

Provider Guidance Letter No. 3

Subject: Recording an Absent Day Using the Provider Website (PWeb)

Date: January 20, 2012

The *Authorization Absence Screen* allows the PWeb user to view the authorization absence list and enter absent days on a child authorization. This screen also allows the provider to void previously recorded unsettled absences.

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USER INFO

Authorization - Absence

Authorization Information

Child Information	Address Information
Absent Days Remaining: 9	Address: TESTIC
Case #: 6000059930	TESTVdYK
Child ID : 100016456477	City: BELLEFONTAINE
Child Name: KYLIE TESTJfd	State: OH
DOB: 09/17/2000	Zip: 433110000
	County: 46 - Logan
	Phone: 937-292-7324

Authorization Absence List

Absence Date	Absence Entry Date	Status	
07/10/2011	07/27/2011	Unsettled	VOID

Results 1 - 1 of 1.

Record Absence Date

Absence Date: 07 / 15 / 2011 (Month/Day/Year) SAVE

DETAILS AUTHORIZATIONS TRANSACTION

This screen is accessed by clicking the **RECORD ABSENCE** button on the *Authorization Profile* screen, in an expanded authorization profile. The *Authorization Absence Screen* displays a list of absences recorded that are within the back swipe period and are displayed with the status “Unsettled” or “Voided.” Settled absences cannot be viewed on this screen.

To record an absent day, enter the date in the “Absence Date” fields and click the **SAVE** button.

An unsettled absence can be voided by clicking the “Void” button in the same row of the absence.