

## Quick Training Guide

### How to Add the Missing Activity Information on the Prior Authorization

1. Navigate to the AHCCCS Online Provider Portal  
<https://ao.azahcccs.gov/Account/Login.aspx>
2. On the sign in page under the Menu options, select **Prior Authorization Submission**.
3. Search for the PA request by entering the required information on the **Case Search** screen.
4. Select the **Case / PA Number** from the search results, and select the PA that you need to add the activity information to. Select the **Update** feature on the right-hand side.
5. Next, click on the **Event List** tab on the upper right of the page.
6. Click on the **sequence number** (example 01,02,etc) next to the date span you wish to update and this will take you to the **Activity List** page.

Sequence	Event Type	Begin Date	End Date	Admit Date	Status	Reason	Diagnosis Code	Update	Attachments
01	MD	01/01/2021	01/01/2021		PENED	PH009	M12.349		

Unread notes for Seq=01  
 Read notes for Seq=01

No unread notes for this event

7. Note: Also on the Event List page the **"Attachments"** tool is available to upload/attach documentation, if required for the prior authorization request.
8. To add the activity information, click on the **Add New Activity** tab.
9. On the **Enter Activity Information** page complete all required fields as indicated by the **"red asterisks"**.
10. Click on the **Next** button, this will take you to the **Verify Activity Information** page.
11. Once you verify the information is correct, click on **Submit** to finalize your PA request.
12. If you need to add another CPT/HCPCS for the same Event, click on the **Add New Activity** button again and add any additional codes.

Transaction Succeeded.

Line No	Activity Type	Activity Code	HCPCS	Allowed Units	Used Units	Status	Reason	Unit Price	Update
01	HCPCS	69433		2.000	0.000	PENED	PH009	175.0500	

Add New Activity

To add another Activity to the same event, click on the Add New Activity button.

13.

**Note:** Providers can check the status of a PA request at any time and can view comments entered by the PA team using the Prior Authorization Inquiry link on the AHCCCS Online Provider Portal.

Training Resources: [https://www.azahcccs.gov/Resources/Training/DFSM\\_Training.html](https://www.azahcccs.gov/Resources/Training/DFSM_Training.html)

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