Prior Authorization for Test Orders Workflow for Clerical and Clinical Staff

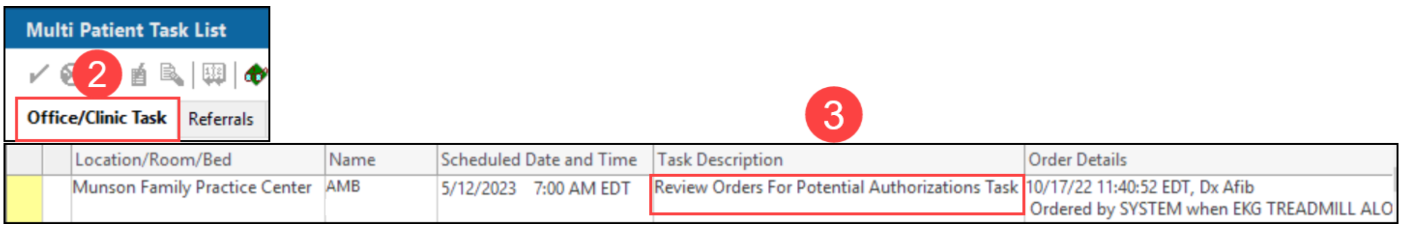
Cerner PowerChart Ambulatory **EDUCATION**

The workflow for reviewing orders for potential prior authorizations and adding prior authorization information to orders is outlined below.

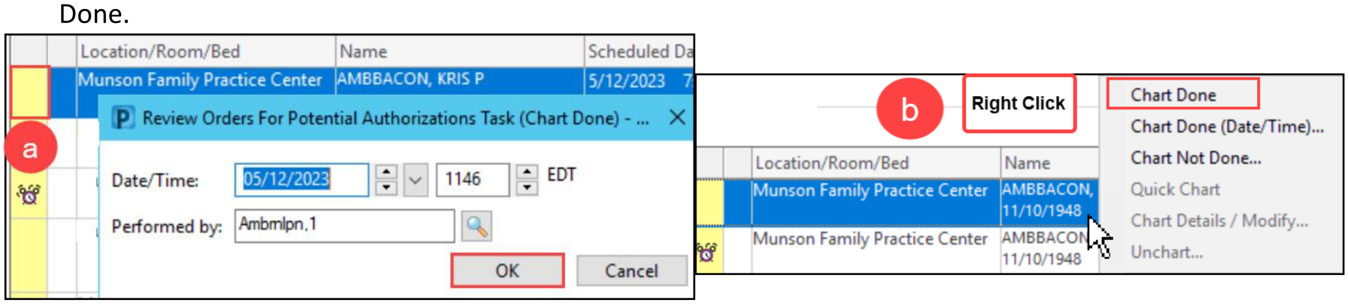
Review Orders for Potential Prior Authorization Tasks

Following the order for a test, a Review Orders for Potential Authorizations Task will display on the Multi Patient Task List.

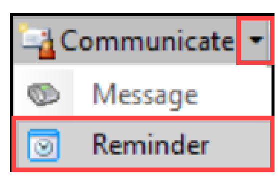
1. Navigate to the Multi Patient Task List on the top toolbar in PowerChart.
2. Click on the Office/Clinic Task tab.
3. Locate the outstanding Review the Orders for Potential Authorization Tasks.



