

Prior Authorization Documentation for Orders in PowerChart for Clinical Staff

Cerner PowerChart Ambulatory EDUCATION

A prior authorization may be required by some insurance companies or third-party payers before they will agree to cover certain prescribed medications or medical procedures.

Adding a Prior Authorization

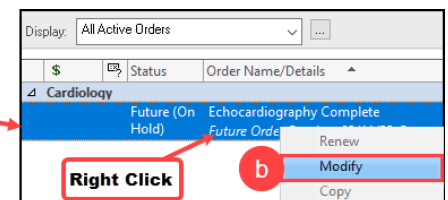
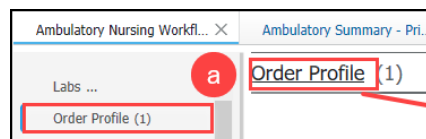
- Once a prior authorization is obtained, navigate to the Order Profile component.

- Click on the Order Profile hyperlink.

- Locate the Order, right click and select Modify.

- Orders that are not in a Future (on hold) Status will need to be found on the encounter the order was placed on.

Note: To find the order and date it was placed, navigate to the Ambulatory Nursing Workflow, and select the Outstanding Orders Component.



- Within the Ordering Physician window:

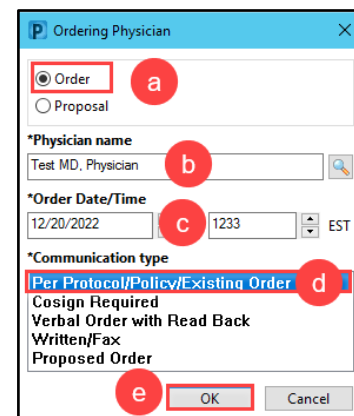
- Select **Order** radio button.

- Add the ordering providers name in **Physician name** field.

- Select Order **Date/Time**.

- Use the Communication type of **Per Protocol/Policy/Existing Order**.

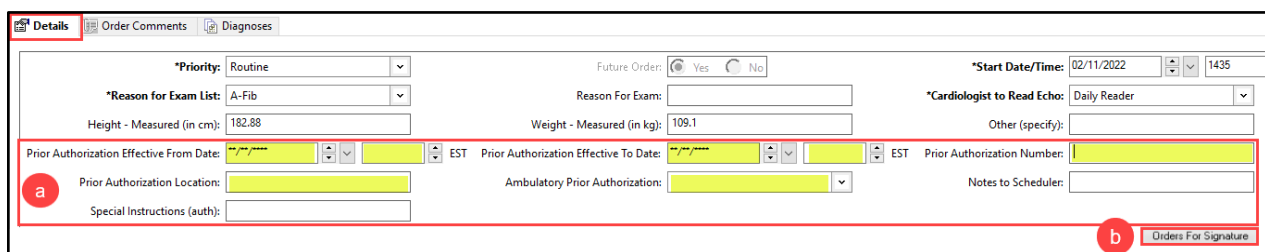
- Click **OK**.



- Within the Order, enter the associated prior authorization data, including:

- Prior Authorization Number** and **Effective From/To Dates**.

- Click **Orders for Signature**.



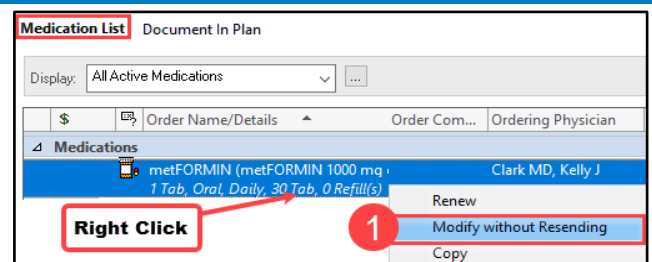
- Click **Sign**.

Adding a Prior Authorizations to a Medication Order

Navigate to the patient's Medication List:

- Right click on the medication.

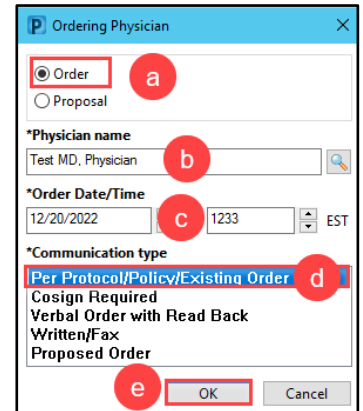
- Select **Modify without Resending**.



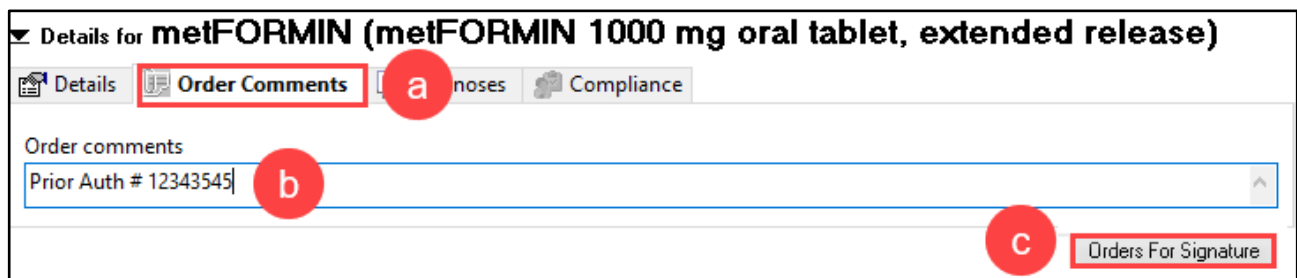
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2. In the Ordering Physician window:
 - a. Keep the radio button selection on **Order**.
 - b. Enter the prescribing provider in the **Physician name** field.
 - c. Select Order **Date/Time**.
 - d. Select Communication type **Per Protocol/Policy/Existing Order**.
 - e. Click **OK**.



3. Details for the prescription open.
 - a. Select the **Order Comments** tab.
 - b. Enter Prior Authorization information in the **Order Comments** field. Details are updated in the Orders for Signature screen.
 - c. Click **Orders for Signature**.



4. Once the Prior Authorization comment is confirmed in the order details select **Sign**.

Orders for Signature							
	\$?	?	Order Name	Status	Start	Details
▲ Munson Family Practice Center FIN:AE0056006237 Admit: 1/30/2022 12:00 AM EST							
▲ Medications							
				metFORMIN (metFORMIN 1000 m...	Modify	2/11/2022 2:34 PM EST	= 1 Tab each dose, Oral, Daily, # 30 Tab, Refill(s): 0 Prior Auth # 123243543
							Sign