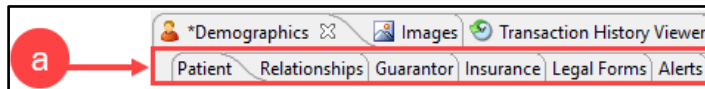
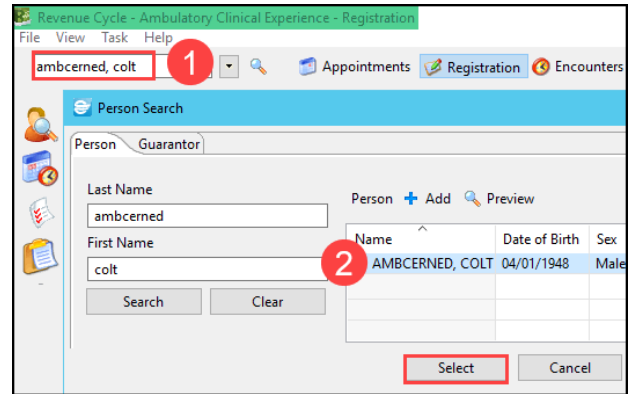


A prior authorization may be required by some insurance companies or third-party payers before they will cover certain medical procedures or prescribed medications.

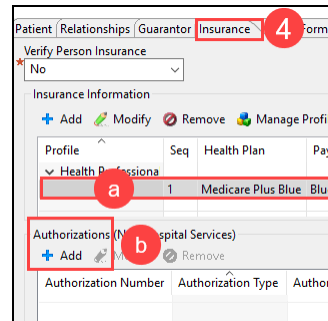
Adding a Prior Authorization

1. Search for the patient in Revenue Cycle.
2. Double click on the patient's name or highlight the patient's name and click on Select.

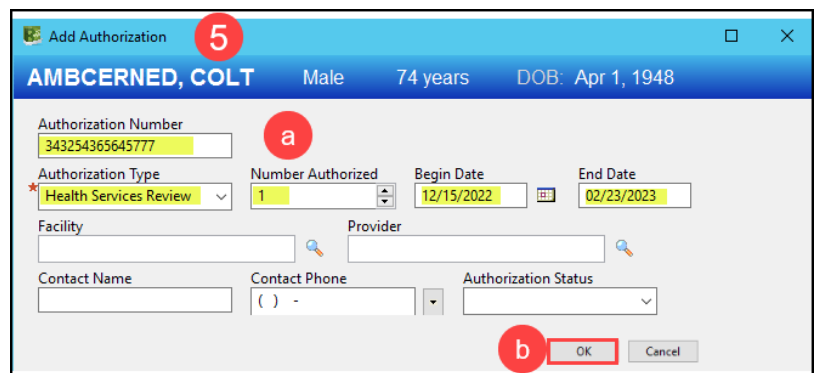
3. Click Modify.
 - a. Work through the tabs across the top, addressing any required information.



4. Click the Insurance tab.
 - a. Highlight the desired insurance.
 - b. Click Add under Authorizations.



5. Complete the required information.
 - a. Authorization Number, Authorization type (set to Health Services Review), Number Authorized, etc.
 - b. Click OK.



6. The Authorization will display in the grid.
7. Click Save.

