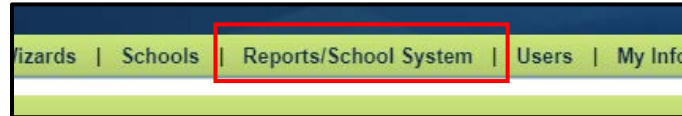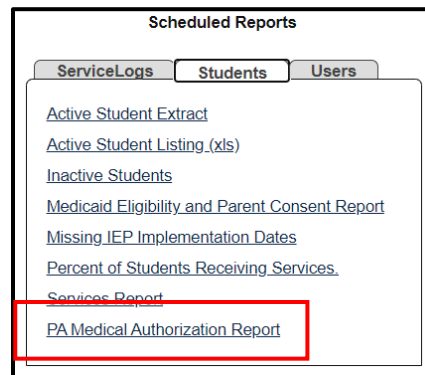# PA Medical Authorization Standard Report

The PA Medical Authorization Report will assist districts with being proactive in managing their Medical Authorization Compliance Data.
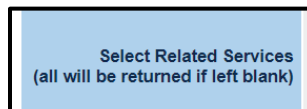
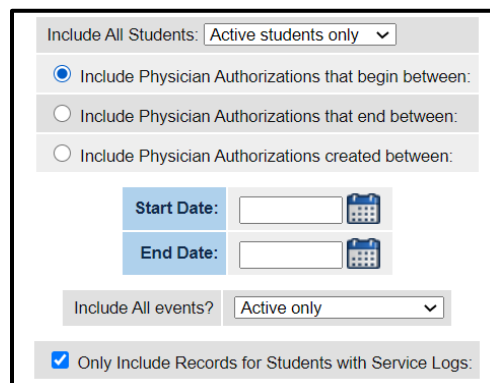To access the report, select "Reports/School System" from the EasyTrac Main Menu.

Under the "Scheduled Reports" area, select the Students tab and select "PA Medical Authorization Report"

A list of Related Services will appear for selection. If you only want to see Authorizations that cover a specific service, you can select only that service(s). If you do not select any Related Services, authorizations entered for all services will return in the report.

The bottom of the report creation page shows the other fields to complete for the report to run.

Note: The "Start Date" and "End Date" fields coincide with the radio buttons above them. The Start Date OR End Date field can be left blank however **both fields should not be left blank.**

The report returns in Excel format under the "Saved System Reports" and includes student information, Related Service Code, Dates of Authorization, Event ID, and Authorizing Provider details (if applicable).