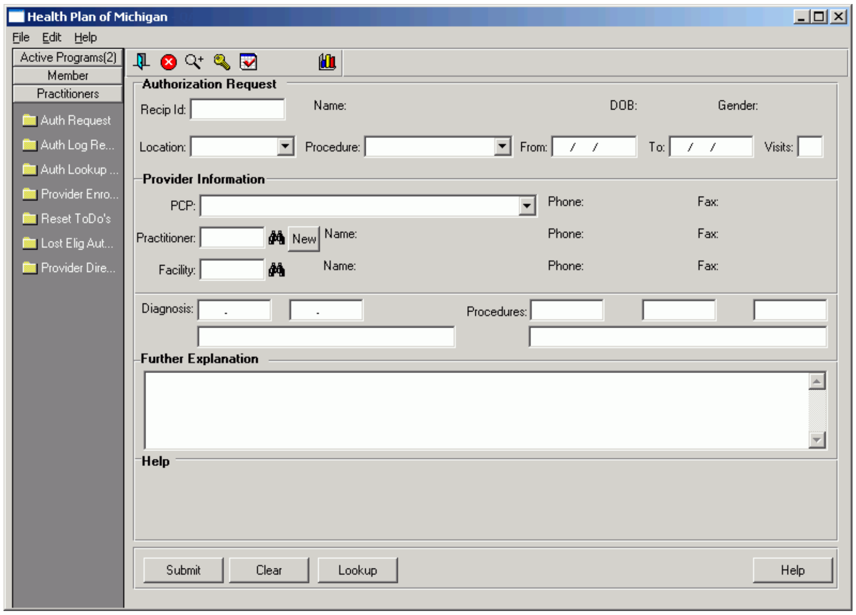
Entering an Authorization Request



1. Click the **Practitioners** menu tab.

2. Click the **Auth Request** folder.

3. In the **Recip ID** field, enter the member's recipient ID number. If you do not know the number, click the binocular button to search for it.
   (The search option is only available for PCP's).
   The member's name, date of birth, and gender appear to the right.

4. Click the **Location** drop-down list and select the type of location performing the service.

5. Click the **Procedure** drop-down list and select the correct procedure from the list.

6. Click in the **From** date field and enter the date on which the authorization is to start.

7. Press the [**Tab**] key to move to the **To** field and enter the date on which the authorization is to end.

8. Click in the **Visits** field and enter the number of requested visits to the practitioner or the number of inpatient days in a hospital.

9. If necessary, click the **PCP** drop-down list to select the correct PCP from the group.

10. In the Provider Information section, enter the ID number of the physician performing the procedure in the **Practitioner** field. If you do not know the number, click the binocular button to search for it.

    ***If the practitioner does not exist in the system, you can click the New button to enter him or her.**

If the practitioner does not exist in the system, you can click the **New button to enter him or her.*

12. In the **Facility** field, enter the ID number of the facility where the procedure is to occur. If you do not know the number, click the binocular button to search for it.

13. In the **Diagnosis** field, you can enter two diagnosis codes in the text boxes provided. If you do not know the code, you can enter a free text description of the diagnosis in the text below the two diagnosis fields.

14. In the **Procedure** field, you can enter two diagnosis codes in the text boxes provided. If you do not know the code, you can enter a free text description of the procedure in the text below the two procedures fields.

15. If necessary, you can enter any additional notes about the authorization in the **Further Explanation** text box.

16. When you finish entering information, click the **Submit** button.
    The Authorization Request Status dialog box opens.

17. If the authorization receives an approval, an approval number appears in the dialog box. At this point, you can click **OK**, which closes the dialog box.

    *If you want to print the auth, you can click the **Print Authorization** button, which opens the auth in Adobe Acrobat Reader.*

18. If the authorization is placed on-hold, you have the option to click the **Print Request** button or to click the **Print Fax Cover Sheet** button.

    a) The **Print Request** button produces a copy of the request containing all the information that appears on the Auth Request screen.

    b) The **Print Fax Cover Sheet** button creates a fax cover sheet containing the correct phone and fax numbers you need for Health Plan of Michigan. The date and the request number are filled in for you.

       Both of the above options open in Adobe Acrobat Reader. You can print from there.

19. Once you have printed the auth or fax cover sheet, you can close Adobe Acrobat Reader. The Auth Request screen reappears with the Authorization Status Dialog box still displayed. Click the **OK** button.
    The dialog box closes and all fields are cleared. You can view previous authorization requests in the Authorization Lookup Report program.