

# Patient Prior Authorization Report

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If your office utilizes the [authorization](#) feature within DrChrono, you may want to run a report based on authorizations. DrChrono has a built-in report that makes this task a breeze!

Here is how can run the report:

## 1. Navigate to **Reports > Patient Insurance Authorization**

You will be given several options to customize your report.

The screenshot shows the 'Patient Insurance Authorization' report interface. At the top, there are search filters: 'Patient' (dropdown), 'Authorization Number', 'Doctor Name' (dropdown), 'Office Name' (dropdown), and 'Comma-separated Proc'. Below these is a 'Status' dropdown set to '-- All --', 'From' and 'To' date fields, a checkbox for 'Filter by appointment date', and an 'Update Filter' button. An 'Export to File' button is also present. Below the filters is a table header with columns: 'Auth Number', 'Patient', 'Procedure Codes', 'Start', 'End', 'Specialty', 'Total Visits', 'Visits', 'Visits Remaining', 'Notes', and 'Status'. The table content shows 'No Authorizations Found'.

This is a close-up of the search filters section. It includes a 'Patient' dropdown menu, text input fields for 'Authorization Number', 'Doctor Name' (with a dropdown arrow), 'Office Name' (with a dropdown arrow), and 'Comma-separated Proc'. Below these is a 'Status' dropdown menu set to '-- All --', 'From' and 'To' date input fields, a checkbox for 'Filter by appointment date', and a blue 'Update Filter' button.

- **Patient** - Pull information regarding a particular patient
- **Authorization Number** - Pull information when all you have is an auth number
- **Doctor Name** - Pull information by the provider
- **Office Name** - Pull information by office
- **Comma-separated Proc** - Pull by procedure code (can pull multiple, separate by comma)
- **Status** - Pull information by active, expired, pending, or all authorizations
- **From / To** - Pull information by date range

There is also an option to filter the information by appointment date.

Once your filters are set, click on the blue **Update Filter** button in the middle of the screen.

You can also export the information, in MS Excel by clicking on "Export to File". The report will be generated and available in your message center.

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