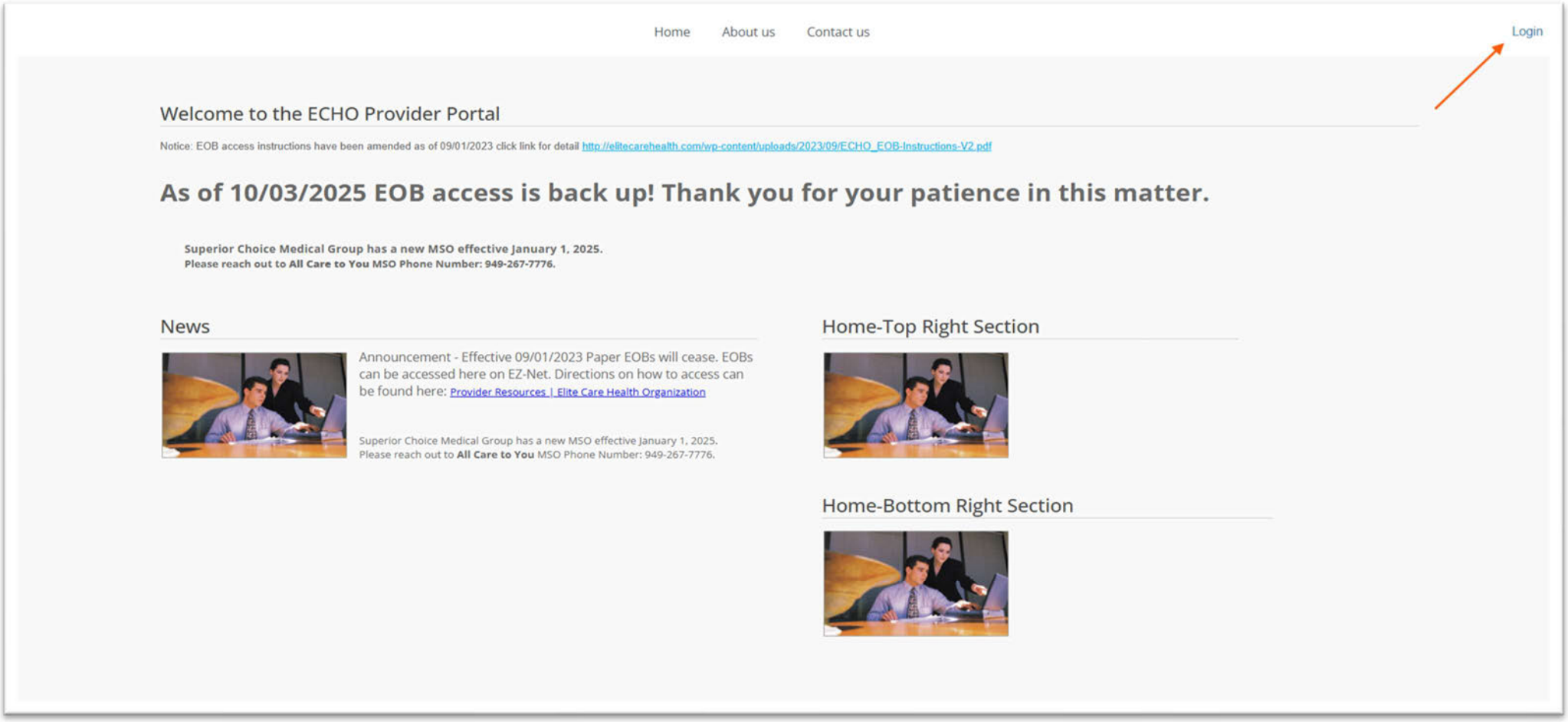
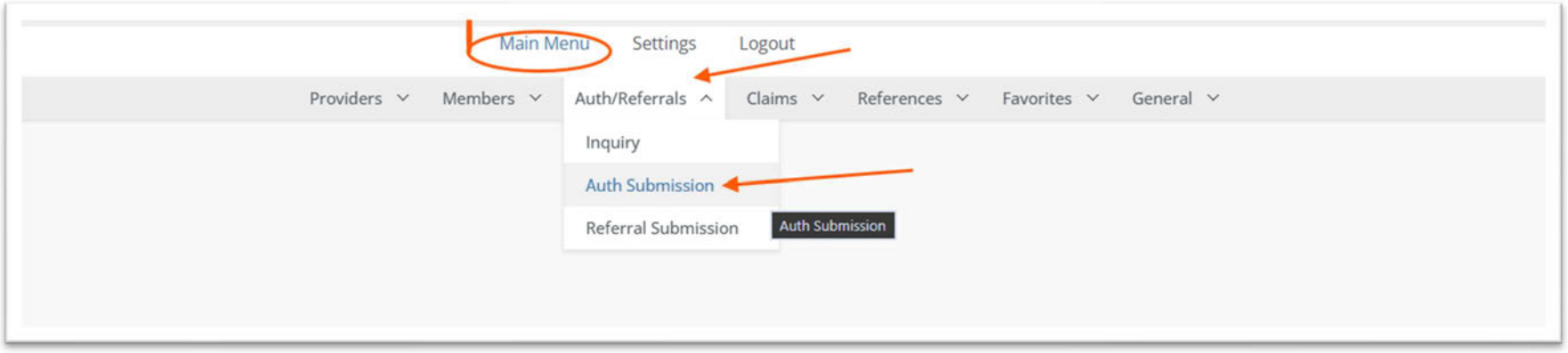
HOW TO SUBMIT AUTHORIZATIONS

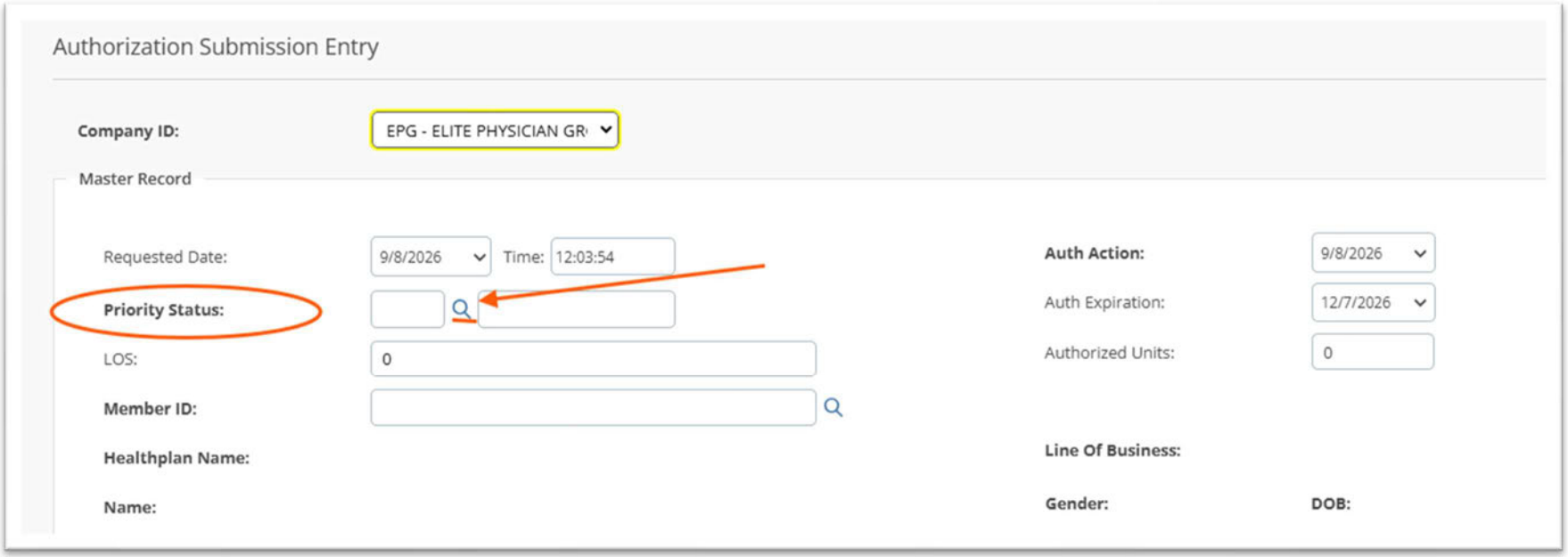
Log in – Click LOGIN on right hand side corner



