

Importing Cigna Behavioral Health Authorizations

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DATA DICTIONARY REQUIREMENTS

You must first add the fields for ImportAuthorization to the Data Dictionary.

Data Dictionary Update: Table Source: **ImportAuthorizations**

Column Name	Update Label	Update Ord	Is Update Required	Is Lookup	edit	Is Boolean	Is Date
external_id	external_id	1	<input type="checkbox"/>	<input type="checkbox"/>	edit	<input type="checkbox"/>	<input type="checkbox"/>
auth_number	auth_number	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit	<input type="checkbox"/>	<input type="checkbox"/>
client_id	client_id	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit	<input type="checkbox"/>	<input type="checkbox"/>
payer_id	payer_id	4	<input type="checkbox"/>	<input type="checkbox"/>	edit	<input type="checkbox"/>	<input type="checkbox"/>

IMPORT NOTES

One Authorization per import row will be created. The authorization will appear with a code indicating the visit type group that has been authorized. This is the same as manually entering an authorization and selecting the visit type group (located at the bottom of the multipick box after all the visit types).

If an authorization for the same client, same payer, same auth number and same period start/end dates as an existing authorization is imported, the existing one will be updated instead of creating an entirely new authorization.

FIELDS AND USAGE NOTES

Order	CBH Column	Credible Field	Usage
1	Provider Name	BLANK FIELD	
2	Provider Name II	count_units	<p>Use 0 to count Visits, 1 to count Units, 2 to count Hours, or 3 to count Rate</p> <p>If all the authorizations that will ever be received will always be counting the same thing (all auths will always be for Units for example), you can enter the number in the SQL transform text box in the import tool.</p> <p>Otherwise, the import file will need to be manually edited to have the correct code.</p>
3	CBH Provider ID	payer_id	<p>Enter the CBH Provider ID as the Payer's external ID.</p> <p>In Data Dictionary, set the payer_id field to be a lookup to the Payer table:</p> <p style="padding-left: 40px;">Lookup ID = payer_id</p> <p style="padding-left: 40px;">External ID = external_id</p> <p style="padding-left: 40px;">Lookup Description = payer_code</p> <p>Alternately, if CBH is always and only a specific payer in Credible, that payer's ID can be entered in the SQL transform text box in the import tool (instead of setting the lookup).</p>
4	MA Provider ID	BLANK FIELD	
5	Provider Parent	BLANK FIELD	
6	Authorization Number	auth_number	
7	Level I Description	BLANK FIELD	
8	Level II Description	BLANK FIELD	
9	Level I	BLANK FIELD	

Order	CBH Column	Credible Field	Usage
10	Level II	visittype_group	Using Visit Type Groups under the Admin Tab, create a group for each unique Level II code. Click the edit button and check the box for 'For Authorizations'. Click the blue edit link and assign all the visit types that match the Level II code.
11	Units Authorized	auth_units	
12	Units Paid	BLANK FIELD	
13	Units Original	BLANK FIELD	
14	Authorization Open Date	period_start	
15	Authorization Close Date	period_end	
16	Authorization Last Updated	BLANK FIELD	
17	Authorization Last Modified	BLANK FIELD	
18	Left Blank on Purpose	BLANK FIELD	
19	Member Last Name	BLANK FIELD	
20	Member First Name	BLANK FIELD	
21	Member MI	BLANK FIELD	
22	Member CIS Number	client_id	In Data Dictionary, set the client_id field to be a lookup to the Clients table: Lookup ID = client_id External ID = cis_client_id Lookup Description = client_id
23	Member SSN	BLANK FIELD	
24	Member DOB	BLANK FIELD	
25	Authorization Date	auth_date	