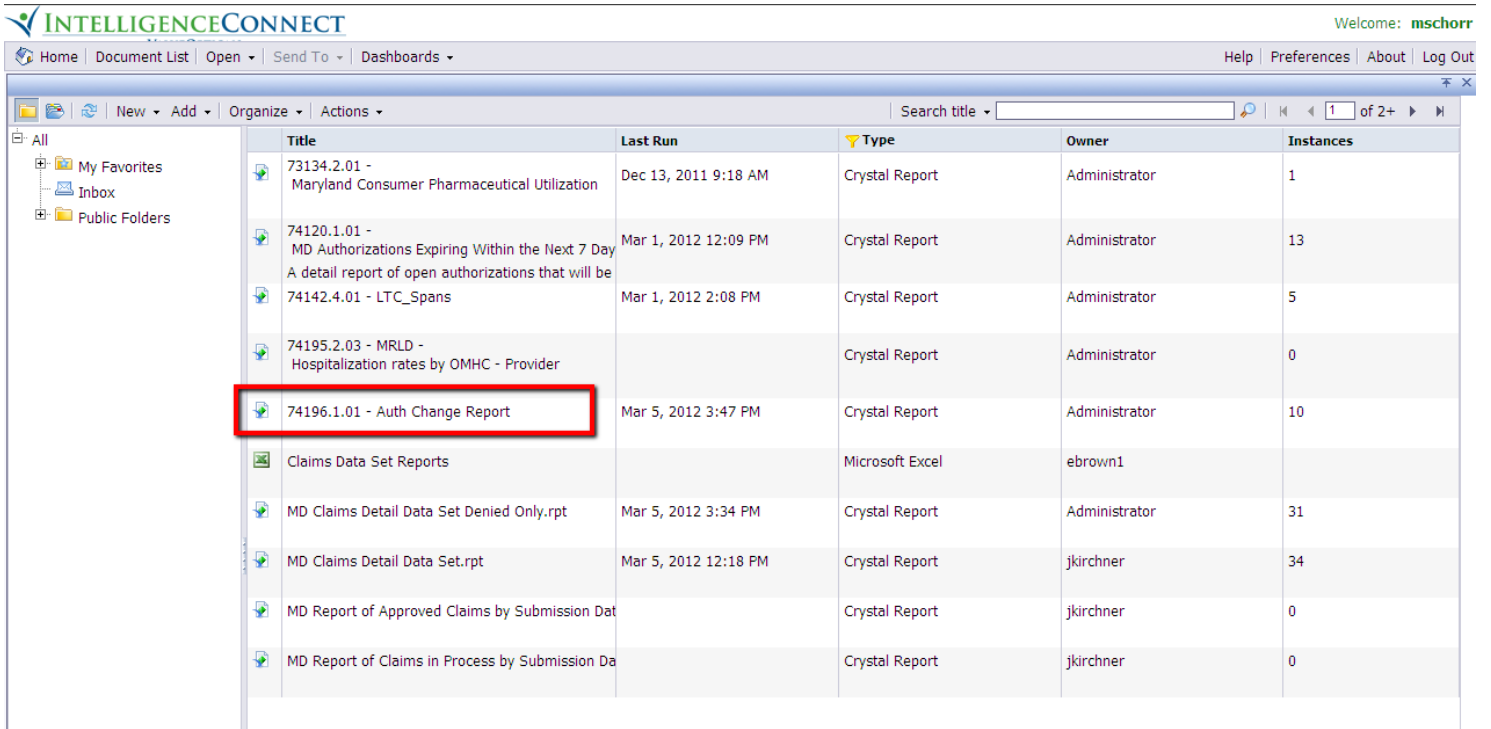
1. From your web browser (Internet Explorer, Firefox, Safari, etc.) log in to ProviderConnect from the ValueOptions Maryland website: (http://maryland.valueoptions.com/) **-> For Providers ->Log In**
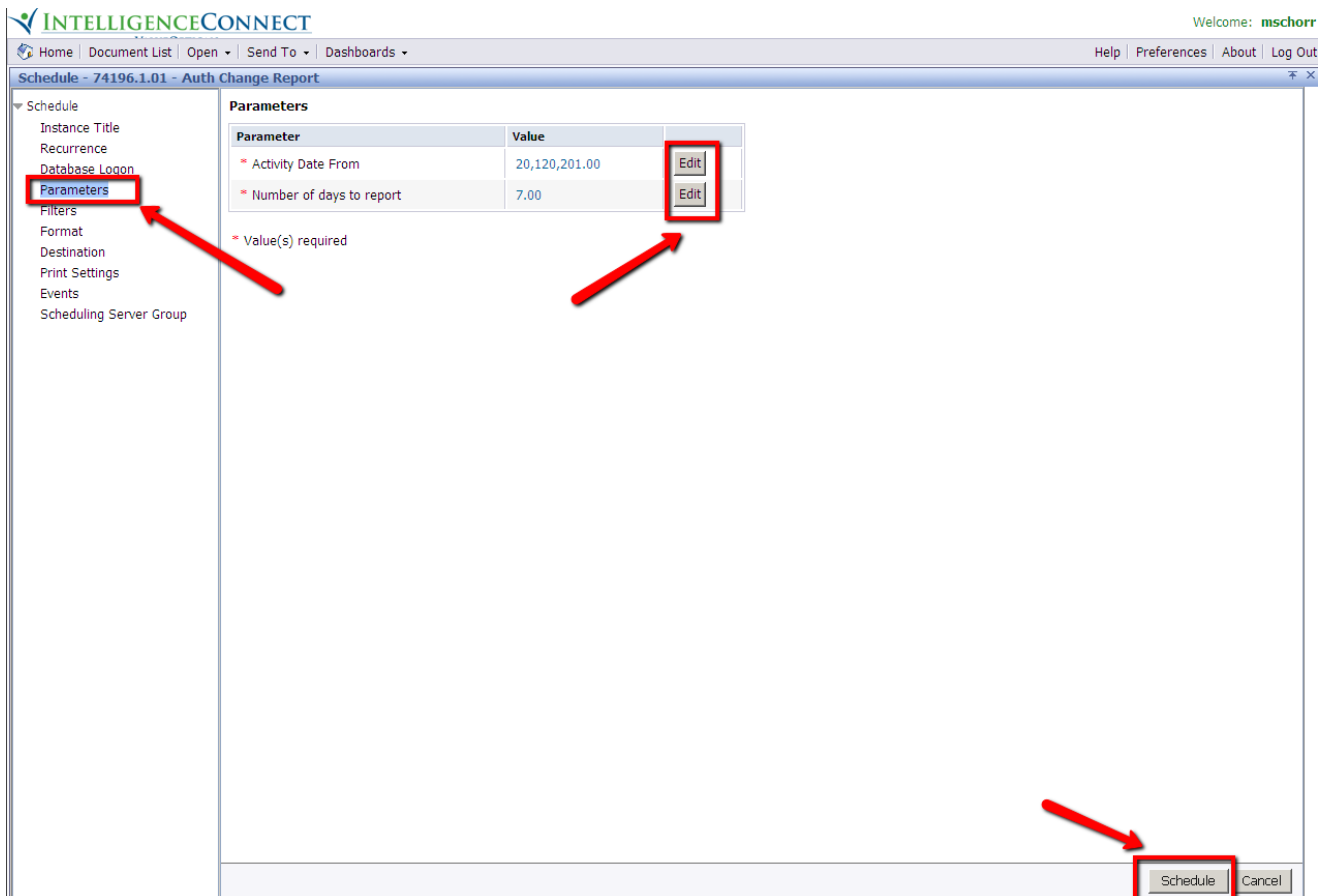

2. Click the Reports link in ProviderConnect.

3. Right click on the Authorization report and choose the Schedule action

4. To schedule a report to run, click on Parameters, edit the report parameters to meet your preferred date span, and then click Schedule.

5. Refresh the report until it completes

6. Click to open the completed report in a spreadsheet application (Excel)

7. The results indicate a change of provider, within the specified date range, initiated over the phone by the consumer. As shown in the example below, the Auth End date was changed the next business day.

Consumer First Name	Consumer Last Name	Consumer SSN	Consumer ID	Birthdate	Provider Name	Vendor ID	Level of Care	Type of Care	Auth Start	Auth End	Approved Units	Auth #	Last Change Date
JANE	DOE	123456789	M123456789	03/26/1975	TEST PROVIDER NAME	D123546	Outpatient	OPMH OMS	02/10/2012	04/30/2012	150	01-123-1234-12	05/01/2012