

BOX Authorization Lists

TCRC has set up automated authorization lists by service provider vendor number. This process creates a downloadable CSV formatted file and makes it available to all Service Providers inside a secure provider specific folder by vendor number in BOX. This process will deliver the current list of authorizations weekly.

The system runs Friday evening with files available anytime after 6PM.

What's included in the report?

Each row of the CSV file will contain information for each authorization approved for each vendor number. Each row will provide data for these fields:

VendorNum: Unique vendor identifier

VENDOR: The business name authorized

Iname: Last name of the person receiving service(s)

fname: First name of the person receiving service(s)

UCI: Unique code of the person receiving services

Auth #: Unique number assigned to this auth

SERV: The service code authorized by this auth

SUB: The sub-code authorized (optional)

UNITS: Units authorized

RATE: The rate authorized

Total: The total amount authorized

START: The date services can begin

END: The date this auth expires

ROLL: If the authorization is set to renew

Comments: Authorization comments

TEAM: The TCRC Team name

SC: Name of the Service Coordinator who created this authorization

eMail: Service Coordinators email address

SC Phone: Service Coordinators phone number

Manager: Service Coordinators Manager

Last Update: The last time (date) this authorization was updated in our case management system

What Can I do With the File?

The file will be in CSV format which is a common file format that consists of "Comma Separated Values."

This format can be imported into most any application, such as Excel, and then used however you choose.

If you need help accessing the BOX authorization reports, contact Zari Foosherian zarif@tri-counties.org.

If you are not already granted access, you will be sent an invitation to your registered email. Follow the instructions to accept the invitation.

Inside a browser window a secure BOX window will open where you can preview and download your Authorization Data.

Saving the window as a bookmark in your browser will facilitate your return to the window to retrieve your files whenever you want.