

Exporting PA/SA Report from Turquoise Claims Portal

How to Export the Prior Authorization
(PA) / Service Authorization (SA) report

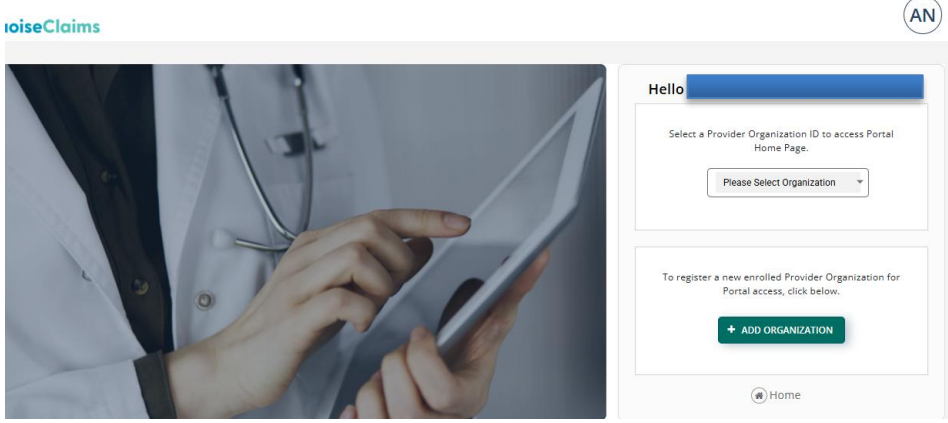
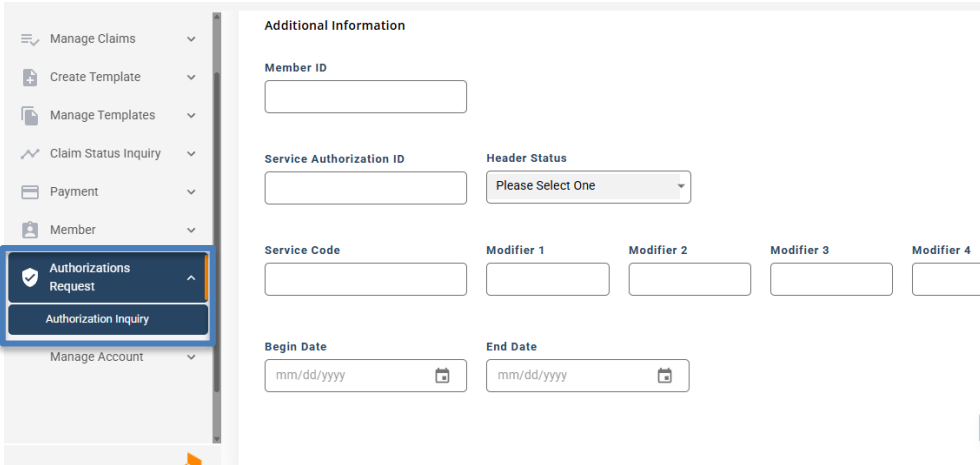
Purpose

