



REQUIRED FIELDS*

1

| Specialist | Outpatient | Admission | Status |
|------------------------------|---|------------------|--|
| Outpatient Service | | | |
| 2 Patient | (Select Patient) ▾ | Patient Search | <input type="radio"/> Last Name <input type="radio"/> Member ID Search |
| 3 Requesting Provider | Select Provider | Provider Search | <input type="radio"/> Last Name <input type="radio"/> Provider NPI Search |
| Contact Name | 4 | Contact Number | Telephone ▾ |
| Diagnosis | Diagnosis Search | 5 | Search |
| Servicing Provider | <input type="radio"/> Last Name <input type="radio"/> Provider NPI 6 | Zip | Search |
| Contact Name | 7 | Contact Number | Telephone ▾ |
| Requested Service | -Select- ▾ 8 | | |
| Procedure Code | 9 | | Search |
| Procedure Date | 12/14/2011 10 | Level of Service | -Select- ▾ |
| Start Date | 12/14/2011 | End Date | 03/13/2012 11 |
| | | Related Causes | <input type="checkbox"/> Auto Date 12/14/2011 State / Prov ▾ -or- Country Country ▾ <input type="checkbox"/> Employment <input type="checkbox"/> Other |
| | | | Additional Information 12 |
| Remarks (225 characters max) | | | |
| 13 | | | |
| Submit | | Clear | |

1. Ensure that you have selected the *Outpatient* Tab after selecting Submit Auth/Ref. within the left hand navigation menu.
2. Select a patient from the drop down menu or insert last name or member ID and click "search" to find a patient.
3. Select a requesting provider or search for a provider using last name or provider NPI and click "search" to continue.
4. Enter a contact name and telephone number for the requesting provider.
5. Search for a diagnosis code by key word and click "search". Select a diagnosis code and it will bring you back to continue submitting the referral/auth.
6. Search for a servicing provider by last name or provider NPI, and enter zip code. It is critical that the accurate location be selected. Claims will deny if the location does not match the auth.
7. Enter a contact name and telephone number for the servicing provider.
8. Choose a requested service from the drop down menu.
9. Enter procedure code or fill in a key word and click "search" to find one. Once procedure code is selected, a quantity field will become available; enter quantity.
10. Choose a procedure date and a start date.
11. Choose an end date.
12. Use to attach supporting clinical documentation—PDF format.
13. Click submit to complete.



Every field with this symbol is a required field.