



1.1. Submit Pre-Authorisation Request for Assistive Device APP

Purpose

The purpose of this transaction is for the Employer / MSP to request the Pre-Authorisation for Assistive device using the APP.

Business Scenario

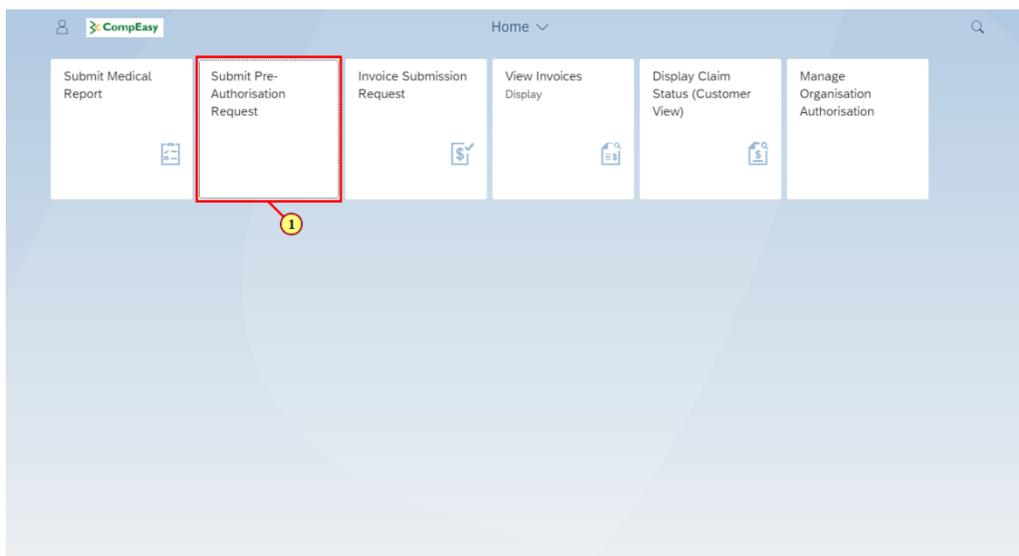
In this scenario an Employee / MSP request the Pre-Authorisation Request for Assistive device using CompEasy System.

Prerequisites

The following prerequisites are applicable when processing this transaction:

- Access to <https://CompEasy.labour.gov.za> website.

1.1.1. Home - Google Chrome



Step	Action
[1]	Click the Submit Pre-Authorisation Request tile to access the transaction.



1.1.2. Pre Authorisation for Claim - Google Chrome

 Please be aware that the user needs to be authorised to submit Medical Reports on behalf of a registered Medical Practice.

Step	Action
[2]	Click the Service Provider Number  possible entries button to search for the required value.

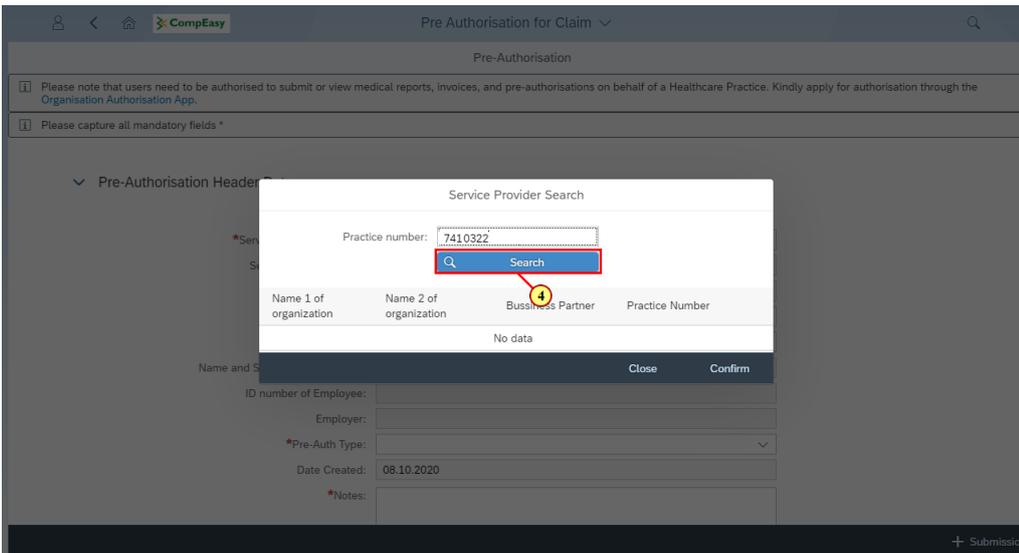
1.1.3. Pre Authorisation for Claim - Google Chrome



	The Practice Number required must be linked to the User.
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Step	Action
[3]	Enter 7410322 in the Practice number field.

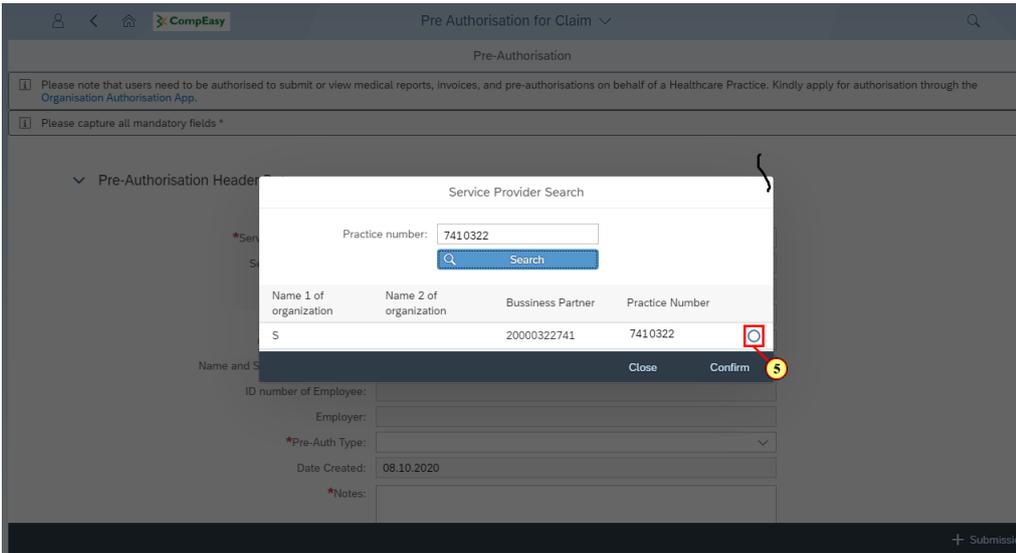
1.1.4. Pre Authorisation for Claim - Google Chrome



Step	Action
[4]	Click the Practice number Search  Search button to start the search.

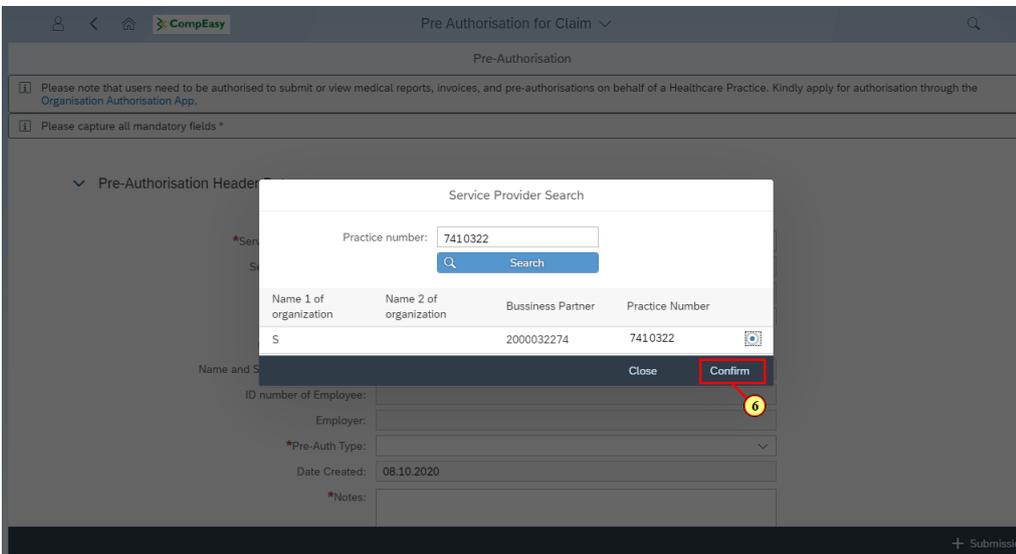


1.1.5. Pre Authorisation for Claim - Google Chrome



Step	Action
[5]	Click to select the Service Provider Number <input type="radio"/> radio button.

