Patient Insurance 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 you can run the report:

1. Navigate to **Reports > Patient Insurance Authorization.** You will be given several options to customize your report.

Patient Insurance Authorization								
Patient Image: Authorization Number Doctor Name Office Name Comma-separated Proc								
Status: All v From - To CFilter by appointment date Update Filter								
Export to File								
Auth Number Patient Procedure Codes	Start	© End	Specialty	Total Visits	Visits	Visits Remaining	Notes	Status
No Authorizations Found								

Patient Insurance Authorization
Patient Authorization Number Doctor Name Office Name Comma-separated Proc
Status: All V From - To Filter by appointment date Update Filter

- 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, press 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.