

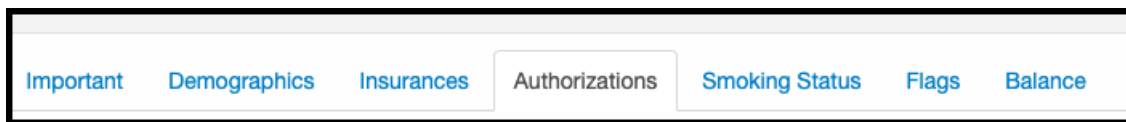
# Entering a Pending Pre-Authorization Number

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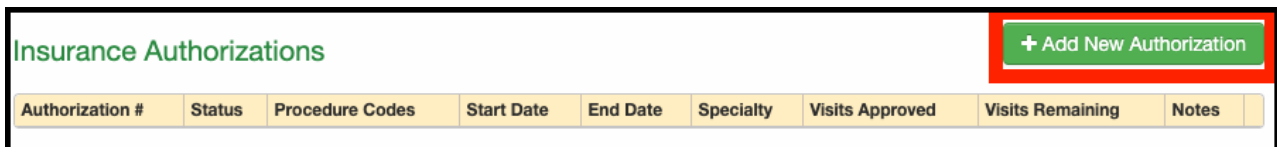
## Pending Authorization Numbers

If you have been issued a preliminary pre-authorization number from a patient's insurance payer and it has not yet been officially approved, you can still enter the information you have into the patient's chart.

1. While in the patient's chart, click on the **Authorizations** tab.



2. Click on **Add New Authorization**.



3. Fill in all of the information you have available, including the pending authorization number, as well as any notes that you may want to include.

### 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](#)

4. To save the pending authorization, you will need to check the **Pending** box.

Once you receive the formal approval, you can add additional information by returning to the Authorizations section of the patient's chart and clicking on the **Edit** icon (blue pencil).

### Insurance Authorizations + Add New Authorization

Authorization #	Status	Procedure Codes	Start Date	End Date	Visits Approved	Visits Remaining	Notes	
<a href="#">583953892</a>	Active	00400	10/27/2016	10/27/2017	8.0	8.0		
<a href="#">488385839</a>	Active	2945	10/27/2016		5.0	5.0		
<a href="#">837458485</a>	Pending	A4602	10/27/2016					

**Please note**, that any *pending* authorizations (where the pending box is checked) will not appear on the HCFA-1500 form, whereas any without the pending box marked, will.