1.1.6. Pre Authorisation for Claim - Google Chrome

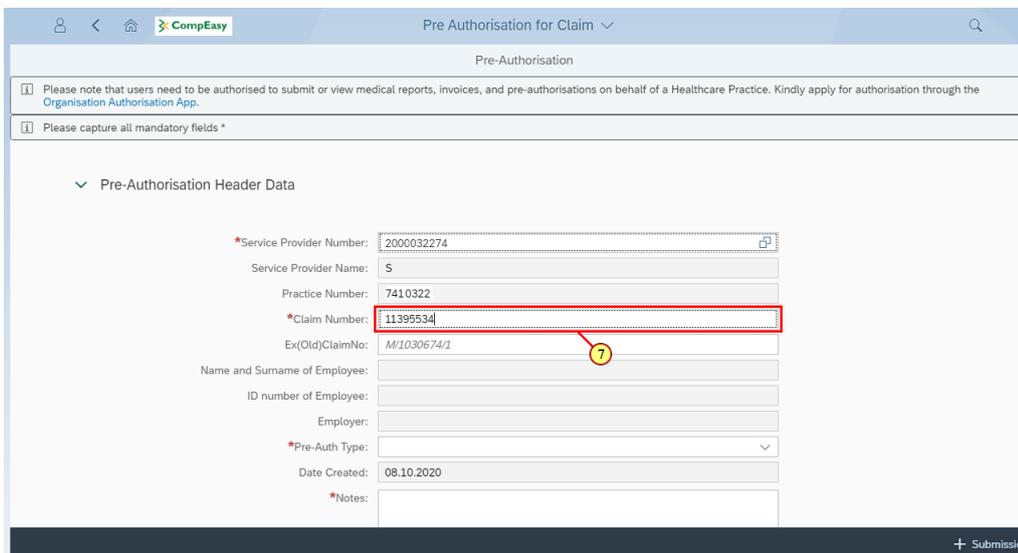


	The Service Provider Number, Service Provider Name and Practice Number will auto-populate.
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Step	Action
[6]	Click the Confirm  button to confirm the selection.

1.1.7. Pre Authorisation for Claim - Google Chrome



 The Name and Surname of Employee, ID Number of Employee, Employer Name and Date of Loss will auto-populate

Step	Action
[7]	Enter 11395534 in the Claim number field.



1.1.8. Pre Authorisation for Claim - Google Chrome

Step	Action
[8]	Click the Type of Report  drop down option button to display the available list.

1.1.9. Pre Authorisation for Claim - Google Chrome

Step	Action
[9]	Click on the Pre-Auth Type Assistive Devices option to select it.



1.1.10. Pre Authorisation for Claim - Google Chrome

Step	Action
[10]	Click in the area below the scroll bar to scroll down.

1.1.11. Pre Authorisation for Claim - Google Chrome

Step	Action
[11]	Enter Assistive Device refit in the Notes field.



1.1.12. Pre Authorisation for Claim - Google Chrome

Pre-Authorisation for Claim

Date Created: 08.10.2020

*Notes: Assistive Device refit

*ICD10: S22.41|S02.10|S03.4|W31.42|

Assistive Device Questionnaire?

What was the Previous circumference of the Limb:

What was the current circumference of the Limb:

Who was the Previous supplier of the Prosthesis:

What was the Date when the Previous Prosthesis was supplied: dd.MM.yyyy

Type of Orthotics:

Type of Prosthetics Upper Limb:

Type of Prosthetics Lower Limb:

Type of Other Assistive Devices:

+ Submission

 ICD10 Code is case sensitive, use capital letter's when inserting alphabets. Please note the format: the | must be added between and after the codes, no spaces allowed.

Step	Action
[12]	Enter S42.20 W24.60 in the ICD10 field.

1.1.13. Pre Authorisation for Claim - Google Chrome

Pre-Authorisation for Claim

Date Created: 08.10.2020

*Notes: Assistive Device refit

*ICD10: S42.20|W24.60|

Assistive Device Questionnaire?

What was the Previous circumference of the Limb: 45cm

What was the current circumference of the Limb:

Who was the Previous supplier of the Prosthesis:

What was the Date when the Previous Prosthesis was supplied: dd.MM.yyyy

Type of Orthotics:

Type of Prosthetics Upper Limb:

Type of Prosthetics Lower Limb:

Type of Other Assistive Devices:

+ Submission



Step	Action
[13]	Enter 45cm in the What was the Previous circumference of the Limb field.

1.1.14. Pre Authorisation for Claim - Google Chrome

Step	Action
[14]	Enter 43cm in the What was the current circumference of the Limb field.

1.1.15. Pre Authorisation for Claim - Google Chrome



Step	Action
[15]	Enter Dizzy in the Who was the Previous supplier of the Prosthesis field.

1.1.16. Pre Authorisation for Claim - Google Chrome

Pre-Authorisation for Claim

Date Created: 08.10.2020

*Notes: Assistive Device refit

*ICD10: S42.20[W24.60]

Assistive Device Questionnaire?

What was the Previous circumference of the Limb: 45cm

What was the current circumference of the Limb: 43cm

Who was the Previous supplier of the Prosthesis: Dizzy

What was the Date when the Previous Prosthesis was supplied: 01.01.2015

Type of Orthotics: [dropdown]

Type of Prosthetics Upper Limb: [dropdown]

Type of Prosthetics Lower Limb: [dropdown]

Type of Other Assistive Devices: [dropdown]

+ Submission

 You can select the date using the Calendar icon/button.

Step	Action
[16]	Enter 01.01.2015 in the What was the Date when the Previous Prosthesis was supplied field.



1.1.17. Pre Authorisation for Claim - Google Chrome

Step	Action
[17]	Click the Type of Orthotics  drop down option button to display the available list.

1.1.18. Pre Authorisation for Claim - Google Chrome

Step	Action
[18]	Click on the Type of Orthotics Not Applicable option to select it.



1.1.19. Pre Authorisation for Claim - Google Chrome

Step	Action
[19]	Click the Type of Prosthetics Upper Limb  drop down option button to display the available list.

1.1.20. Pre Authorisation for Claim - Google Chrome

Step	Action
[20]	Click on the Type of Orthotics Not Applicable option to select it.



1.1.21. Pre Authorisation for Claim - Google Chrome

Step	Action
[21]	Click the Type of Prosthetics Lower Limb  drop down option button to display the available list.

1.1.22. Pre Authorisation for Claim - Google Chrome

Step	Action
[22]	Click on the Type of Prosthetics Lower Limb Below Knee Prosthesis option to select it.



1.1.23. Pre Authorisation for Claim - Google Chrome

Step	Action
[23]	Click the Type of Other Assistive Devices  drop down option button to display the available list.

1.1.24. Pre Authorisation for Claim - Google Chrome

Step	Action
[24]	Click on the Type of Other Assistive Devices Not Applicable option to select it.



1.1.25. Pre Authorisation for Claim - Google Chrome

Step	Action
[25]	Click in the area below the scroll bar to scroll down.

1.1.26. Pre Authorisation for Claim - Google Chrome

Step	Action
[26]	Click the Expand > node to open the Pre-Authorisation Benefits Selection.



