

Provider Drug Formulary Dashboard Guide



This Guide provides a description of the information contained on the Drug Formulary – Dashboard, with definitions of the fields and some tips regarding the functionality available.

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Drug Formulary - Dashboard

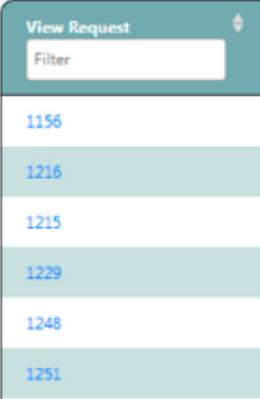
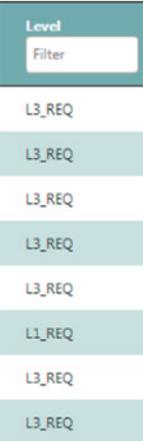
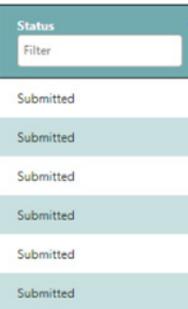
New Request

Click to sort (Shift + Click for multiple)
Filter records:

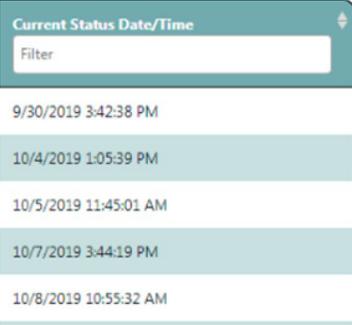
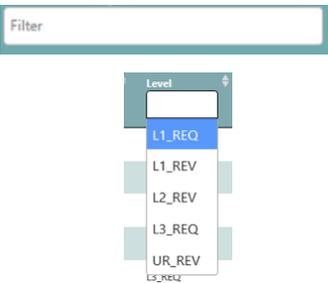
Show 10 entries

View Request	Level	Status	Due Date	Claimant Name	Claimant DOB	Medication Requested	Current Status Date/Time
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
1156	L3_REQ	Submitted	10/1/2019 3:42:38 PM	Mouse, Minnie	08/19/1963	Orphenadrine	9/30/2019 3:42:38 PM
1216	L3_REQ	Submitted	10/5/2019 1:05:39 PM	Smith, Joe	06/25/1982	Hydromorphone/Dilaudid	10/4/2019 1:05:39 PM
1215	L3_REQ	Submitted	10/6/2019 11:45:01 AM	Doe, Jane	10/17/1973	something stronger	10/5/2019 11:45:01 AM
1229	L3_REQ	Submitted	10/8/2019 3:44:19 PM	Charles, Raymond	02/11/1978	Hydrocodone	10/7/2019 3:44:19 PM
1248	L3_REQ	Submitted	10/9/2019 10:55:32 AM	Jones, Jen	08/19/1963	Orphenadrine	10/8/2019 10:55:32 AM
1251	L1_REQ	Submitted	10/9/2019 4:08:48 PM	Mouse, Mickey	02/03/1954	Pain Patches	10/8/2019 4:08:48 PM
1252	L3_REQ	Submitted	10/9/2019 4:42:02 PM	Duck, Donald	10/29/1974	Oxycodone	10/8/2019 4:42:02 PM
927	L3_REQ	Submitted	9/13/2019 11:23:10 AM	Warbucks, Annie	11/09/1961	samsung stuff	9/12/2019 11:23:10 AM
1106	L3_REQ	Submitted	9/27/2019 11:44:21 AM	Parker, Peter	06/18/1964	Test48	9/26/2019 11:44:21 AM
1145	L1_REV	Granted in Part	10/10/2019 11:59:05 AM	Graham-Bell, Alex	05/01/1962	DrugTest52	9/30/2019 11:59:05 AM

