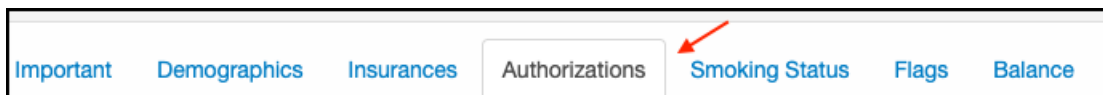


Entering a Pending Pre-Authorization Number

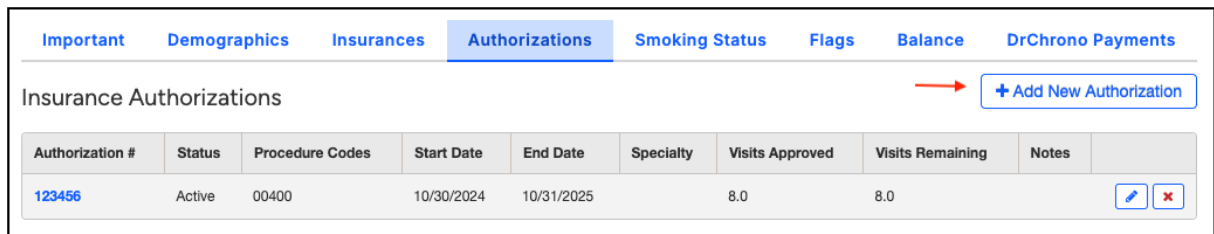
Last modified on 11/18/2024 9:53 am EST

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, select the **Authorizations** tab.



2. Press **Add New Authorization**.



3. Fill in all of the information you have available, including the pending authorization number, and 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 pressing on the **Edit** icon (blue pencil).

Insurance Authorizations									+ Add New Authorization
Authorization #	Status	Procedure Codes	Start Date	End Date	Specialty	Visits Approved	Visits Remaining	Notes	
123456	Active	00400	10/30/2024	10/31/2025		8.0	8.0		➔ <input style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 5px;" type="button" value="✎"/> <input style="border: 1px solid #007bff; border-radius: 50%; padding: 2px 5px;" type="button" value="✕"/>

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.