Provider Portal

Viewing Prior Authorizations
To view a Prior Authorization, click on the Authorizations button.
Prior Authorizations

All processed Prior Authorization requests submitted within the last 90 days will display for the Tax ID number entered.
Prior Authorizations

To find a specific Prior Authorization select “Filter”

Enter the Authorization number or portal Confirmation number, click GO
Prior Authorizations

The Prior Authorization summary will be displayed, which includes:

- Status
- Authorization ID
- Member Name
- Service Date Range
- Diagnosis
- Authorization Type
- Service

Prior Authorization details can be obtained by clicking on the Auth ID number displayed.
Click ‘View’ to see a list of Notes and Attachments that were submitted with the Prior Authorization request.
Click the Download option to open the Note or Attachment document
Prior Authorizations

Prior Authorization Errors

Prior Authorizations that have an error will be found under the Errors tab

The Authorization ID is a confirmation number assigned when a Prior Authorization is submitted through the portal.