Showing 1 to 10 of 15 entries
Previous 1 2 Next

Dashboard Item	Description
<p>New Request</p> 	<ul style="list-style-type: none"> Used to initiate a new prior authorization request.
<p>View a Request</p> 	<ul style="list-style-type: none"> When the blue hyperlink is clicked, the prior authorization form will open for the user. The provider will see the information that they entered when initiating the form and the response from the Reviewer. If the requested was denied or partially approved, and the prescriber wishes to request next-level review, information specifically addressing the rationale for the denial or partial approval should be entered. Entered information can be free text and/or attachments. If using attachments, it is recommended that brief free text be entered to provide context for the attachment(s). To add an attachment, click on the paperclip icon in the upper right corner.
<p>Level of a Request</p> 	<ul style="list-style-type: none"> The Level is the current level of the review. The Level can be either L1, L2, or L3. It can also be in the status of either REQuest, or REVIEW. Example: <ul style="list-style-type: none"> L1_REQ – the prescriber has submitted the prior authorization request for Level I review. L1_REV – the Level I review has been completed.
<p>Current Status of a Request</p> 	<ul style="list-style-type: none"> The current Status of the prior authorization request, which includes: <ul style="list-style-type: none"> Submitted – The request has been submitted by the provider and will remain in this status until an action is taken or the four-day time frame has lapsed. Denied – The request has been denied. Granted – The request has been granted. Granted in Part – The drug has been approved, but for a limited length of time, quantity or number of refills (from what was originally requested). Approved OOC – The reviewer has not responded in the allocated time frame and the request is deemed approved by an Order of the Chair. The prescription may be written and dispensed. Granted Final – The provider’s 10 days to respond to the Level I or Level II review has lapsed or the WCB Medical Director’s office (MDO) has made a final decision. Granted in Part Final – The provider’s 10 days to respond to the Level I or Level II review has lapsed or the MDO has made a final decision Denied Final – The provider’s 10 days to respond to a Level I or Level II review has lapsed or the MDO has made a final decision.

<p>Due Date</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Due Date</p> <input type="text" value="Filter"/> </div> <ul style="list-style-type: none"> 10/1/2019 3:42:38 PM 10/5/2019 1:05:39 PM 10/6/2019 11:45:01 AM 10/8/2019 3:44:19 PM 10/9/2019 10:55:32 AM 10/9/2019 4:08:48 PM 10/9/2019 4:42:02 PM 9/13/2019 11:23:10 AM 	<ul style="list-style-type: none"> ■ The Due Date is the date by which the next action must be taken. ■ Example: <ul style="list-style-type: none"> ■ If a Level I request (L1_REQ) was submitted at 1/1/20 9:00am, the Due Date for the Level I review would be 1/5/20 9:00am
<p>Claimant Name</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Claimant Name</p> <input type="text" value="Filter"/> </div> <ul style="list-style-type: none"> Mouse, Minnie Smith, Joe Doe, Jane Charles, Raymond Jones, Jen 	<ul style="list-style-type: none"> ■ Claimant Name
<p>Claimant Date of Birth</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Claimant DOB</p> <input type="text" value="Filter"/> </div> <ul style="list-style-type: none"> 08/19/1963 06/25/1982 10/17/1973 02/11/1978 	<ul style="list-style-type: none"> ■ Claimant Date of Birth
<p>Medication Requested</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Medication Requested</p> <input type="text" value="Filter"/> </div> <ul style="list-style-type: none"> Orphenadrine Hydromorphone/Dilaudid 	<ul style="list-style-type: none"> ■ The name of the drug being requested for prior authorization.

<p>Current Status Date/Time</p> 	<ul style="list-style-type: none"> ■ The date and time that the action listed in the Status field of the dashboard was taken.
<p>Sort Icon</p> 	<ul style="list-style-type: none"> ■ Each of the above items has the “double triangle” symbol associated with it. Clicking this symbol will change the sort order of the items in the column. ■ Example: <ul style="list-style-type: none"> ■ If the column is sorted alphabetically, clicking this symbol will change the sort to reverse alphabetical order. ■ If the column is sorted chronologically, clicking this symbol will change the sort to reverse chronological order.
<p>Column Filter</p> 	<ul style="list-style-type: none"> ■ Each column on the dashboard has filters to enable the user to view all entries containing a particular value. ■ Example: <ul style="list-style-type: none"> ■ The user might want to see everything in the status of L1_Req to see what requests are outstanding and the due date of those requests. ■ Clicking on “Filter” will display the filter values that the user can be applied for that column. ■ Multiple filters from a single column can be applied. ■ Filters from multiple columns can be applied.
<p>All Column Filter/Search</p> <p>Filter records: <input type="text"/></p>	<ul style="list-style-type: none"> ■ Filter records allows the user to search for a particular value, regardless of which column it might appear in. ■ Example: <ul style="list-style-type: none"> ■ Entering “Jones” will display only those records with the name “Jones” in the claimant name field. ■ Entering “Oxy” will display only those records that have “Oxy” in the medication request field. ■ Typing characters into the Filter Records box will refine the list of displayed items. The list will become smaller as more characters are entered.

Other Tips:

1. By default, the item needing the next action will default to the top of the dashboard list.
2. When a prescriber submits a request, he/she will receive a message that the request has been successfully submitted. The confirmation message will include the Request ID number.