Main Menu
Auth/Referrals
Auth Submission



Priority Status – click magnifying glass



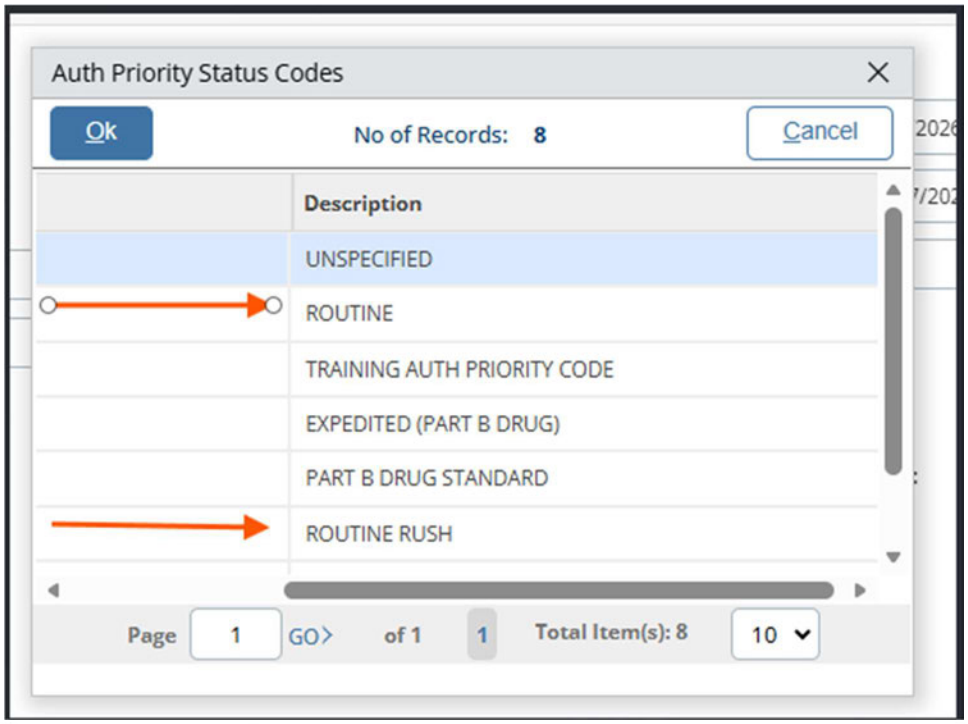
For **PRIORITY STATUS** only choose one of the options with the red arrow below:

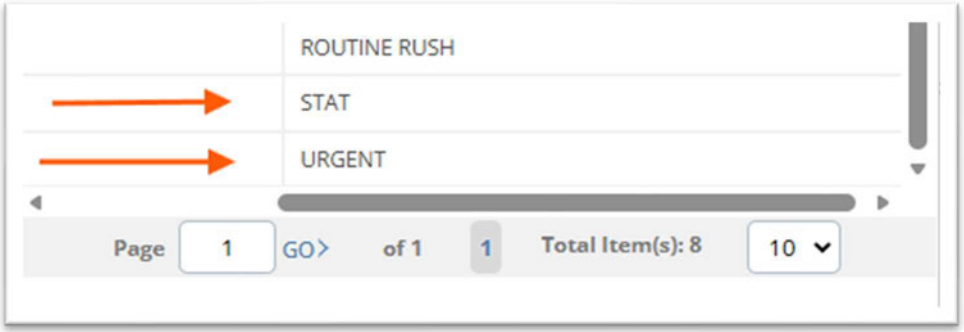
ROUTINE – Routine request

ROUTINE RUSH – Use if the authorization must be processed as soon as possible but diagnosis is NOT life or limb

URGENT – Use if diagnosis is life or limb

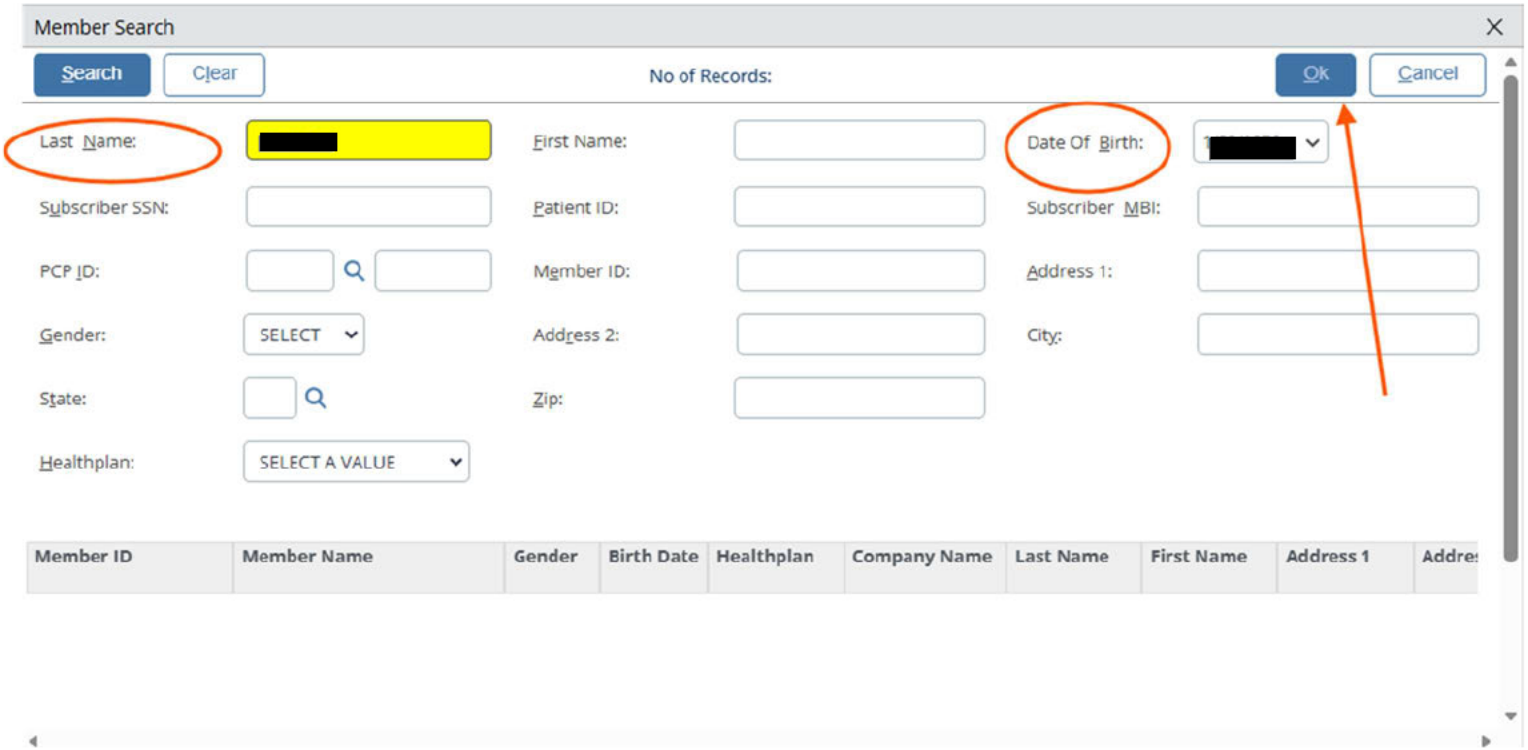
STAT – Use if the diagnosis is life or limb