1.1.27. Pre Authorisation for Claim - Google Chrome

Pre-Authorisation

What was the Previous circumference of the Limb: 45cm
What was the current circumference of the Limb: 43cm
Who was the Previous supplier of the Prosthesis: Dizzy
What was the Date when the Previous Prosthesis was supplied: 01.01.2015
Type of Orthotics: Not Applicable
Type of Prosthetics Upper Limb: Not Applicable
Type of Prosthetics Lower Limb: Below Knee Prosthesis
Type of Other Assistive Devices: Not Applicable

Pre-Authorisation Benefits Selection

*Period: 01.10.2020 *to: dd.MM.yyyy

Benefit Catalogues Item ID	Long text of Benefit Catalogues Item	Number	Unit
No data			

+ Submission

 You can select the date using the Calendar icon/button.

Step	Action
[27]	Enter 01.10.2020 in the Period field.

1.1.28. Pre Authorisation for Claim - Google Chrome

Pre-Authorisation

What was the Previous circumference of the Limb: 45cm
What was the current circumference of the Limb: 43cm
Who was the Previous supplier of the Prosthesis: Dizzy
What was the Date when the Previous Prosthesis was supplied: 01.01.2015
Type of Orthotics: Not Applicable
Type of Prosthetics Upper Limb: Not Applicable
Type of Prosthetics Lower Limb: Below Knee Prosthesis
Type of Other Assistive Devices: Not Applicable

Pre-Authorisation Benefits Selection

*Period: 01.10.2020 *to: 01.12.2020

Benefit Catalogues Item ID	Long text of Benefit Catalogues Item	Number	Unit
No data			

+ Submission



Step	Action
[28]	Enter 01.12.2020 in the to field.

1.1.29. Pre Authorisation for Claim - Google Chrome

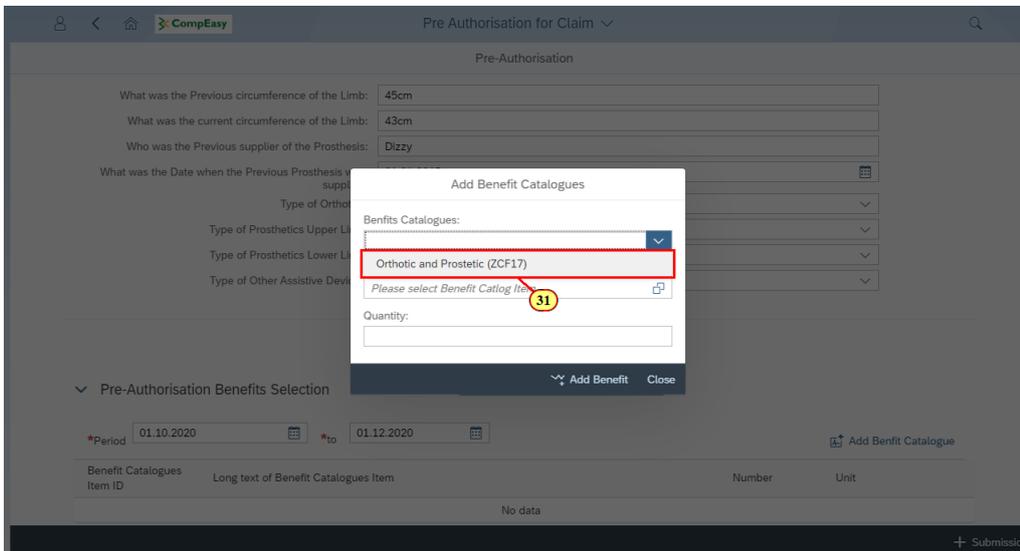
Step	Action
[29]	Click the Add Benefit Catalogue  button to add the benefits catalogue.

1.1.30. Pre Authorisation for Claim - Google Chrome



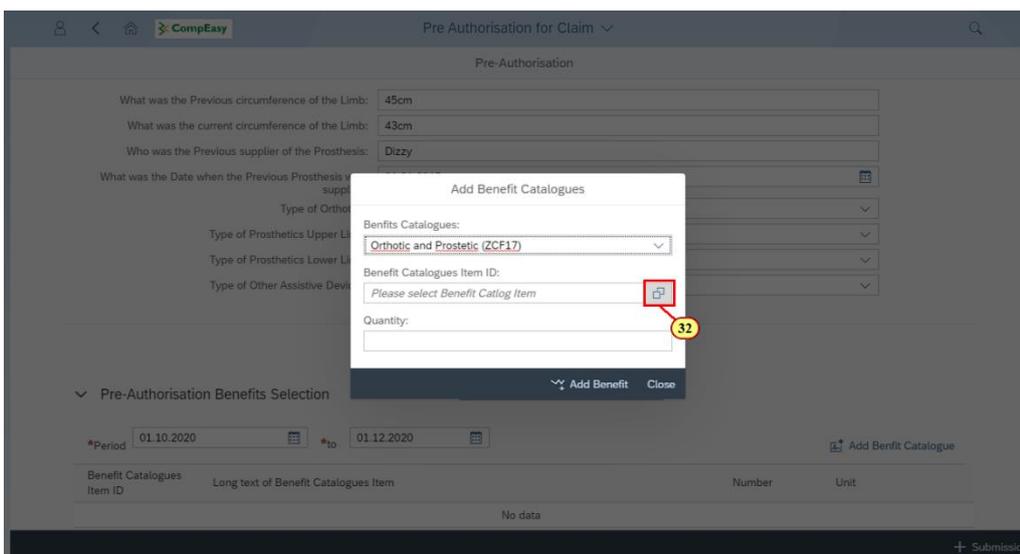
Step	Action
[30]	Click the Benefit Catalogue  drop down option button to display the available list.

1.1.31. Pre Authorisation for Claim - Google Chrome



Step	Action
[31]	Click on the Benefit Catalogue Orthotic and Prosthetic (ZCF17) option to select it.

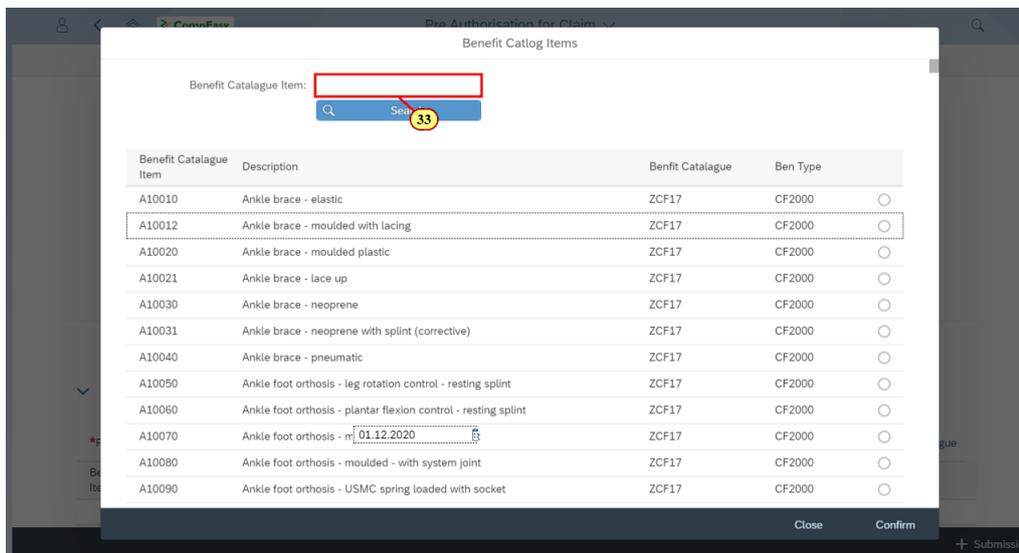
1.1.32. Pre Authorisation for Claim - Google Chrome