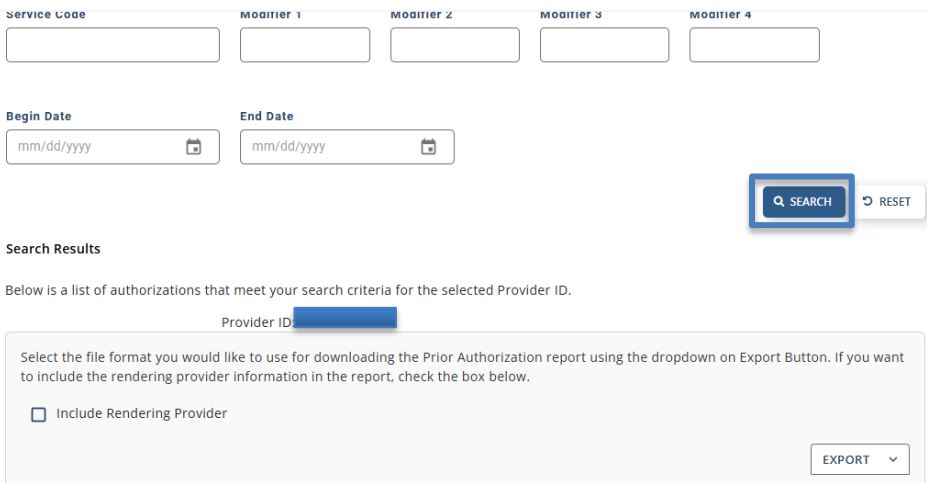
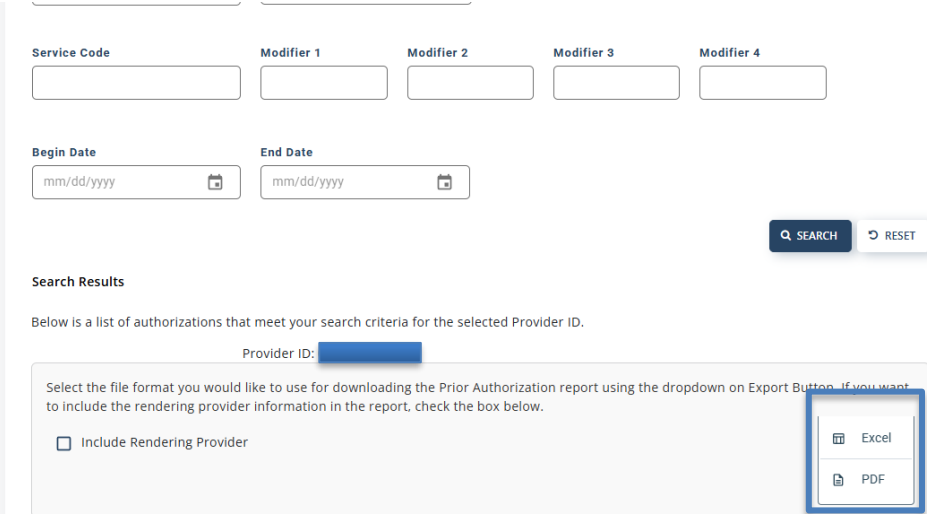
This job aid provides step-by-step instructions to export the Prior Authorization (PA) / Service Authorization (SA) report from the Provider Portal in Excel or PDF format.

Prerequisites

- Valid login credentials for the Provider Portal
- Access to the Authorization Inquiry section

To view Prior Authorizations (PA) / Service Authorization (SA) report please, complete the following steps:

Step	Screenshot
1. Log in to the Provider Portal and select your organization.	
2. Navigate to Authorization Inquiry on the main menu > select Authorization Inquiry from the drop down	

Step	Screenshot
3. Perform a blank search Note: Do not enter any search criteria. Click on the Search Button the results screen will display a list of authorizations along with export options.	 Service Code: [] Modifier 1: [] Modifier 2: [] Modifier 3: [] Modifier 4: [] Begin Date: [mm/dd/yyyy] End Date: [mm/dd/yyyy] SEARCH RESET Search Results Below is a list of authorizations that meet your search criteria for the selected Provider ID. Provider ID: [] Select the file format you would like to use for downloading the Prior Authorization report using the dropdown on Export Button. If you want to include the rendering provider information in the report, check the box below. ☐ Include Rendering Provider EXPORT
4. Export the report > Locate the Export button in the results section. Select "Include Rendering Provider" if additional provider details are needed. Click Export dropdown and choose Excel or PDF. The report will download to your system in the selected format.	 Service Code: [] Modifier 1: [] Modifier 2: [] Modifier 3: [] Modifier 4: [] Begin Date: [mm/dd/yyyy] End Date: [mm/dd/yyyy] SEARCH RESET Search Results Below is a list of authorizations that meet your search criteria for the selected Provider ID. Provider ID: [] Select the file format you would like to use for downloading the Prior Authorization report using the dropdown on Export Button. If you want to include the rendering provider information in the report, check the box below. ☐ Include Rendering Provider EXPORT Excel PDF

5. The PA/SA report includes provider information, such as Provider ID and Provider Name, along with key member details, including Member Medicaid ID, Name, SSN, and Date of Birth. It also contains SA information (SA ID and Begin/End Dates), related claim details, approved service codes and modifiers, approved units, used units, and remaining units.