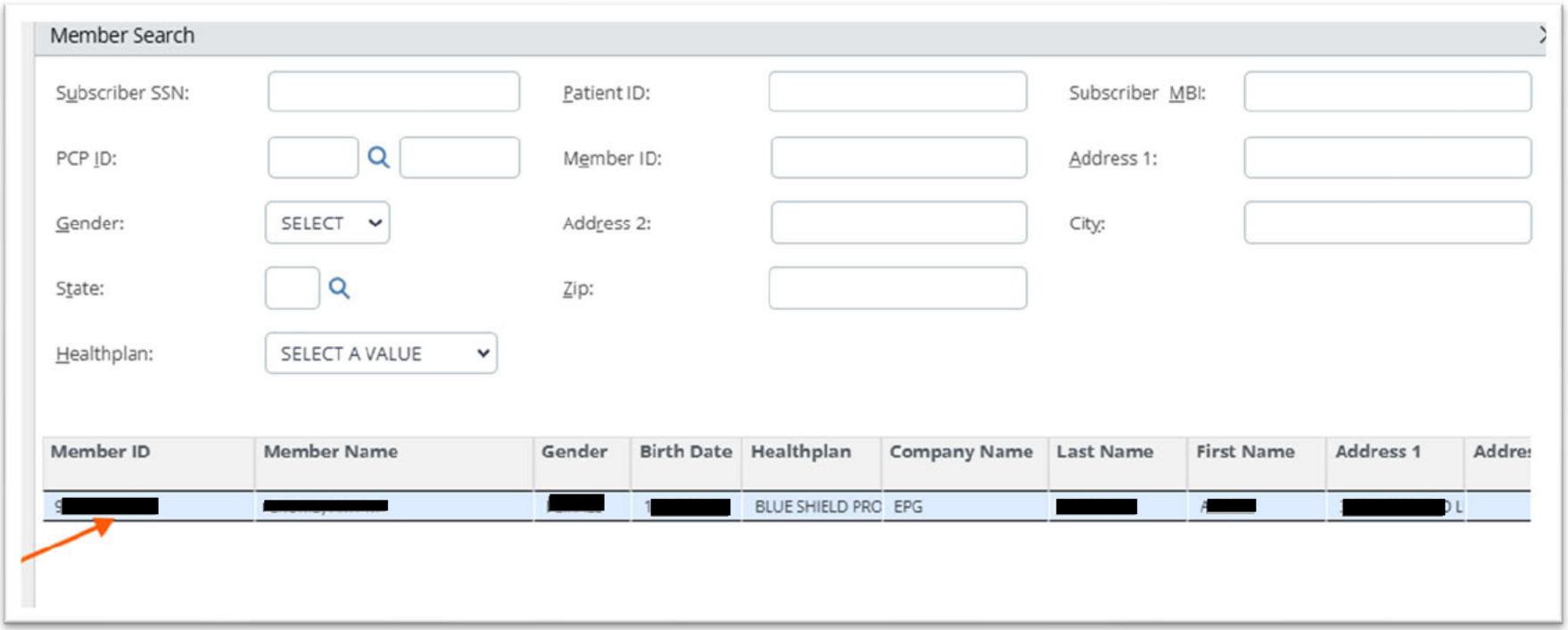


Member ID

Enter Last Name and Date of Birth, then click OK

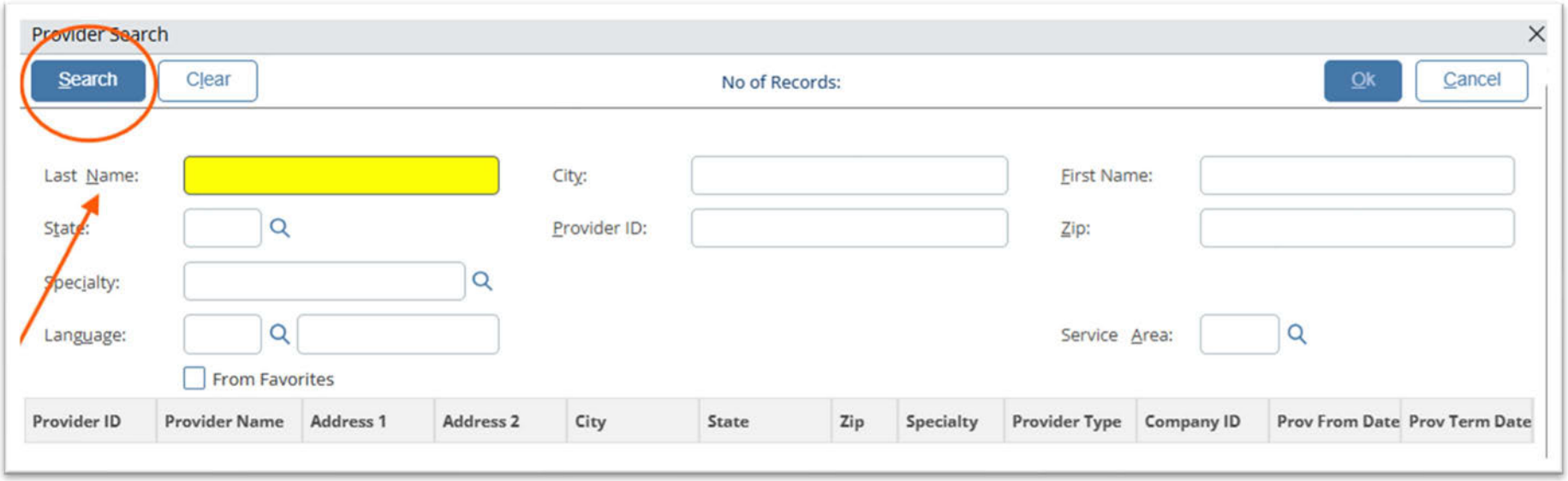


Double click on member ID

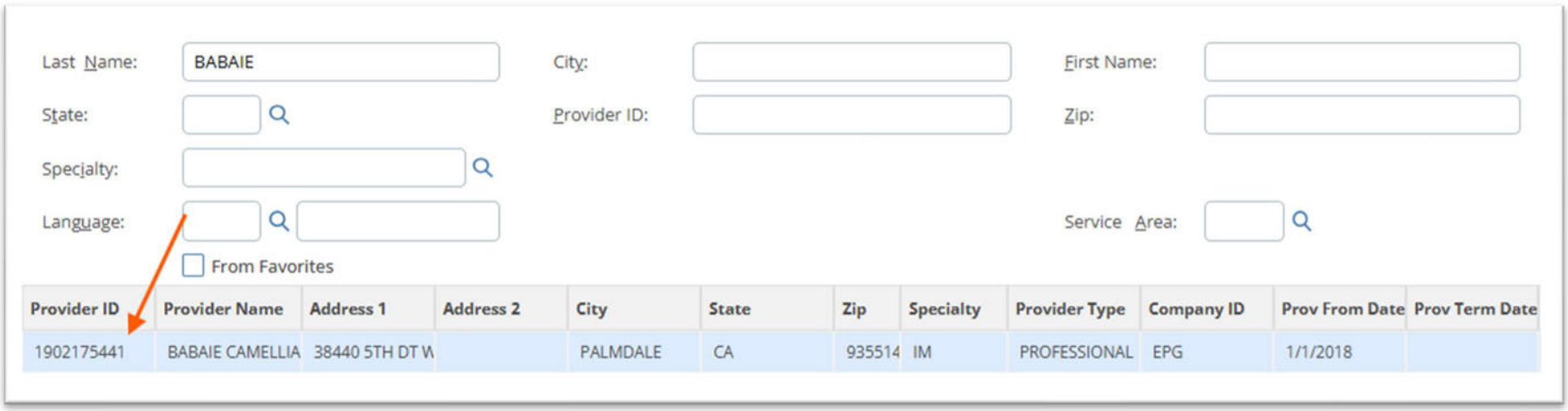


Requesting provider ID (Name of the ordering provider)

Type last name then click search

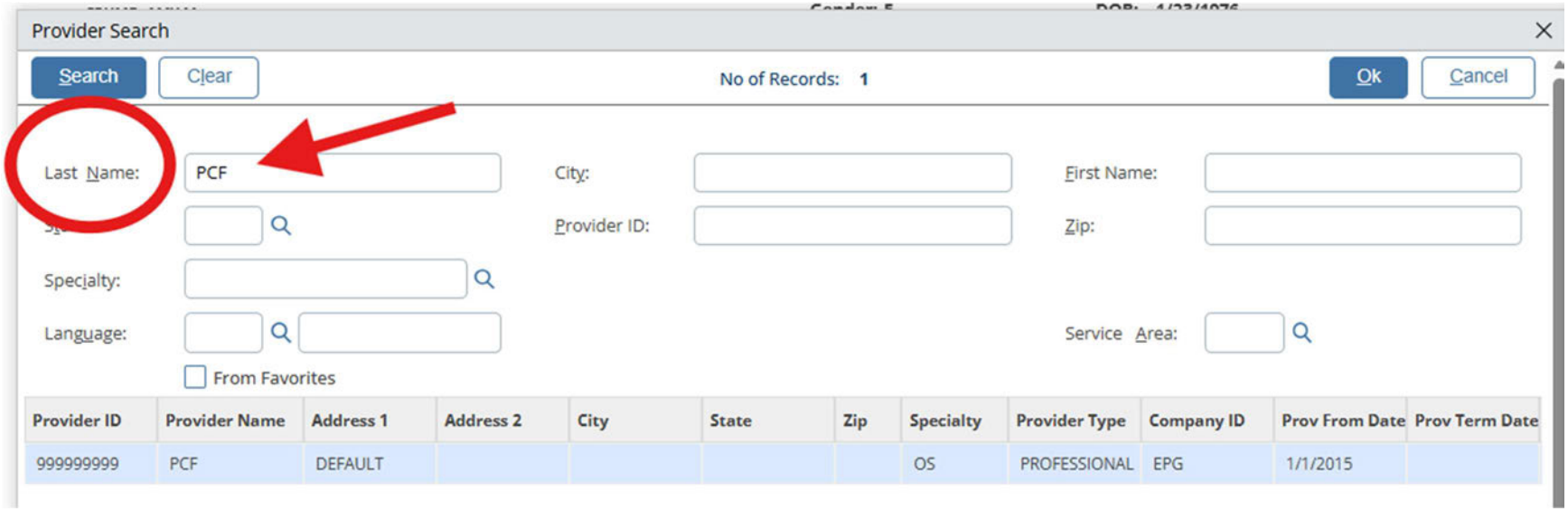