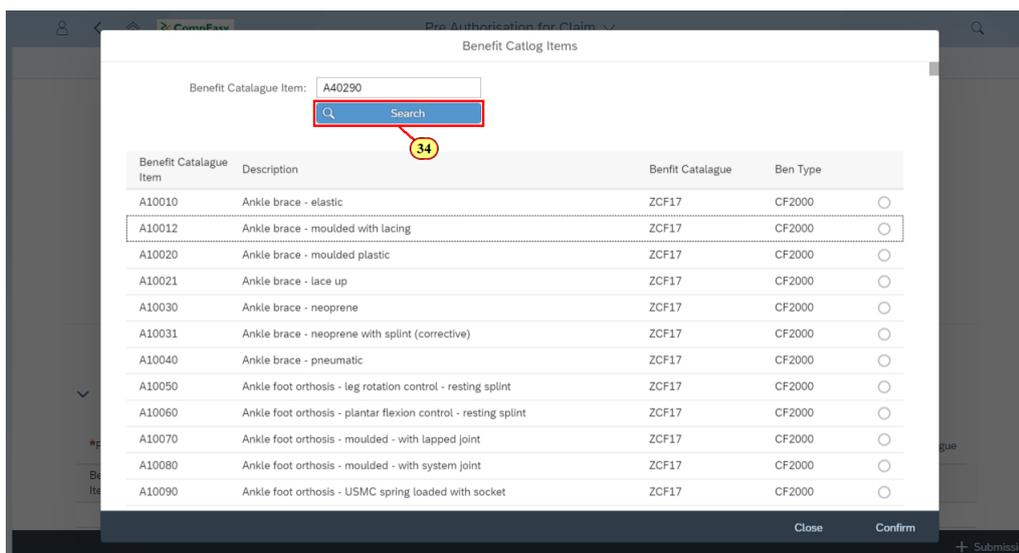
Step	Action
[32]	Click the Benefit Catalogues Item ID  possible entries button to search for the required value.

1.1.33. Pre Authorisation for Claim - Google Chrome



Step	Action
[33]	Enter A40290 in the Benefit Catalogues Item ID field.

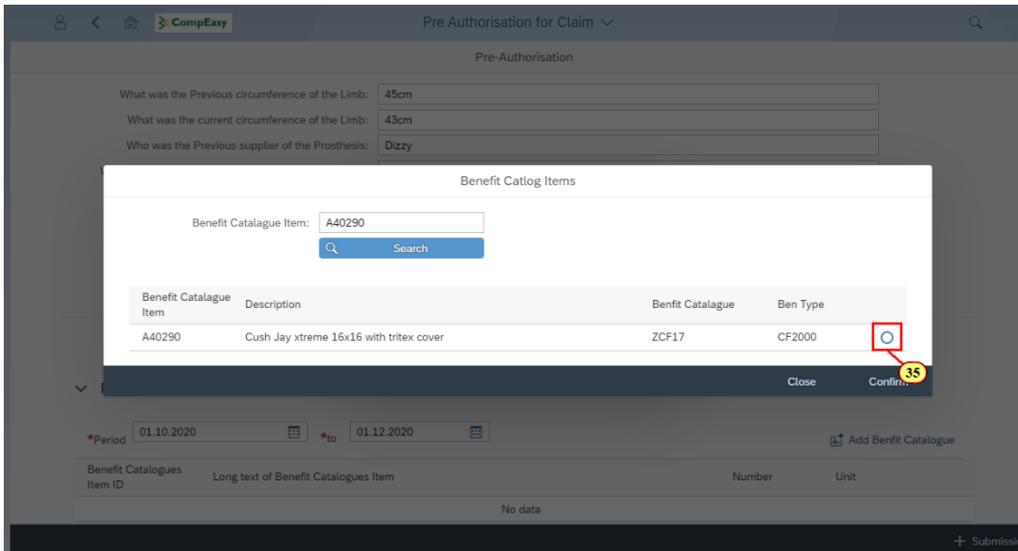
1.1.34. Pre Authorisation for Claim - Google Chrome





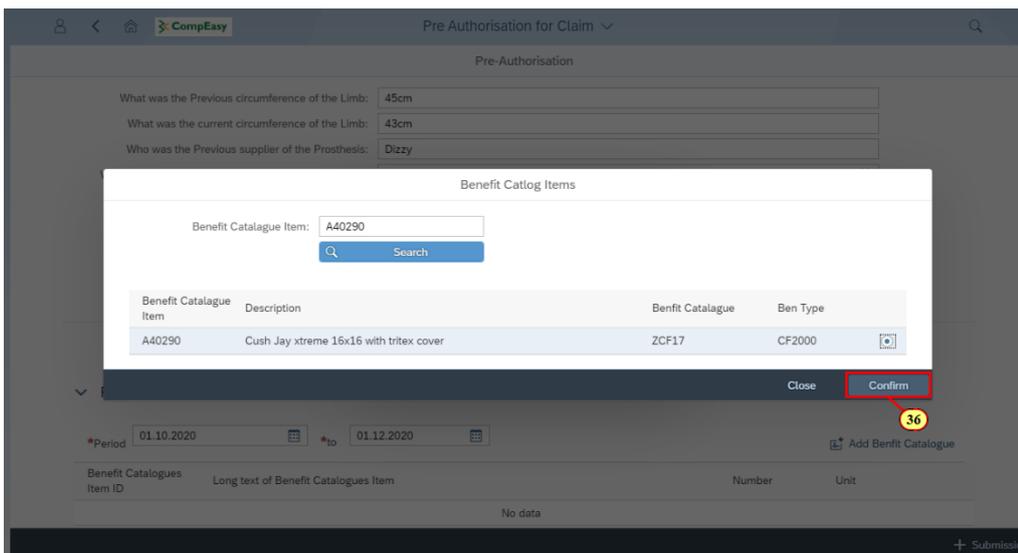
Step	Action
[34]	Click the Search  button to start the search.

1.1.35. Pre Authorisation for Claim - Google Chrome



Step	Action
[35]	Click to select the Benefit Catalogues Item ID  radio button.

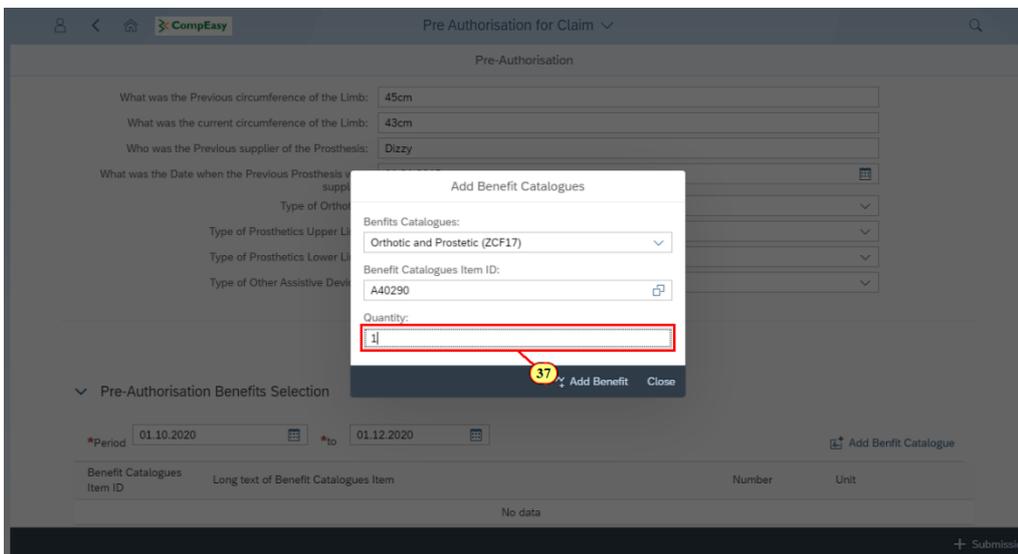
1.1.36. Pre Authorisation for Claim - Google Chrome





