

# Quick Reference Guide: Ordering, Referring, and Prescribing Search

**Steps:** To see if a provider is an active provider on a specified date.

**1** The ability to perform an ORP search will be for provider Administrators and Agents with the role of Prior Authorization Submit, Prior Authorizations Search, Claim Search, and Claim Submission. To begin the ORP search, click on the **Provider Name** or **Reg ID** from your dashboard.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517946	<a href="#">Training Medical Group</a>	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/22	02/09/23	02/09/27

**2** Under the Manage Application section, click the '+' icon to expand the **Self Service Selections**.

**Manage Application**

---

Enrollment Actions + Enrollment Action Selections:

Programs + Program Selections:

Self Service + Self Service Selections:

**3** Click on the hyperlink which says '**Ordering, Referring, and Prescribing Search**'.

**Reminder:** The hyperlink is available to the provider Administrator and Agents with the role of Prior Authorization Submit, Prior Authorizations Search, Claim Search, and Claim Submission.

**Self Service**

- **Self Service Selections:**

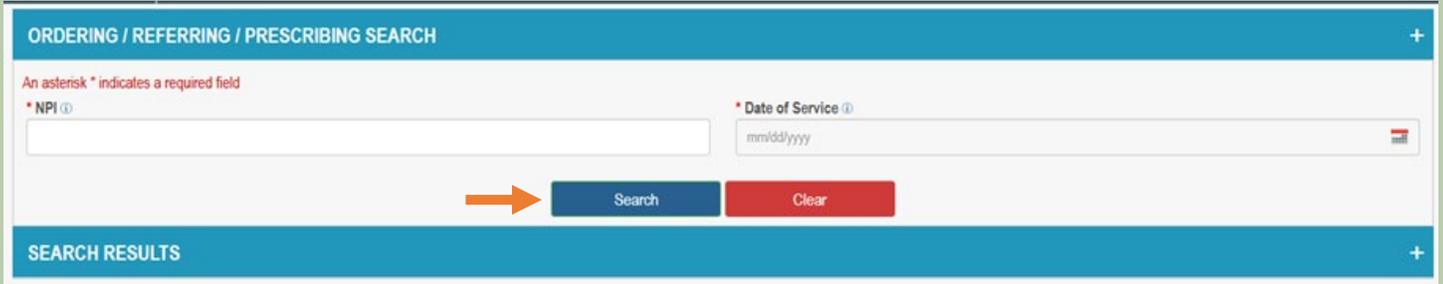
- [View Provider File](#)
- [Provider Correspondence](#)
- [Remittance Advice](#)
- [Recipient Eligibility](#)
- [Claims](#)
- [Prior Authorization](#)
- [Hospice](#)
- [Provider Financial Self Services](#)
- [Alternative Payment Model Information](#)
- [Ordering, Referring & Prescribing Search](#)

# Quick Reference Guide: Ordering, Referring, and Prescribing Search

## Steps:

4

Enter the **NPI** and the **Date of Service** in the required fields and then click '**Search**'.



ORDERING / REFERRING / PRESCRIBING SEARCH

An asterisk \* indicates a required field

\* NPI

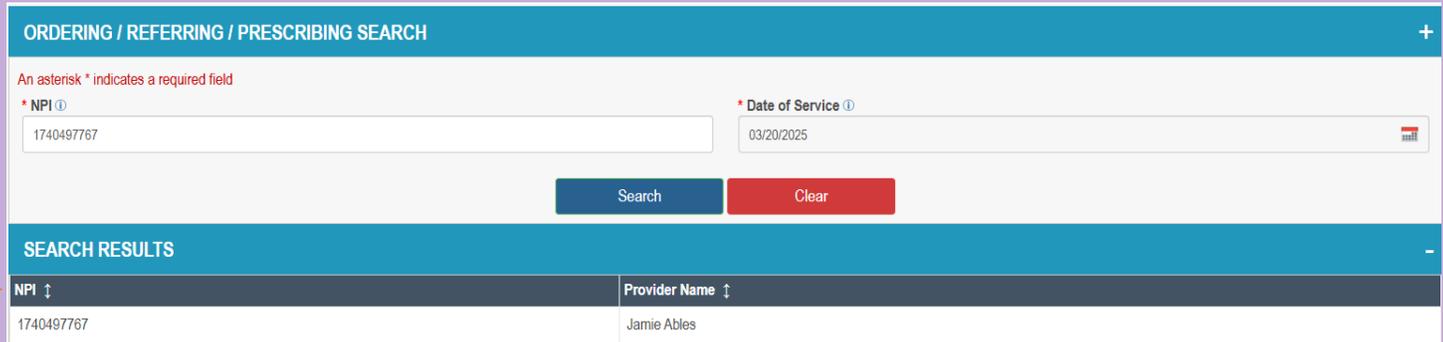
\* Date of Service

SEARCH RESULTS

5

The ORP search results appear below in the **Search Results** section.

The provider in the search results was an active provider on the Date of Service that was searched for.



ORDERING / REFERRING / PRESCRIBING SEARCH

An asterisk \* indicates a required field

\* NPI

\* Date of Service

SEARCH RESULTS

NPI	Provider Name
1740497767	Jamie Ables

6

If no search results return in the Search Results section, then read any red error messages that display, click the '**Clear**' button, and try searching again with the corrected information.



SEARCH RESULTS

Only Type 1 NPIs can order, refer, or prescribe.

NPI not active on Date of Service entered. Please contact provider to verify NPI.