Double click on provider ID

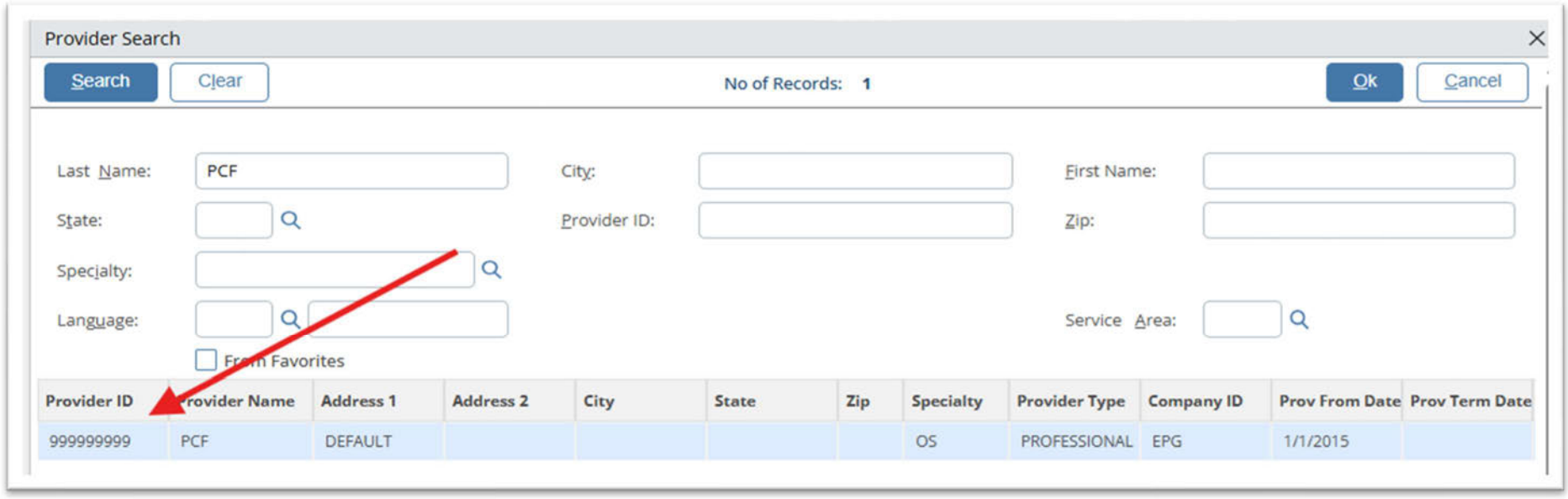


Requested Provider ID – Name of doctor you are referring the member

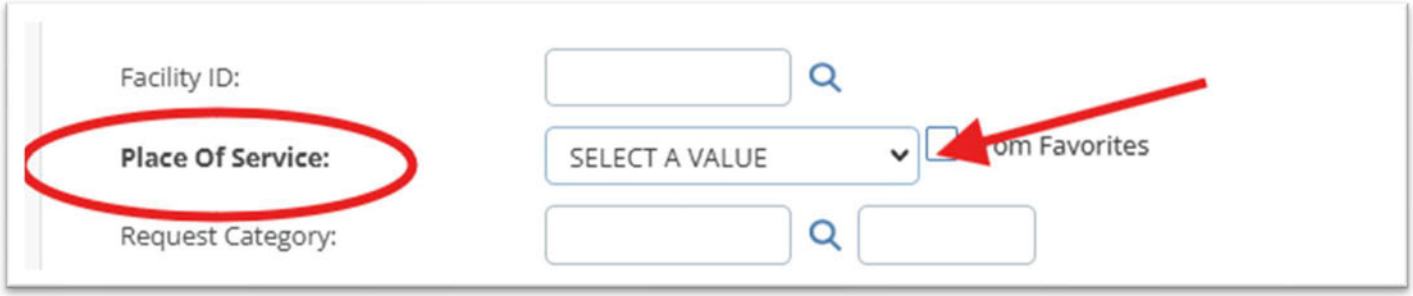
Requesting Provider ID – if you can not find the provider you are looking for you can enter type PCF on provider last name. Then click search.

