

# MOPD with Recertification

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## Entering an MOPD:

- To view PAEs that need an MOPD, click on the “Submitter-Status Report” option on your Home Page in TPAES. In this report, you will see all approved PAEs you have entered. Look in the MOPD column in this report to view PAEs that have not had an MOPD entered yet.
- Click the **Control /Item ID Number** of a PAE that needs an MOPD entered.
- Click on the **MOPD Enter** button in the top ribbon.
- Enter in the appropriate MOPD in the designated box. Click the **OK** button at the top of the screen.

## Recertifying a PAE:

- After completing the MOPD process, click the **Recertify** button in the top ribbon.
  - If the PAE does not need to be recertified, TPAES will show an error message saying Recertification is not required. Difference between “Approved Effective Date” and “Medicaid Only Payer Date” or current date is not 90 days.
- Click the “**OK**” button to in the top ribbon to confirm Recertification Request.
- Click the **Start Recertification** button in the top ribbon.

### “Request Info” Tab:

- Enter the Revised PAE Request Date (use calendar icon on right side of box).

### “Certification” Tab:

- Enter Revised Certifying Physician (full name).
- Enter Revised Certification Date (use calendar icon on right side of box).
- Click the **OK** button in the top ribbon.
- Click “**Recertifying PAE**” button in the top ribbon.
- Add new attachments (see Add File Attachment process).
- Verify the dates entered are correct.
- Click the **OK** button in the top ribbon.

**You have now successfully recertified your PAE**