Report ID: [REDACTED]

TURQUOISE CARE MEDICAID MANAGEMENT SYSTEM
HEALTHCARE AUTHORITY
SERVICE AUTHORIZATION REMAINING UNITS
06/08/2026



Provider ID: [REDACTED]

Provider Name: [REDACTED]

SA ID	SA Begin Date	SA End Date	TCN	LI Begin Date	LI End Date	SVC Desc	M1	M2	Approved Amt	Used Amt	Remaining Amt
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	06/15/2024	06/14/2025	[REDACTED]	06/15/2024	06/14/2025	T2022	HB		12.0	12.0	exceeded
[REDACTED]	06/15/2025	06/14/2026	[REDACTED]	06/15/2025	06/14/2026	T2022	HB		12.0	0.0	12.0
[REDACTED]	06/15/2026	06/14/2027	[REDACTED]	06/15/2026	06/14/2027	T2022	HB		12.0	0.0	12.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	05/01/2024	04/30/2025	[REDACTED]	05/01/2024	04/30/2025	T2022	HB		12.0	12.0	exceeded
[REDACTED]	05/01/2025	04/30/2026	[REDACTED]	05/01/2025	04/30/2026	T2022	HB		12.0	2.0	10.0
[REDACTED]	05/01/2026	04/30/2027	[REDACTED]	05/01/2026	04/30/2027	T2022	HB		12.0	0.0	12.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	10/01/2024	09/30/2025	[REDACTED]	10/01/2024	09/30/2025	T2022	HB		12.0	9.0	3.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	03/11/2024	03/10/2025	[REDACTED]	03/11/2024	03/10/2025	T2022	HB		12.0	12.0	exceeded
[REDACTED]	03/11/2025	03/10/2026	[REDACTED]	03/11/2025	03/10/2026	T2022	HB		12.0	4.0	8.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: 05/19/1958						
[REDACTED]	10/15/2024	10/14/2025	[REDACTED]	10/15/2024	10/14/2025	T2022	HB		12.0	10.0	2.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	03/02/2024	03/01/2025	[REDACTED]	03/02/2024	03/01/2025	T2022	HB		12.0	12.0	exceeded
[REDACTED]	03/02/2025	03/01/2026	[REDACTED]	03/02/2025	03/01/2026	T2022	HB		12.0	4.0	8.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	08/13/2024	08/12/2025	[REDACTED]	08/13/2024	08/12/2025	T2022	HB		12.0	10.0	2.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	12/01/2024	11/30/2025	[REDACTED]	12/01/2024	11/30/2025	T2022	HB		12.0	5.0	7.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	01/01/2025	12/31/2025	[REDACTED]	01/01/2025	12/31/2025	T2022	HB		12.0	7.0	5.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	11/01/2024	10/31/2025	[REDACTED]	11/01/2024	10/31/2025	T2022	HB		12.0	8.0	4.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	10/01/2024	09/30/2025	[REDACTED]	10/01/2024	09/30/2025	T2022	HB		12.0	10.0	2.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	04/01/2024	03/31/2025	[REDACTED]	04/01/2024	03/31/2025	T2022	HB		12.0	10.0	2.0
[REDACTED]	04/01/2025	03/31/2026	[REDACTED]	04/01/2025	03/31/2026	T2022	HB		12.0	3.0	9.0
[REDACTED]	04/01/2026	03/31/2027	[REDACTED]	04/01/2026	03/31/2027	T2022	HB		12.0	0.0	12.0
Member ID: [REDACTED]	Member Name: [REDACTED]		Member SSN: [REDACTED]		Member DOB: [REDACTED]						
[REDACTED]	06/01/2024	05/31/2025	[REDACTED]	06/01/2024	05/31/2025	T2022	HB		12.0	11.0	1.0