

Where the Authorization Letter is found

1. Log in to IPOne.

Enter Your Login Information

Username

Password

Forgot your username or password?

Remember username

or [Sign Up](#)

2. Click on **Provider Profile** on the top of the page, and then click on **Documents**.

Authorization Summary Provider W2 Data Direct Deposit Setup PTO Hours Provider Profile Invoice Timesheets Contact Us

Jane Doe

ProviderOne Provider ID: **100000000**

Cumulative Career Hours (CCH): **7,930.00** CCH History

Current CCH BASE Rate (Does not include any Differentials): **12.60**

Associated Clients
Direct Deposit Setup
PTO Hours
Health Care Deduction
W2 Data
Documents

3. This will lead to the **Provider Forms** page. Under the **Existing Documents** column is a list of the authorization letters that have been generated for the selected Provider ID number.

Authorization Summary Provider W2 Data Direct Deposit Setup PTO Hours Provider Profile Invoice Timesheets Contact Us

ProviderOne Provider Forms for Jane Doe(ProviderOne ID #100000000)

All Documents


Existing Documents	Created Date Time	W2 Data	Created Date Time
<input type="checkbox"/> AUTHENG_1000000000_C000001_20160406	4/6/2016	<input type="checkbox"/> 2016	1/20/2017
<input type="checkbox"/> AUTHENG_1000000000_C000001_20160407	4/7/2016	<input type="checkbox"/> 2016	1/20/2017
<input checked="" type="checkbox"/> AUTHENG_1000000000_C000001_20160408	4/8/2016		
<input type="checkbox"/> AUTHENG_1000000000_C000002_20160406	4/6/2016		
<input type="checkbox"/> AUTHENG_1000000000_C000002_20160407	4/7/2016		
<input type="checkbox"/> AUTHENG_1000000000_C000002_20160408	4/8/2016		
<input type="checkbox"/> TRAIN_20160304	3/4/2016		
<input type="checkbox"/> WELC_20160502	5/2/2016		

[Back to ProviderOne Provider Profile](#)



4. Click on the link to view a document, or check one or more of the items and click **Create PDF** to create a PDF of these letters which can be printed or saved to the user's personal files.
5. The example below is of an Authorization Letter.

Public Partnerships, LLC
Attention: Individual ProviderOne
7776 S. Pointe Parkway, Ste. 150
Phoenix AZ 85044



04/08/2016

JANE DOE

RE: Authorization Number 1000000000
JOHN DOE Client ID: 0000000001WA

Dear JANE DOE:

This is to notify you a new authorization has been created. This information is also being provided to the above named client regarding services authorized.

JANE DOE is authorized to provide the following service(s) for JOHN DOE.

Personal care service T1019 from 03/11/2016 to 03/31/2016 at the hourly rate of \$12.60. Payment may be made for a maximum of 315.00, 15 minute units which equates to 78.75 hours per month. You must claim in 15 minute units.

Mileage, Personal Care S0215 from 03/11/2016 to 03/31/2016 at the rate of \$0.54 per mile, when using your personal vehicle to provide services to your client (such as essential shopping and travel to medical services). Payment may be made for a maximum of 50.00 miles per month.

If you have questions about this authorization, please contact your authorizing worker.

Cindy Smith 360-000-1234

cc: JOHN DOE

6. For questions about authorizations or workweek limits, please contact the client's case manager.