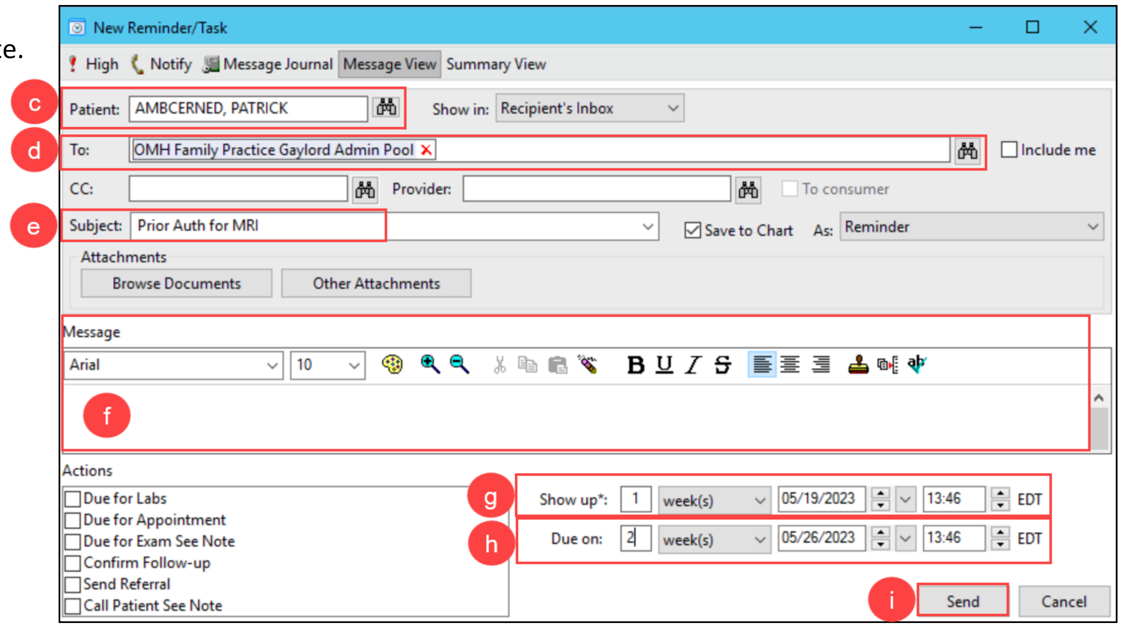
4. If the order is going to be scheduled or performed immediately, or prior authorization is not required, complete the task.
   a. Click in the yellow box to the left of the task and click OK. **OR** b. Right click on the task and select Chart Done.



5. If the test will be scheduled or performed later and prior authorization is required, a reminder message may be created for follow up.
   a. Click the drop-down arrow next to Communicate and select Reminder.
   b. A reminder message window will open.



c. Verify the patient's name is in the Patient field. Search for the patient if needed.
d. Enter the correct pool to send the reminder message to.
e. Change the Subject to reflect prior authorization. Follow practice guidelines for naming conventions.
f. Include in the Message details: order details, comments and any other information related to the authorization.
g. Set the Show up on date to the date when the reminder needs to show up in the recipient's inbox.
h. Optional: set a Due on date to prioritize when the authorization is due.
i. Click Send when complete.

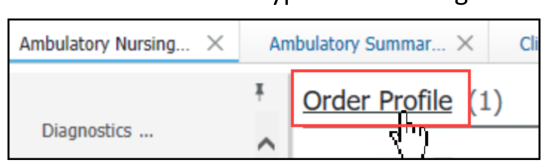


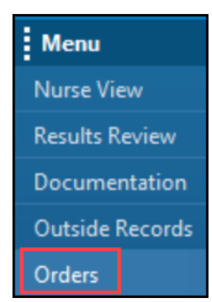
6. Complete the Review Orders for Potential Authorizations task on the Multi Patient Task List once the reminder has been sent. Refer to Step 4 above.

Add Prior Authorization Information to Orders

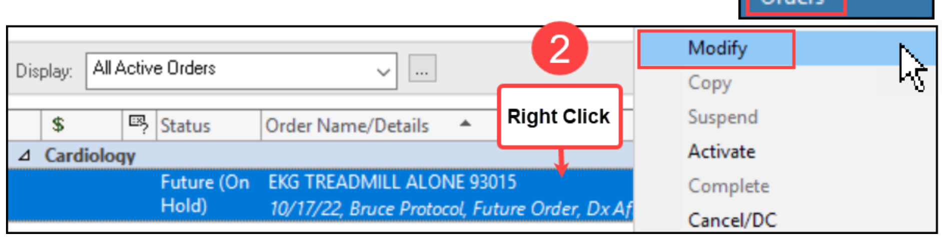
Once a prior authorization is obtained, add the prior authorization information to the order.

1. Navigate to the Order Profile component and click on the Order Profile hyperlink or navigate to Orders from the dark blue PowerChart Menu.



