

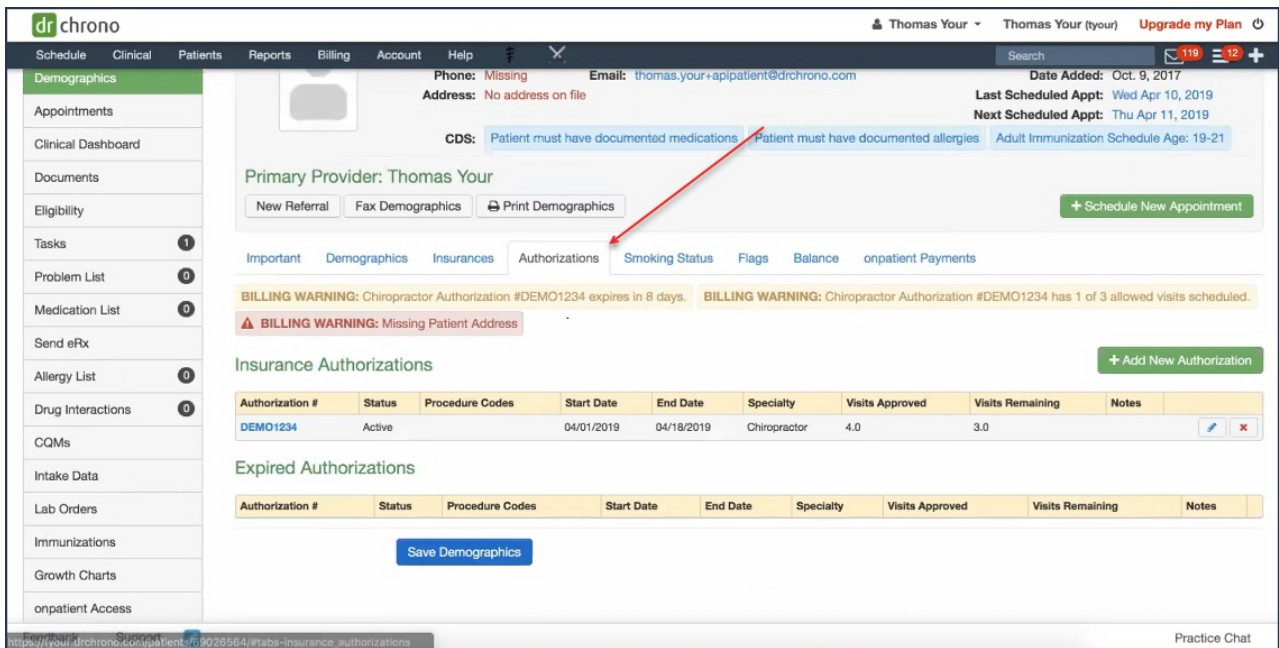
Prior Authorization Alerts

09/16/2024 6:01 pm EDT

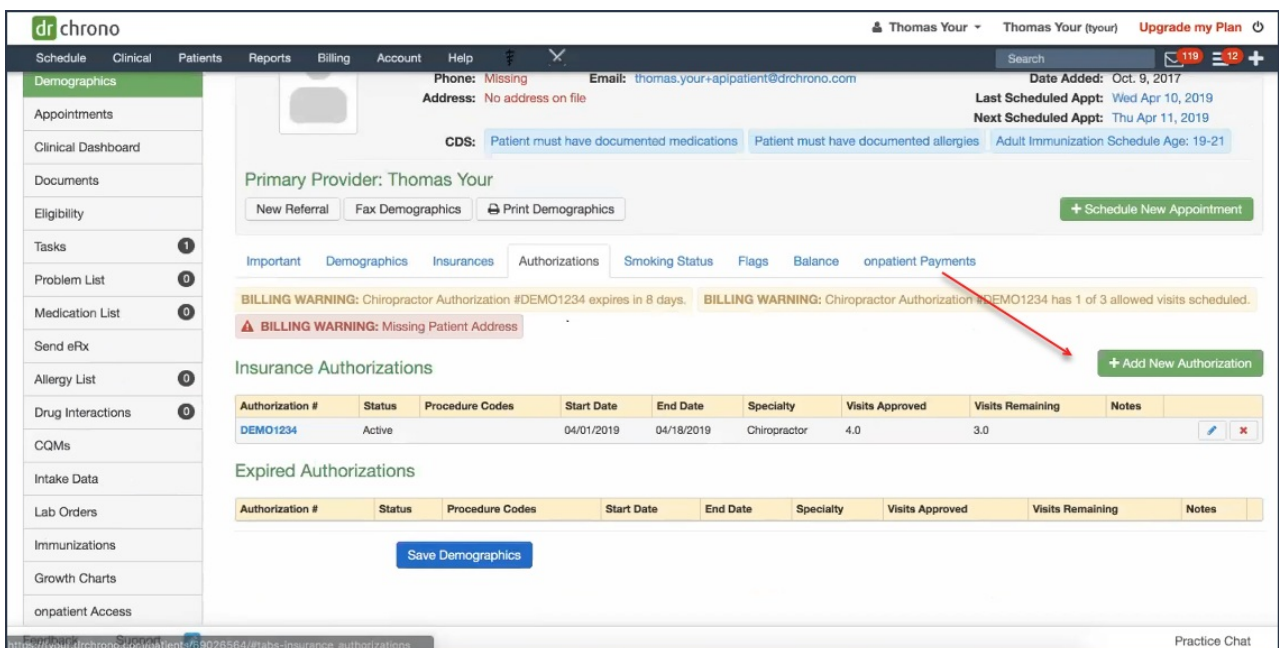
For practices that work with prior authorizations, the DrChrono system has a feature in place that alerts you when five or fewer visits are left. It also includes a counter that alerts you to the number of future visits scheduled.