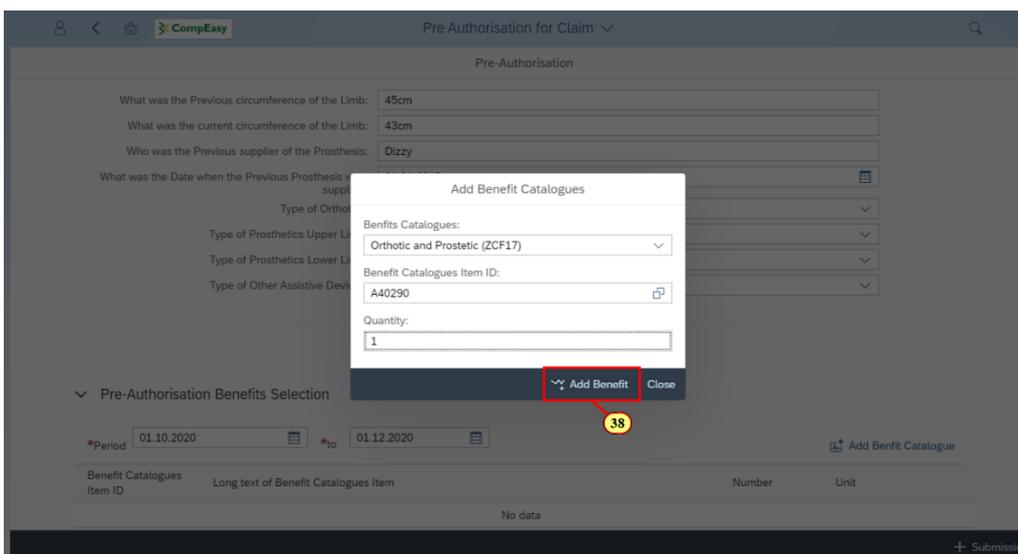
Step	Action
[36]	Click the Confirm  button to confirm the selection.

1.1.37. Pre Authorisation for Claim - Google Chrome



Step	Action
[37]	Enter 1 in the Quantity field.

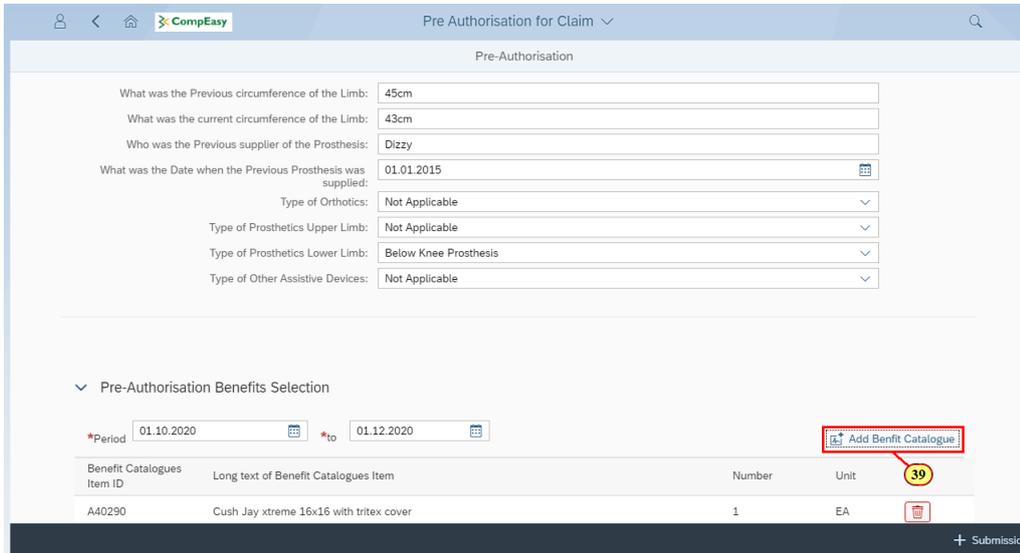
1.1.38. Pre Authorisation for Claim - Google Chrome





Step	Action
[38]	Click the Add Benefit  button to add benefit.

1.1.39. Pre Authorisation for Claim - Google Chrome



Pre-Authorisation

What was the Previous circumference of the Limb: 45cm
What was the current circumference of the Limb: 43cm
Who was the Previous supplier of the Prosthesis: Dizzy
What was the Date when the Previous Prosthesis was supplied: 01.01.2015
Type of Orthotics: Not Applicable
Type of Prosthetics Upper Limb: Not Applicable
Type of Prosthetics Lower Limb: Below Knee Prosthesis
Type of Other Assistive Devices: Not Applicable

Pre-Authorisation Benefits Selection

*Period 01.10.2020 *to 01.12.2020 

Benefit Catalogues Item ID	Long text of Benefit Catalogues Item	Number	Unit	
A40290	Cush Jay xtreme 16x16 with tritex cover	1	EA	

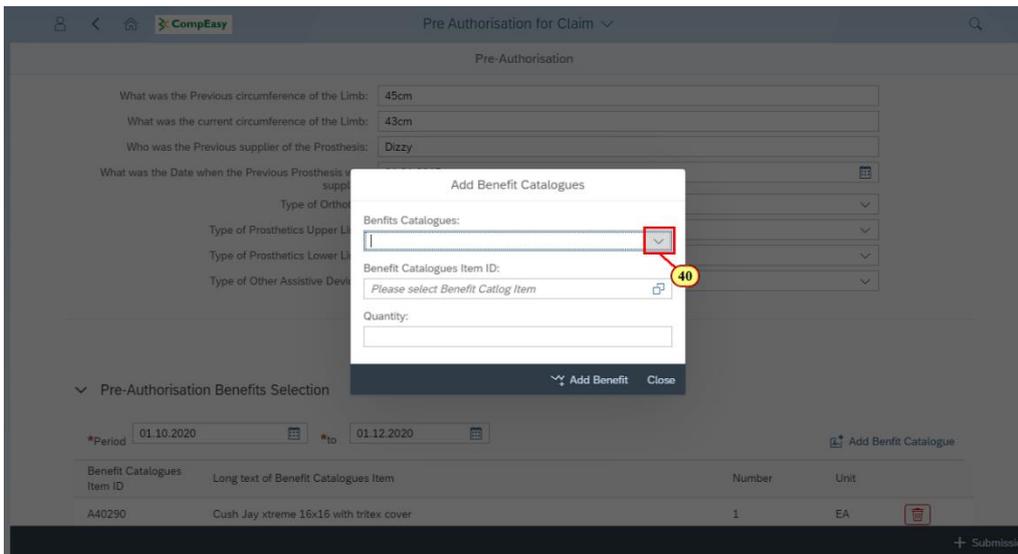
+ Submission

 You can add more than one benefit.

Step	Action
[39]	Click the Add Benefit Catalogue  button to add the benefits catalogue.

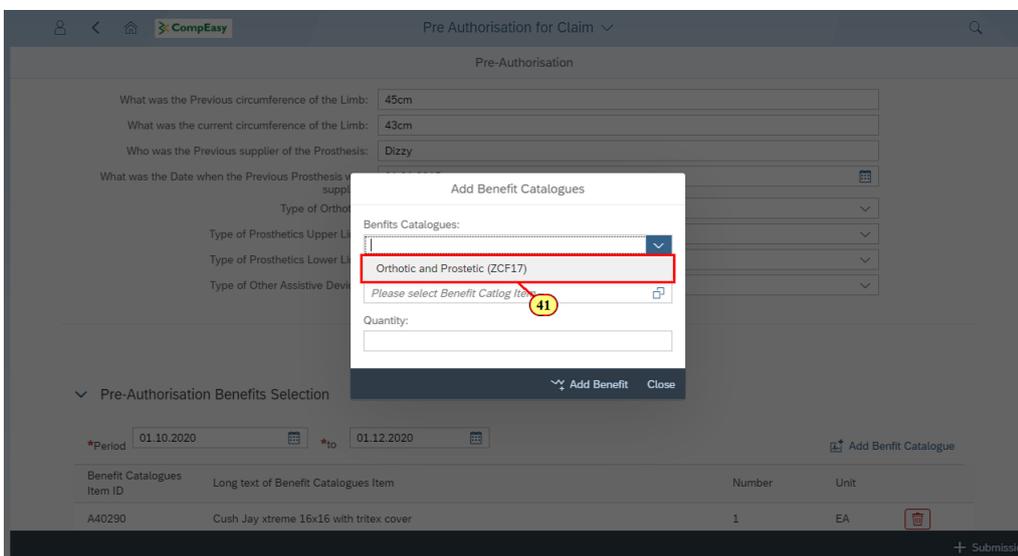


1.1.40. Pre Authorisation for Claim - Google Chrome



Step	Action
[40]	Click the Benefit Catalogue  drop down option button to display the available list.

