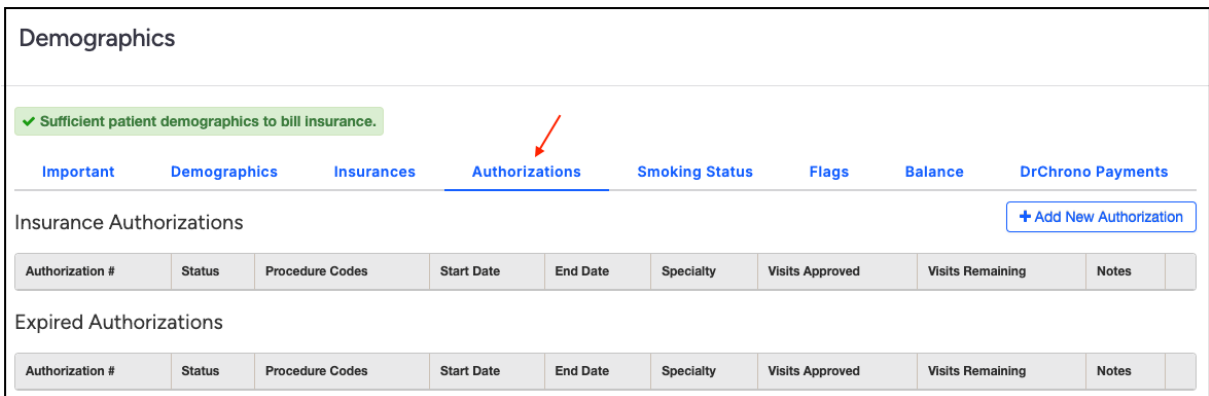


# Prior Authorization Alerts

Last modified on 11/18/2024 3:14 pm EST

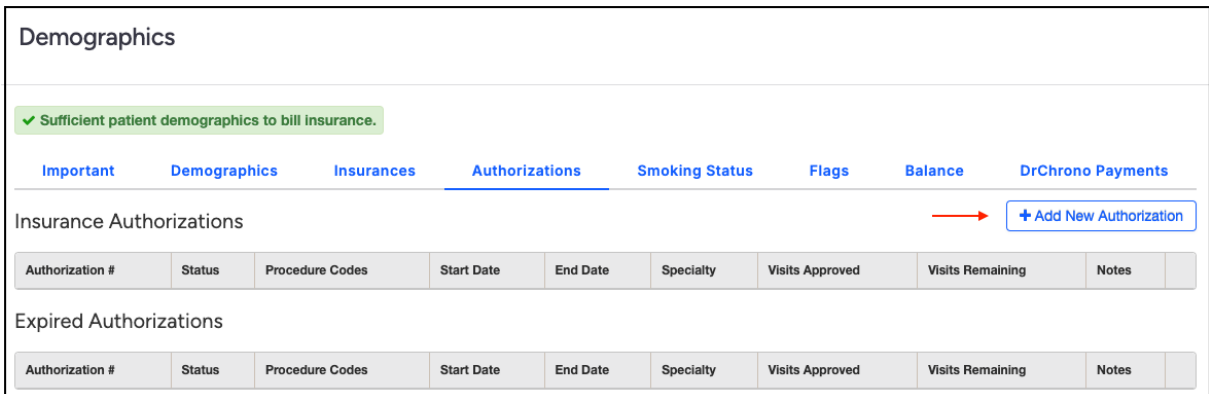
For practices that work with prior authorizations, the DrChrono system has a feature that alerts you when five or fewer visits are left. It also includes a counter that alerts you to the number of future visits scheduled. This alert will allow you to submit for additional visits to maintain your patient's continuity of care.

The Authorizations functionality is accessed within a Patient Chart by selecting the **Authorizations** tab, as shown below.



The screenshot shows the 'Demographics' section of a patient chart. At the top, there is a green status bar that reads '✓ Sufficient patient demographics to bill insurance.' Below this is a horizontal navigation menu with tabs: 'Important', 'Demographics', 'Insurances', 'Authorizations', 'Smoking Status', 'Flags', 'Balance', and 'DrChrono Payments'. The 'Authorizations' tab is currently selected and highlighted in blue. A red arrow points to this tab. Below the navigation menu, there are two sections: 'Insurance Authorizations' and 'Expired Authorizations'. Each section has a table with columns: 'Authorization #', 'Status', 'Procedure Codes', 'Start Date', 'End Date', 'Specialty', 'Visits Approved', 'Visits Remaining', and 'Notes'. In the 'Insurance Authorizations' section, there is a blue button labeled '+ Add New Authorization' with a plus sign icon. A red arrow points to this button.

1. Select Add New Authorization.



This screenshot is identical to the one above, showing the 'Demographics' page with the 'Authorizations' tab selected. However, a red arrow now points to the '+ Add New Authorization' button in the 'Insurance Authorizations' section, indicating the next step in the process.

The New Authorization dialog, shown below, is displayed.

**New Authorization** ×

Authorization number

Start date

End date   
(End date and/or number of visits must be provided)

Number of visits   
(End date and/or number of visits must be provided)

Specialty  (optional)

Notes

Pending  (optional: Pending authorization will not be applied to claim)

Procedure codes  (optional)

**Create**

Enter the following information:

- The authorization number
- The start date
- The end date field
- And/or the number of visits
- Specialty (optional)
- Notes (optional)
- Check box to ensure that a Pending Authorization is not applied to the claim
- Optionally enter any relevant procedures in the **Procedure codes** field.

2. When finished, press **Create**.

You need to enter at least the **End Date OR the Number of visits**. You can enter information for both, but at least one is required.

There is also an “Expiration” counter/alert as well as an indicator for the remaining allowable scheduled visits, as shown below.

**New Appointment**

Appointment Billing Eligibility Vitals

Type  Appointment  Video Visit  Break

**PATIENT BILLING WARNING:** Authorization #123456 expires in 2 days.

3. Press the Authorization number to view the visits connected to the authorization.

Important	Demographics	Insurances	Authorizations	Smoking Status	Flags	Balance	DrChrono Payments	
Insurance Authorizations							<a href="#">+ Add New Authorization</a>	
Authorization #	Status	Procedure Codes	Start Date	End Date	Specialty	Visits Approved	Visits Remaining	Notes
<a href="#">123456</a>	Active	97110	11/01/2024	11/03/2024		5.0	4.0	<a href="#">✎</a> <a href="#">✖</a>

## Reporting

1. To run a report of all of your patient authorizations, navigate to **Reports > Patient Insurance Authorization**. This report will allow you to sort by patient, provider, office, active/expired authorizations among other fields.

Patient Insurance Authorization											
Patient		Authorization Number		Doctor Name		Office Name		Comma-separated Proc			
Status: -- All --						<input type="checkbox"/> Filter by appointment date		<a href="#">Update Filter</a>			
<a href="#">Export to File</a>										1 - 4 OF 4	
Auth Number	Patient	Procedure Codes	Start	End	Specialty	Total Visits	Visits	Visits Remaining	Notes	Status	
abcd			05/16/2022			10	08/07/2023 07/18/2024 07/18/2024	7		Active	
488385839		29450	10/01/2023	10/31/2024		5		5		Expired	
123456		00400	10/30/2024	10/31/2025		8		8		Active	
123456		97110	11/01/2024	11/03/2024		5	11/01/2024	4		Active	