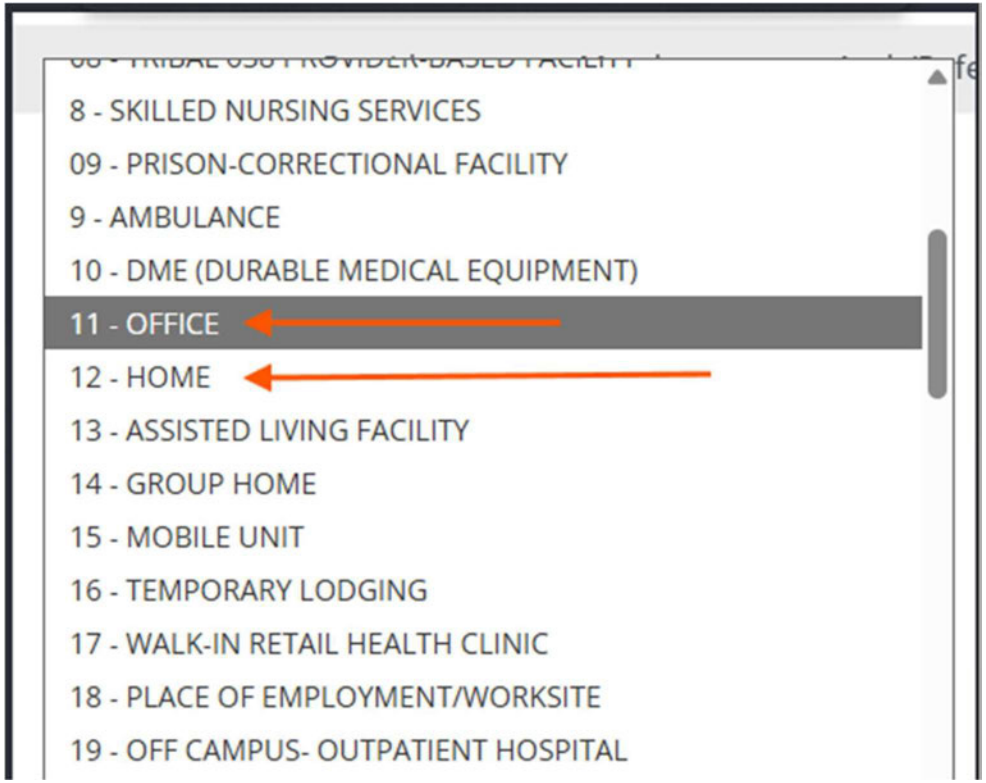


Double click on Provider ID



Place of Service





Office Visit - 11

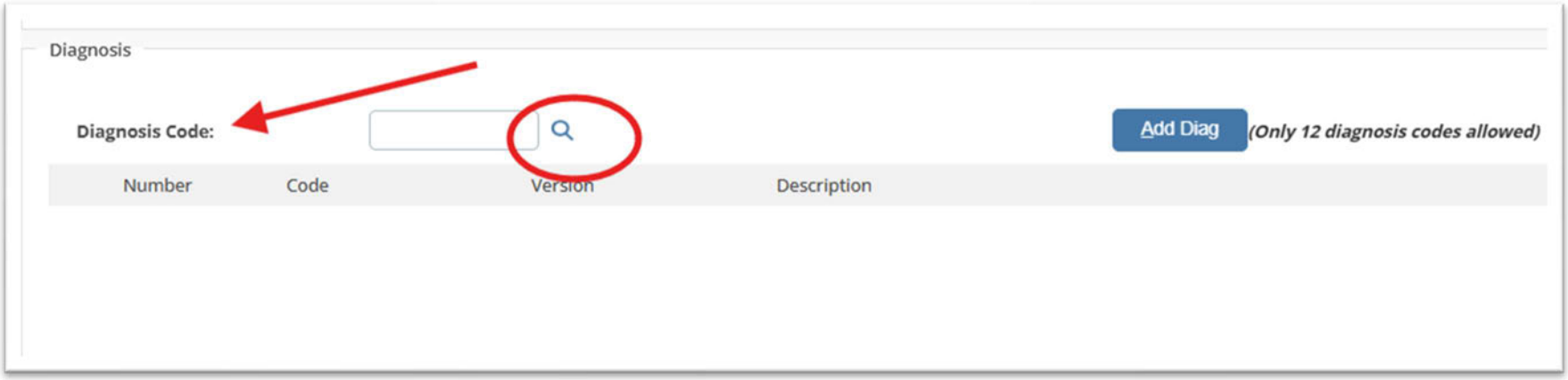
Home Health or DME - 12

Inpatient Hospital - 21

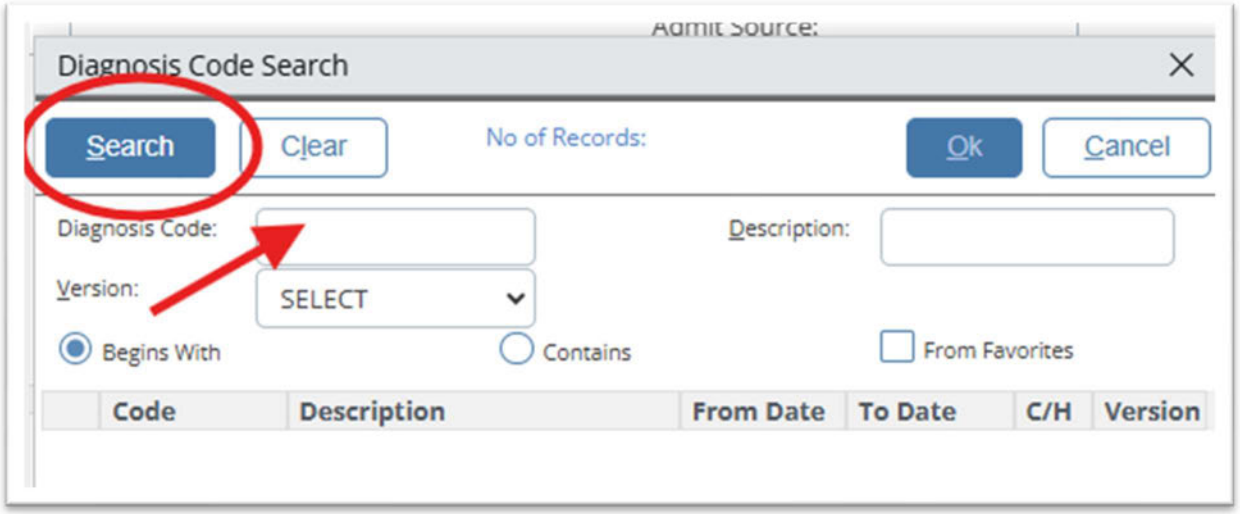
Outpatient Hospital - 22

Ambulatory Surgery Center - 24

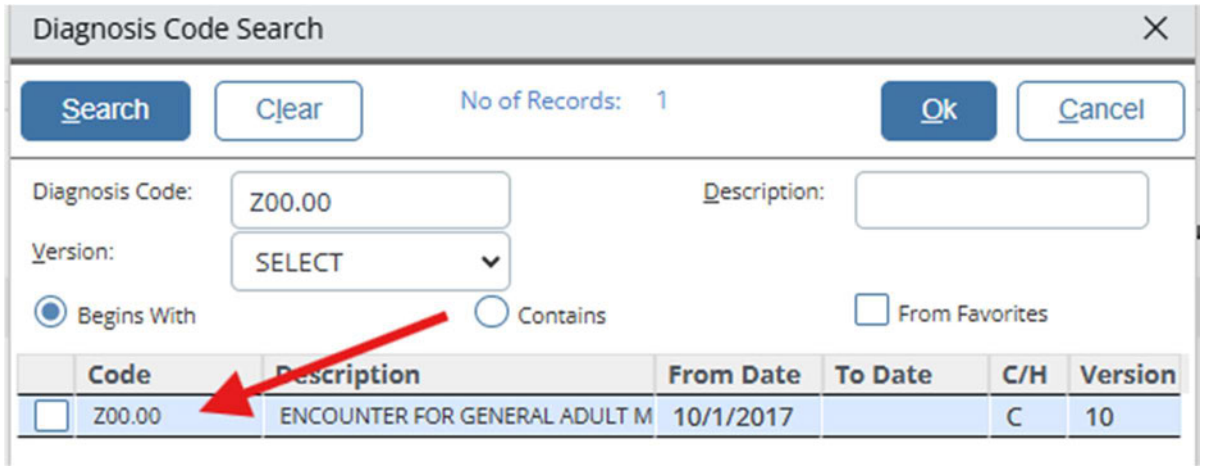
Next go to Diagnosis Code and click on the search engine