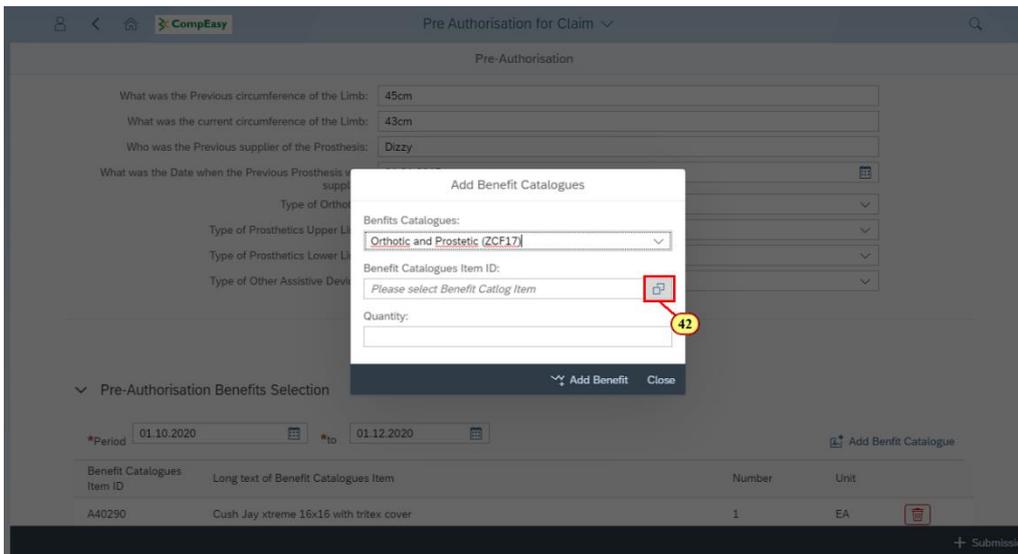
1.1.41. Pre Authorisation for Claim - Google Chrome



Step	Action
[41]	Click on the Benefit Catalogue Orthotic and Prostetic (ZCF17) option to select it.

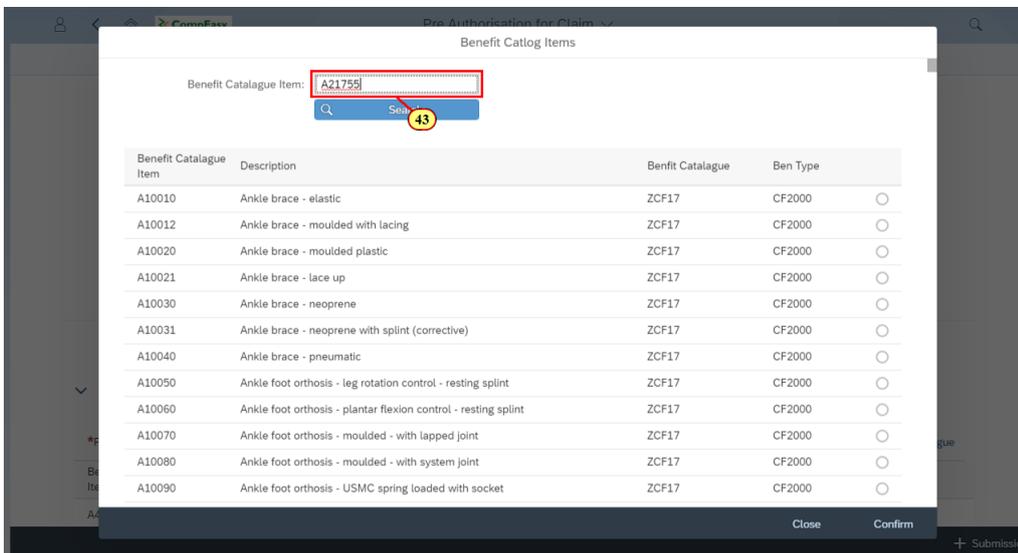


1.1.42. Pre Authorisation for Claim - Google Chrome



Step	Action
[42]	Click the Benefit Catalogues Item ID  possible entries button to search for the required value.

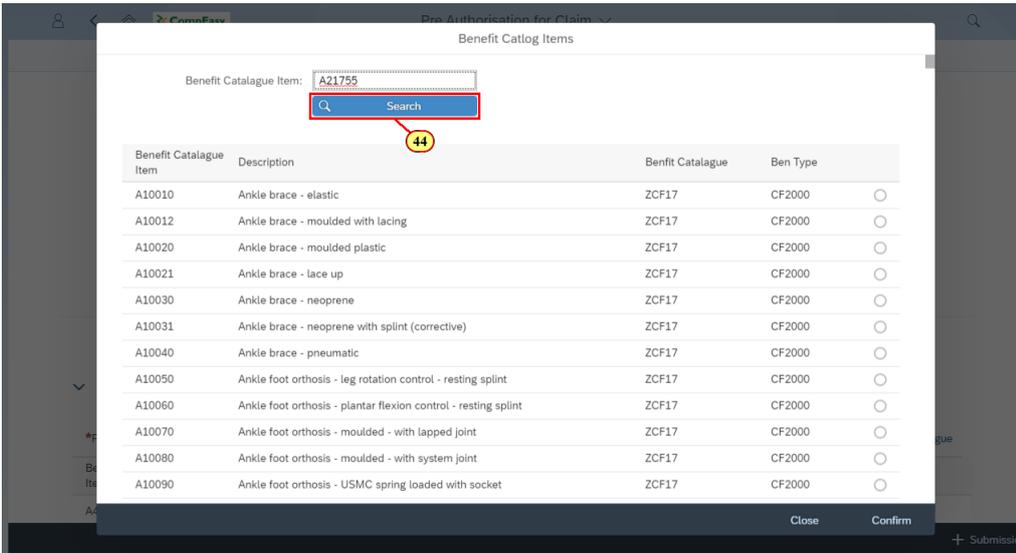
1.1.43. Pre Authorisation for Claim - Google Chrome



Step	Action
[43]	Enter A21755 in the Benefit Catalogue Item field.

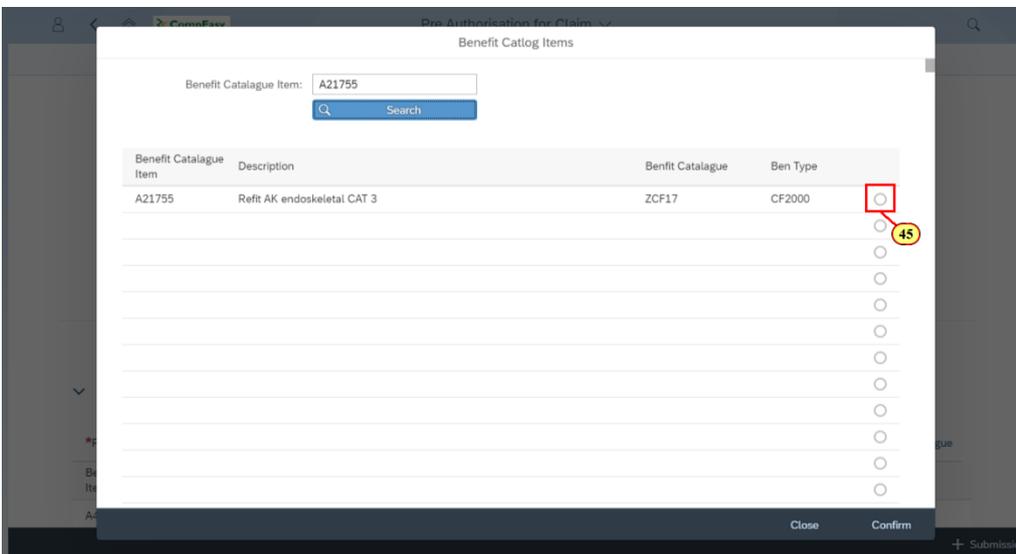


1.1.44. Pre Authorisation for Claim - Google Chrome



Step	Action
[44]	Click the Search  button to start the search.