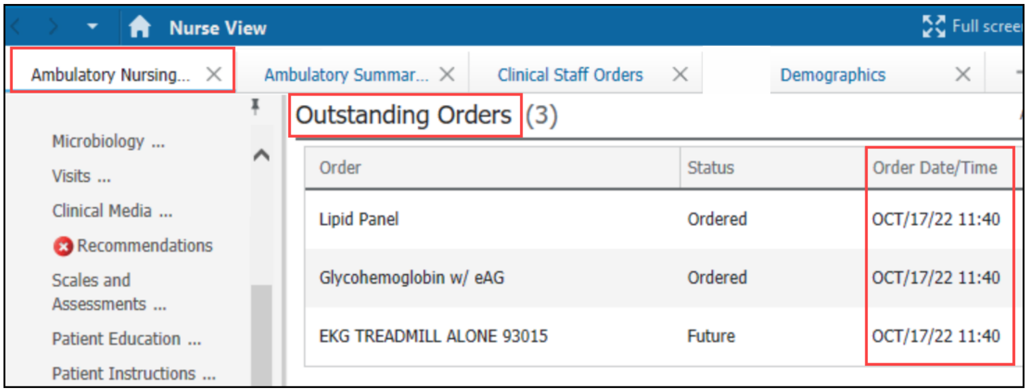


2. Locate the Order. Right click on the order and select Modify.

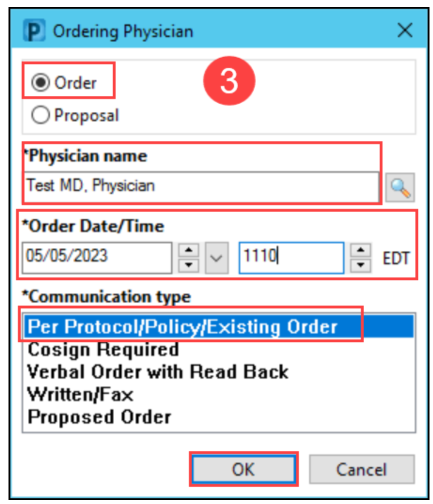


a. Orders not in a Future (on hold) Status, must be accessed by opening the encounter used for the order creation.

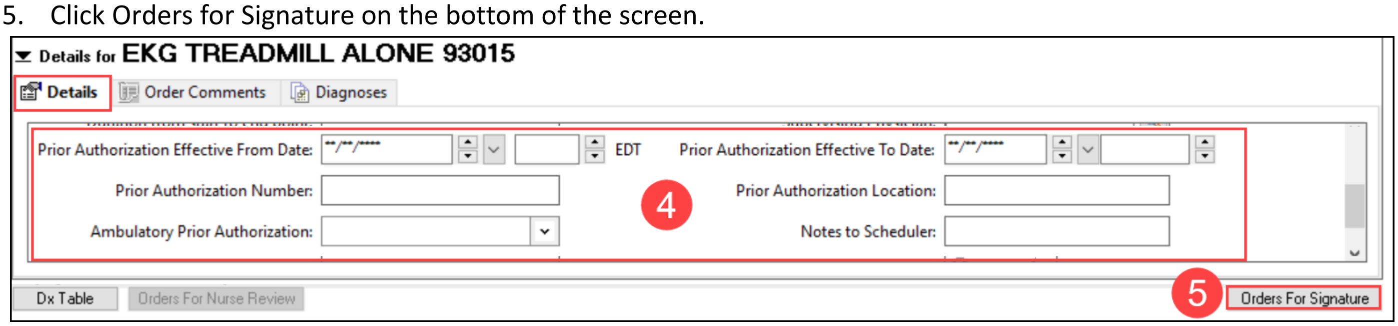
b. View Outstanding Orders on the Ambulatory Nursing Workflow page to see the Order Date/Time to assist with locating the correct encounter.



3. Within the Ordering Physician window, select **Order** and Communication type of **Per Protocol/Policy/Existing Order**. Enter the ordering provider's name and order date and time. Click OK.



4. Enter the prior authorization information into the correct fields.
5. Click Orders for Signature on the bottom of the screen.



6. Click Sign. 

   a. For detailed instructions, see the document Prior Authorization Documentation for Orders in PowerChart located on the Clinical EHR Education website.