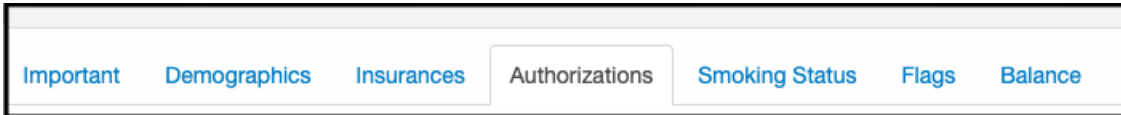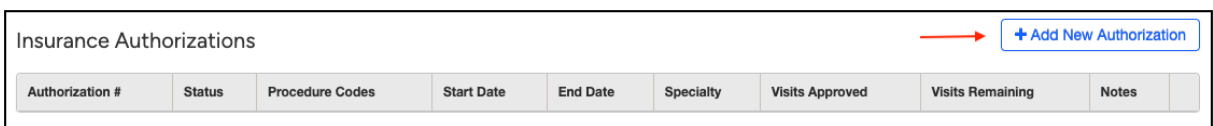# Enter an Authorization Number

Last modified on 11/18/2024 9:46 am EST

If you have been issued an authorization number from a payer for your services, you can enter the information into the patient's chart so it automatically populates on the patient's claim form (either the HCFA-1500 or UB04).

1. In a patient's chart, select the **Authorizations** tab.

2. Select **Add New Authorization**.

3. Fill in all of the information you have available, including the authorization number, effective dates, and any notes that you may want to include.

You can add additional information by returning to the **Authorizations** section of the patient's chart and selecting ✏.

Authorization #	Status	Procedure Codes	Start Date	End Date	Specialty	Visits Approved	Visits Remaining	Notes	
123456	Active	00400	10/30/2024	10/31/2025		8.0	8.0		
488385839	Active	29450	10/01/2023	10/31/2024		5.0	5.0		

Any authorizations entered and listed as active (and not checked as "pending") will automatically print on either the HCFA-1500 form or UB04 when the date of service on the claim matches the start/end date or procedure code listed.

If you are billing on a UB04, the authorization number can also be entered on the patient's claim by going to **Billing > Live Claims Feed** > Inside the patient's claim > right side of the screen > **Insurance** tab.