

Medical Authorization field in the Advanced Student Search

The Advanced Student Search provides extended fields that can be used to narrow the students returned in the search results. Current fields include IEP compliance, Primary Disability, and Related Services present in the students profile.

The Advanced Student Search has been updated with the ability to search on Medical Authorization dates and/or Authorizing Provider data. Use of these fields will return the name of students who have that data point present in a finalized Medical Authorization Event.

To access the Advanced Student Search, select "Students" from the EasyTrac Main Menu.



At the bottom of the page, select the "Advanced Student Search" button.



New fields for "Medical Authorization Dates" and details of the Authorizing Provider attached to a finalized Medical Authorization Event are now available at the bottom of the page.



- **Medical Authorization Dates**: enter dates in the "Authorization Begins After" and/or "Authorization Ends Before" fields to return students who have a finalized Medical Authorization Event fitting that date range.
- Authorizing Physician: Enter the name of the Authorizing Provider to see students who have an authorization with that individuals name attached to a finalized Medical Authorization Event.
- Authorizing Physician Medicaid #: Enter a Medicaid ID number to see students who have an authorization with that Medicaid ID number attached to a finalized Medical Authorization Event.
- Authorizing Physician NPI #: Enter an NPI number to see students who have an authorization with that NPI number attached to a finalized Medical Authorization Event.