1.1.45. Pre Authorisation for Claim - Google Chrome



Step	Action
[45]	Click to select the Benefit Catalogues Item ID <input type="radio"/> radio button.



1.1.46. Pre Authorisation for Claim - Google Chrome

Step	Action
[46]	Click the Confirm  button to confirm the selection.

1.1.47. Pre Authorisation for Claim - Google Chrome

Step	Action
[47]	Enter 2 in the Quantity field.



1.1.48. Pre Authorisation for Claim - Google Chrome

Step	Action
[48]	Click the Add Benefit  button to add benefit.

1.1.49. Pre Authorisation for Claim - Google Chrome

Step	Action
[49]	Click in the area below the scroll bar to scroll down.



1.1.50. Pre Authorisation for Claim - Google Chrome

 If the wrong Benefit Catalogue item is added on the system, it can be easily deleted by using the delete button and the correct one can be loaded.

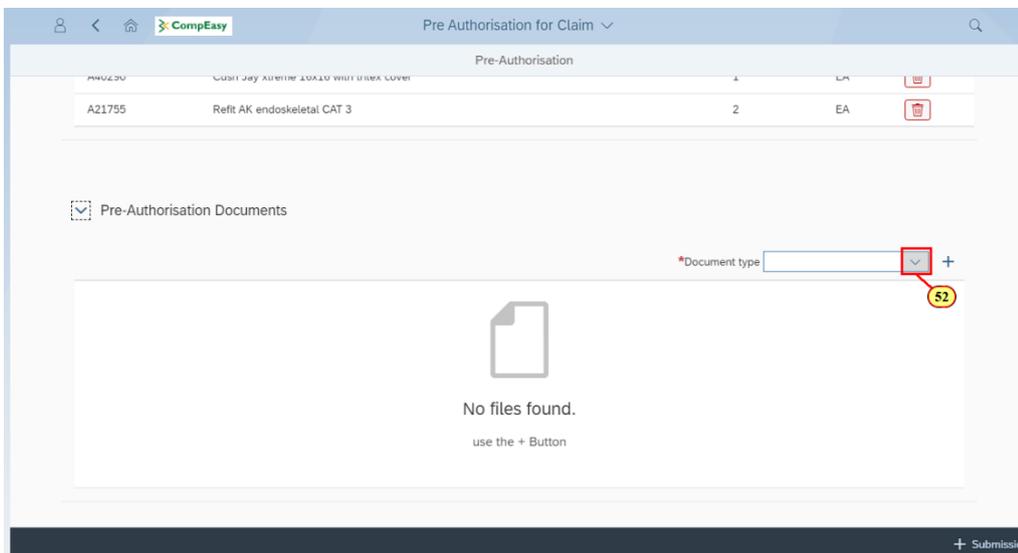
Step	Action
[50]	Click the Expand  node to open the Pre-Authorisation Documents.

1.1.51. Pre Authorisation for Claim - Google Chrome



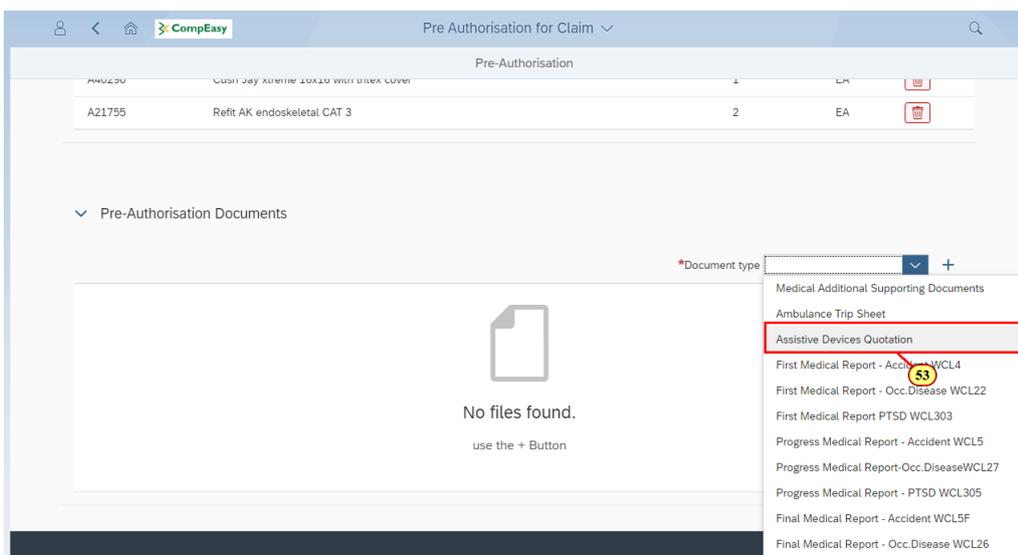
Step	Action
[51]	Click in the area below the scroll bar to scroll down.

1.1.52. Pre Authorisation for Claim - Google Chrome



Step	Action
[52]	Click the Document type  drop down option button to display the available list.

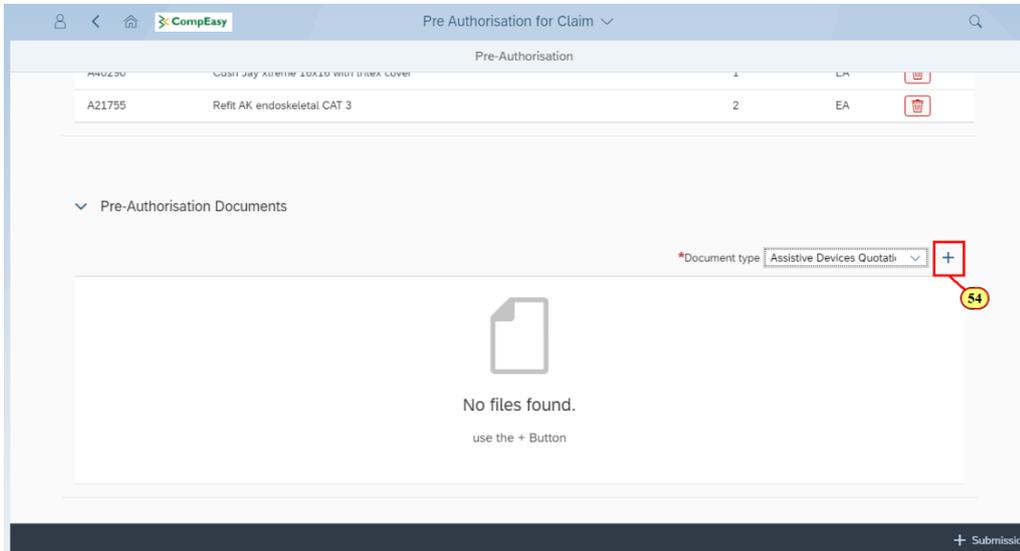
1.1.53. Pre Authorisation for Claim - Google Chrome





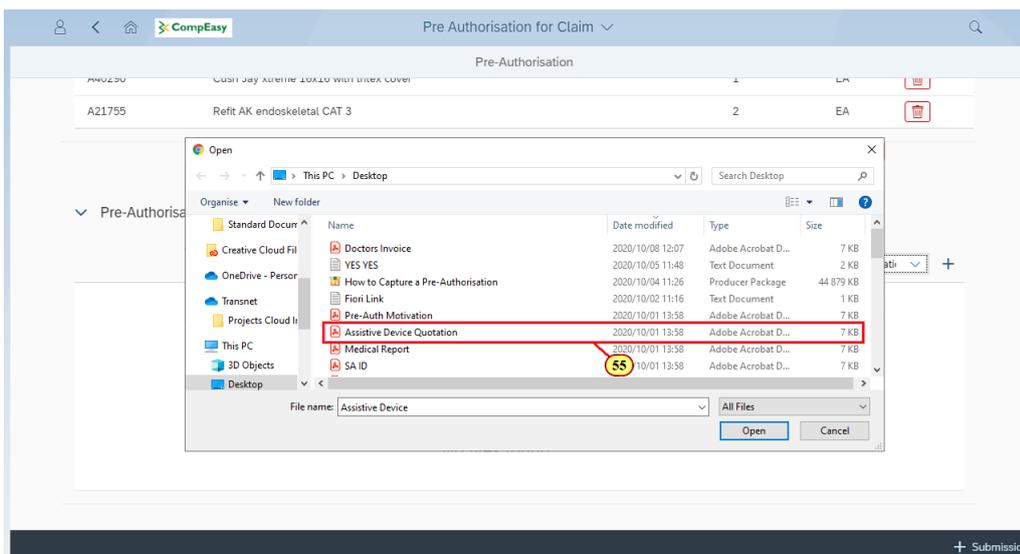
Step	Action
[53]	Click on the Document Type option to select it.