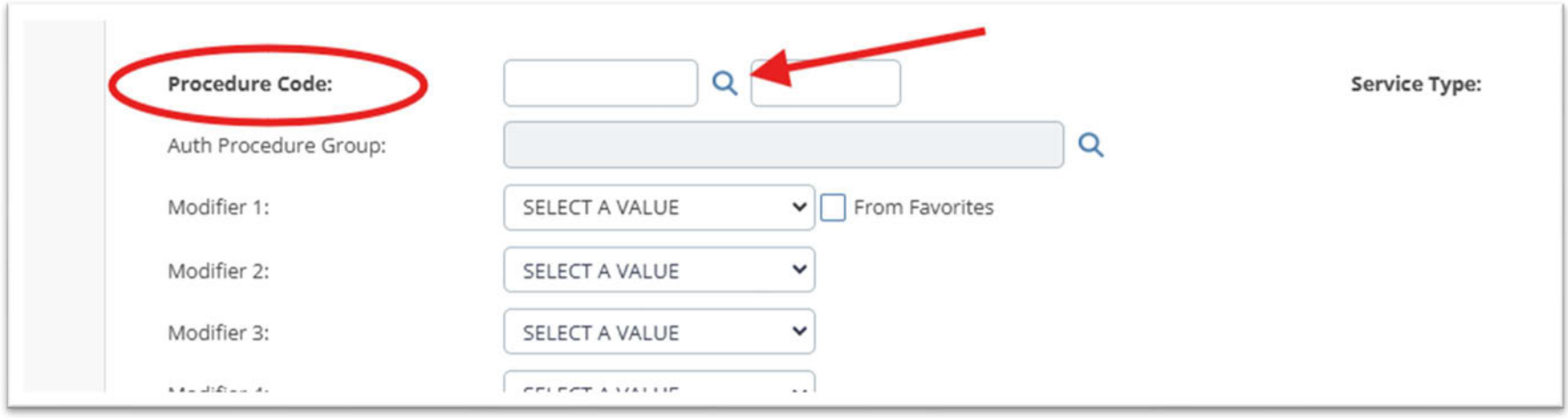
Type ICD-10 then click search



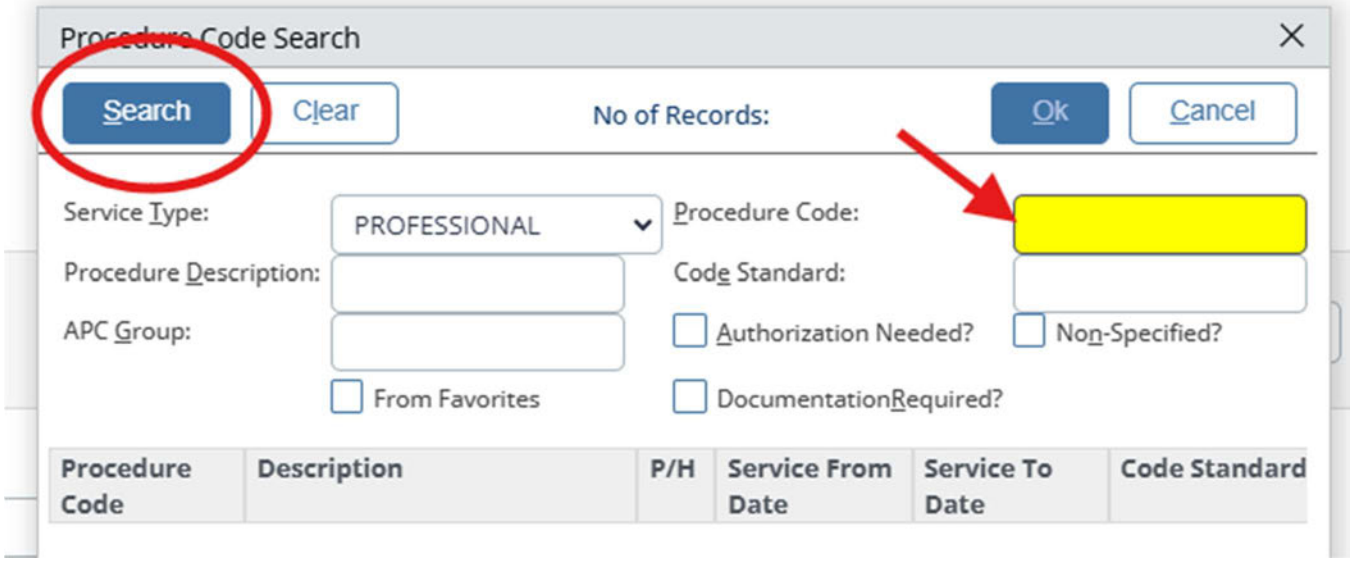
Double click on ICD-10 to add



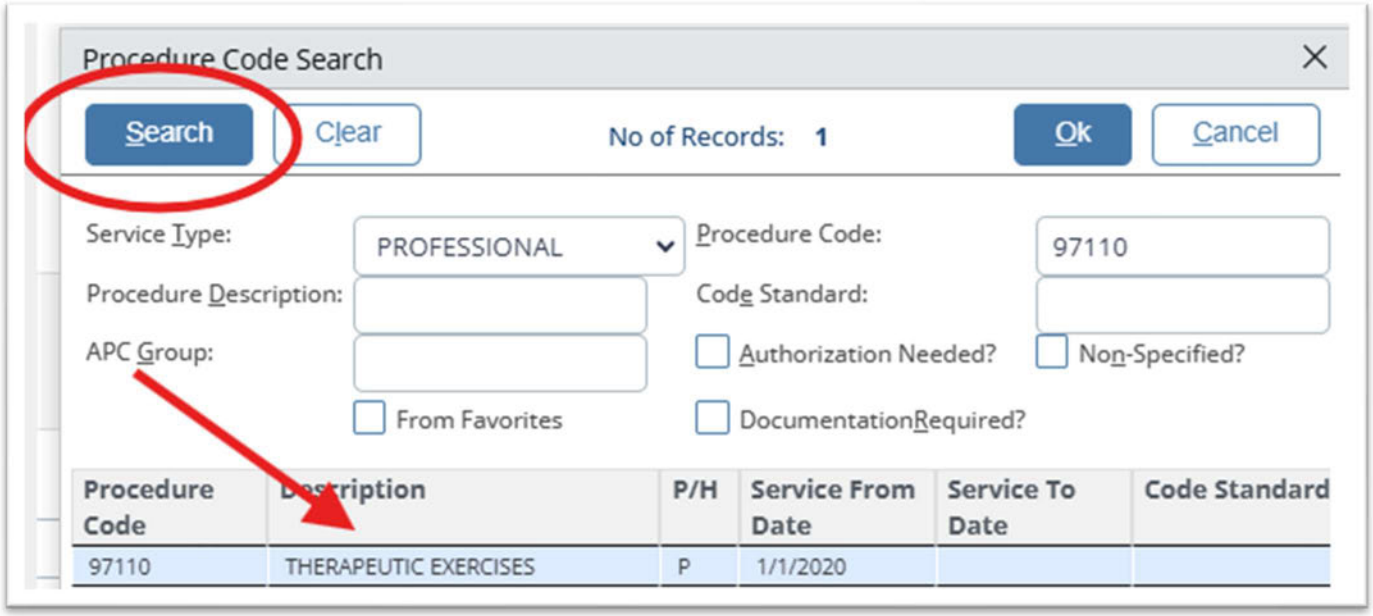
Next, Add Procedure Code: Click on the magnifying glass