This alert will allow you to submit for additional visits so your patient's continuity of care can be maintained.

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



Click **Add New Authorization**.



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.

When finished, click **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.

The screenshot shows the 'Schedule Appointment' form with tabs for Appointment, Billing, Eligibility, Vitals, Flags, Log Comm., and Revisions. Under the 'Appointment' tab, there are radio buttons for 'Type' with options: Walk-in, Transition of Care, and Referral. Below this, a red warning banner reads: 'PATIENT BILLING WARNING: Authorization #20190312 expires in 2 days.' A second red banner below it reads: 'PATIENT BILLING WARNING: Authorization #20190312 has 1 of 2 allowed visits scheduled.' A red arrow points to the first warning banner.

Click on the Authorization number to view the visits connected to the authorization.

The screenshot shows a patient's profile with tabs for Important, Demographics, Insurances, Authorizations, Smoking Status, Flags, Balance, and onpatient Payments. Below the tabs, there are two status indicators: a green checkmark for 'Sufficient patient demographics to bill insurance.' and a red flag for 'Fall Risk'. A green button '+ Add New Authorization' is visible. Below this is a table titled 'Insurance Authorizations'.

Authorization #	Status	Procedure Codes	Start Date	End Date	Specialty	Visits Approved	Visits Remaining	Notes
123456789	Active	98941	03/28/2022	03/23/2023	Chiropractor	24.0	22.0	
Date of Service	Provider	Reason	Office	Status				
03/29/2022 11:00AM	Dr. James Smith		Office 1					
03/29/2022 09:40AM	Dr. James Smith		Office 1					

You can also go to **Reports > Patient Insurance Authorization**.

PRACTICE REPORTS

- Account / User Report
- Productivity Report
- Reminder Report
- Outgoing Prescriptions

Patient Insurance Authorization

Here you can search by the patient, authorization number, provider, office, procedure code, status, and date range.

User Report	Patient Insurance Authorization																															
Productivity Report	<input type="text" value="Laurie Sample"/> <input type="text" value="Authorization Number"/> <input type="text" value="Doctor Name"/> <input type="text" value="Office Name"/> <input type="text" value="Comma-separated Proc"/>																															
Reminder Report	Status: <input type="text" value="-- All --"/> <input type="text" value="03/22/2022"/> <input type="text" value="03/29/2022"/> <input type="checkbox"/> Filter by appointment date <input type="button" value="Update Filter"/>																															
Outgoing Prescription	<input type="button" value="Export to File"/>									<input type="button" value="1 - 1 OF 1"/>																						
Patient Insurance Authorization	<table border="1"> <thead> <tr> <th>Auth Number</th> <th>Patient</th> <th>Procedure Codes</th> <th>Start</th> <th>End</th> <th>Specialty</th> <th>Total Visits</th> <th>Visits</th> <th>Visits Remaining</th> <th>Notes</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>123456789</td> <td>Laurie Sample</td> <td>98941</td> <td>03/28/2022</td> <td>03/23/2023</td> <td>Chiropractor</td> <td>24</td> <td>03/29/2022 03/29/2022</td> <td>22</td> <td></td> <td>Active</td> </tr> </tbody> </table>										Auth Number	Patient	Procedure Codes	Start	End	Specialty	Total Visits	Visits	Visits Remaining	Notes	Status	123456789	Laurie Sample	98941	03/28/2022	03/23/2023	Chiropractor	24	03/29/2022 03/29/2022	22		Active
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