1.1.54. Pre Authorisation for Claim - Google Chrome



Step	Action
[54]	Click the Add + button to upload a document.

1.1.55. Pre Authorisation for Claim - Google Chrome

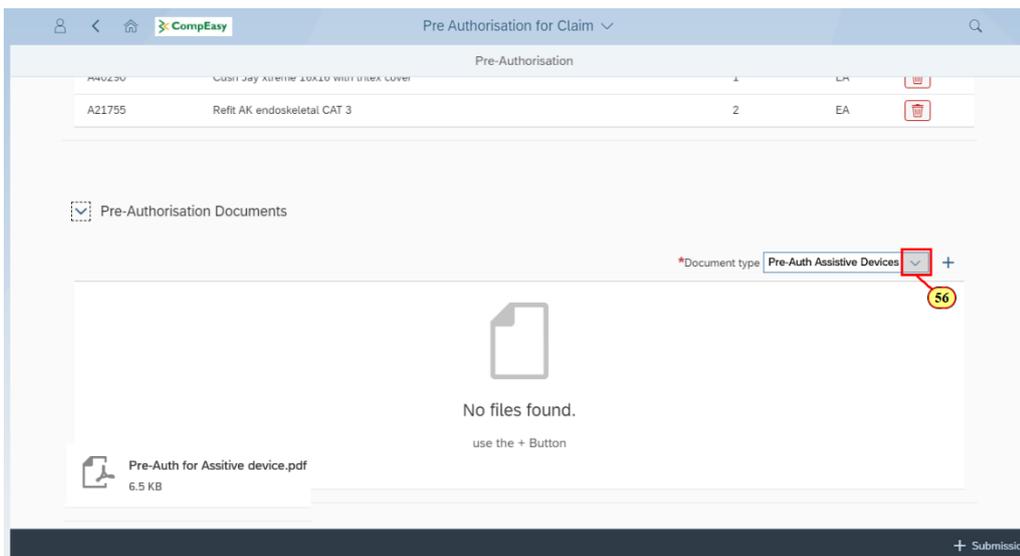




	Repeat Step 1.1.52 to 1.1.55 to add more documents.
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Step	Action
[55]	Double click on the Document Type  Assistive Device Quotation option to select it.

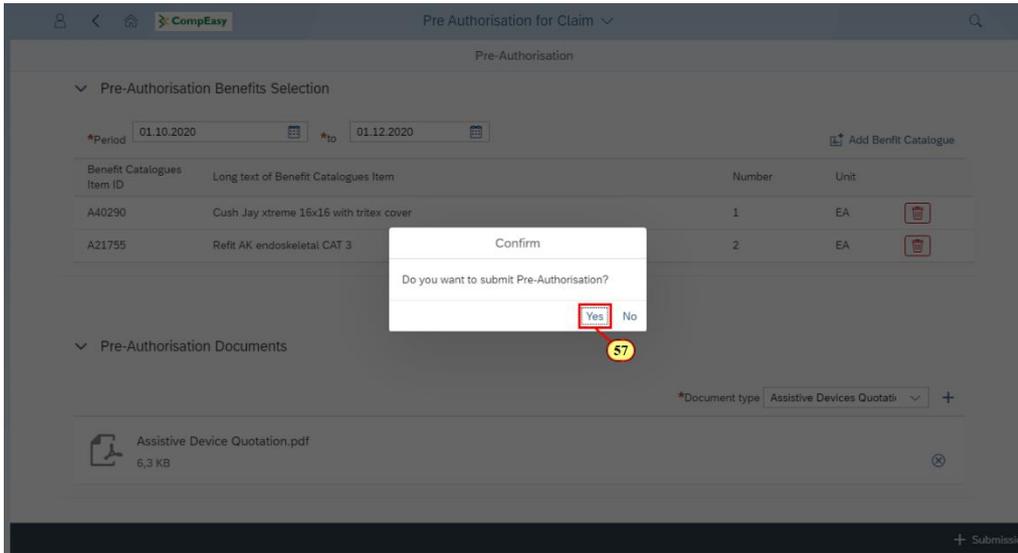
1.1.56. Pre Authorisation for Claim - Google Chrome



Step	Action
[56]	Click the Document type  drop down option button to display the available list.

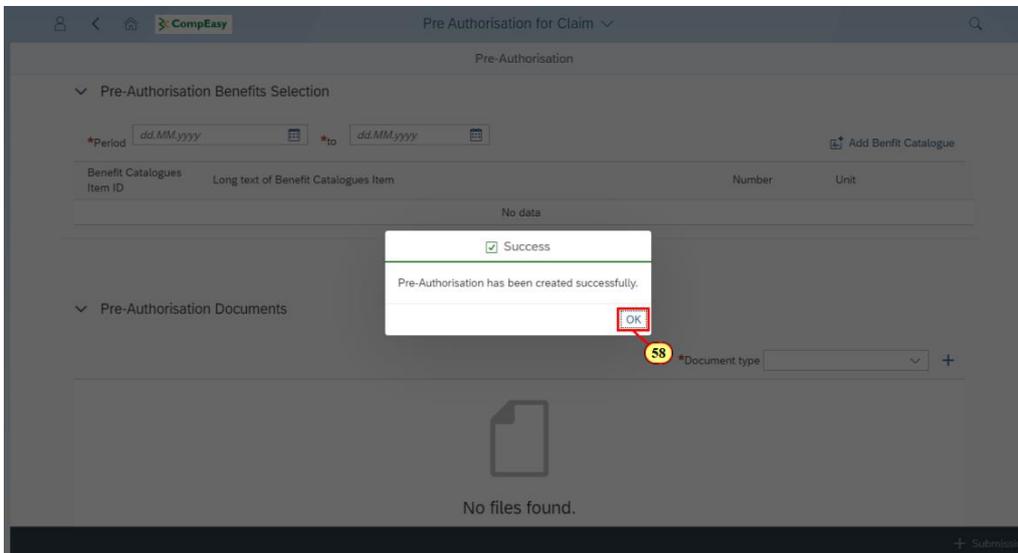


1.1.57. Pre Authorisation for Claim - Google Chrome



Step	Action
[57]	Click the Yes <input type="button" value="Yes"/> button to acknowledge the message.

1.1.58. Pre Authorisation for Claim - Google Chrome



Step	Action
[58]	Click the OK <input type="button" value="OK"/> button to acknowledge the message.



1.1.59. Pre Authorisation for Claim - Google Chrome

Pre Authorisation for Claim

Please note that users need to be authorised to submit or view medical reports, invoices, and pre-authorisations on behalf of a Healthcare Practice. Kindly apply for authorisation through the Organisation Authorisation App.

Please capture all mandatory fields *

Pre-Authorisation Header Data

*Service Provider Number:

Service Provider Name:

Practice Number:

*Claim Number:

Ex(Old)ClaimNo:

Name and Surname of Employee:

ID number of Employee:

Employer:

*Pre-Auth Type:

Date Created:

*Notes:

+ Submission



Well done! You have successfully submitted Pre-Authorisation Request for Assistive Device using the APP.