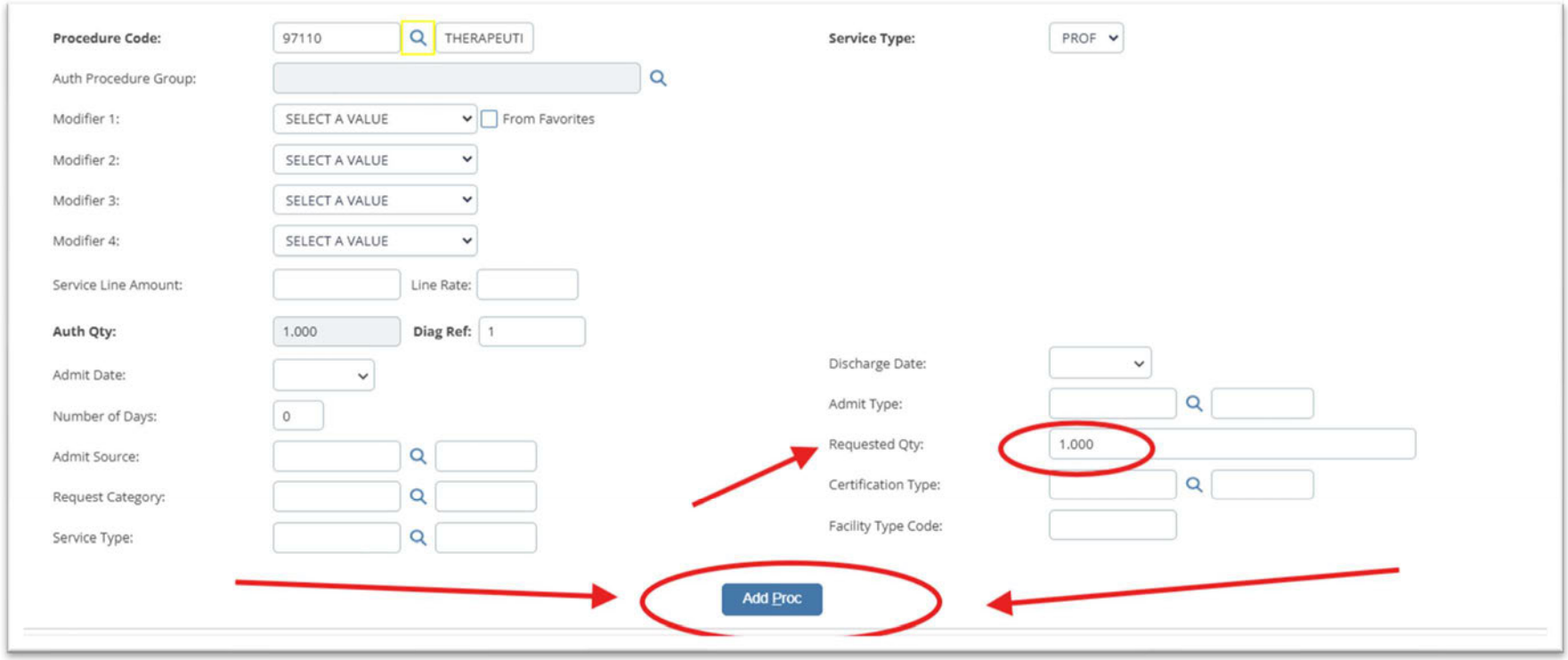
Type CPT Code (PLEASE NOTE ICD-10 AND CPT CODES ON THIS CHEAT SHEET ARE FOR (**TRAINING PUPOSES ONLY**)



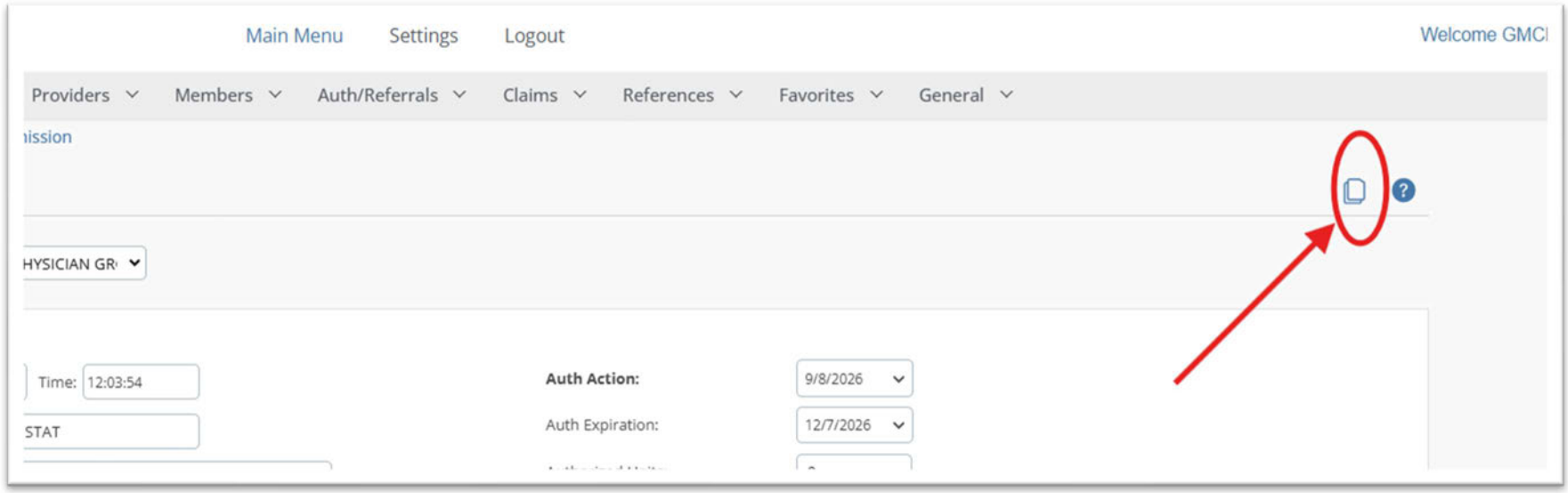
Type CPT then double click on procedure code

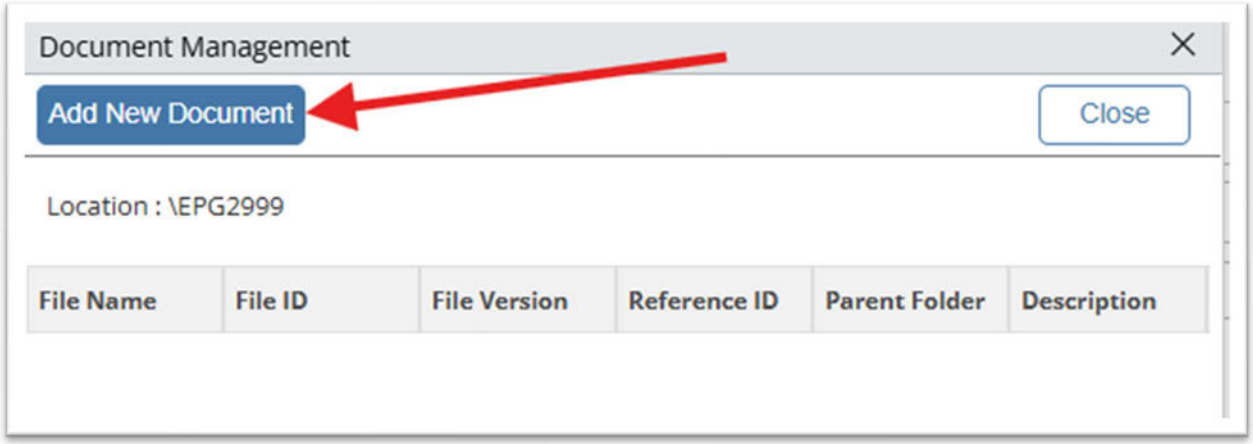


If you need to change the quantity update on **REQUESTED QTY:** type **#** then hit **tab**, then **add proc**

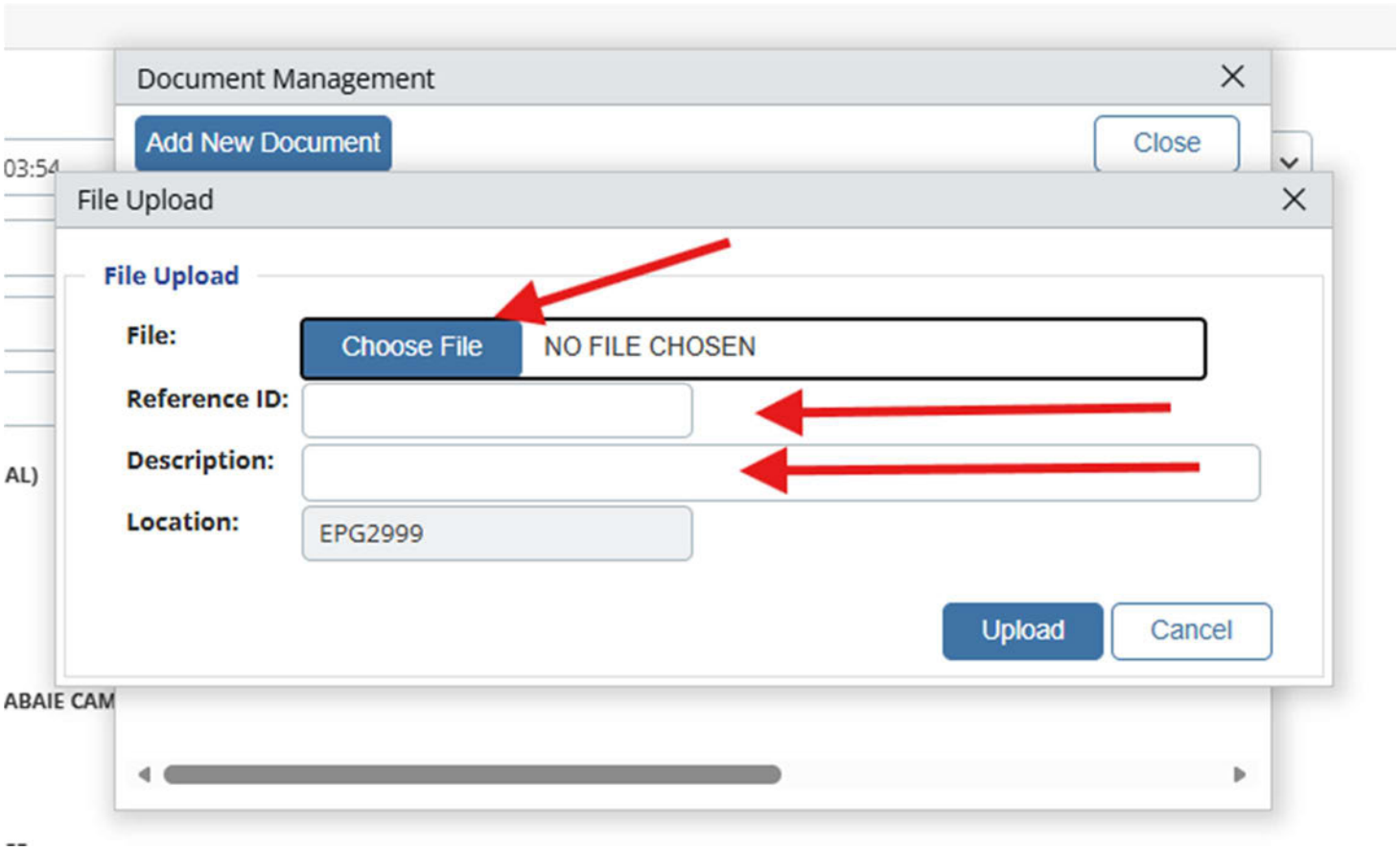


Next, upload notes





Next, choose file, reference ID type member name and description type medical records, then click upload



If using PCF write on your notes:

- ✓ Specialty
- ✓ First and last name of provider
- ✓ Address
- ✓ Phone and Fax
- ✓ NPI and Tax ID
- ✓ Reason member is being referred out of network

Last click on **SUBMIT REQUEST**