

## How to check Authorization Case Status

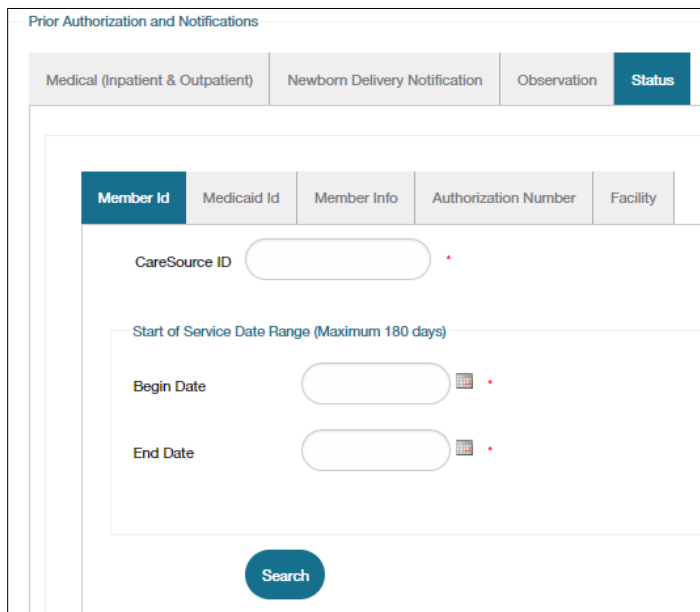
Log into the Provider Portal

Click Prior Authorization and Notification section left navigation panel

Click on the Status tab

### How to Check for Case by the Member Details

Search by Member Id, Medicaid Id, Member Info. Enter the Begin and End Date, click Search. (Date range cannot be greater 180 days.)




Prior Authorization and Notifications


Medical (Inpatient & Outpatient) Newborn Delivery Notification Observation **Status**

Member Id Medicaid Id Member Info Authorization Number Facility

CareSource ID

Start of Service Date Range (Maximum 180 days)

Begin Date  

End Date  

**Search**

Case(s) will display at bottom of screen. Click View Details to review case details.

You will only have the View Details option, if your Tax ID # is affiliated with that authorization

Page(s): 1

Record(s):4

Details	Authorization Number	Member ID	Description	Service Start Date	Status
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	[REDACTED]	[REDACTED]	Outpatient Elective	10/22/2020	Fully Approved
<a href="#">View Details</a>   <a href="#">Letters</a>	[REDACTED]	[REDACTED]	Outpatient Elective	8/23/2020	Fully Approved
<a href="#">View Details</a>   <a href="#">Letters</a>	[REDACTED]	[REDACTED]	Outpatient Elective	7/23/2020	Fully Approved
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	[REDACTED]	[REDACTED]	Inpatient Emergency	7/3/2020	Fully Approved

Page(s): 1

Record(s):4

Click View Detail to review case details

### How to Check by the Authorization Number (reference number)

Click Authorization Number tab

Prior Authorization and Notifications

Medical (Inpatient & Outpatient)

Newborn Delivery Notification

Observation

Status

Member Id

Medicaid Id

Member Info

Authorization Number

Authorization Number:

Search

Enter the Authorization Number (reference number), click Search

Case will display at bottom of screen. Click View Detail to review case details.

## How to Check for Cases Based on Specific Facility


Click on the Facility tab


Prior Authorization and Notifications

Medical (Inpatient & Outpatient)   Newborn Delivery Notification   Observation   **Status**

Member Id   Medicaid Id   Member Info   Authorization Number   **Facility**

Select the facility:

Start Date:  

End Date:  

**Search**

Use drop down to Select the Facility NPI (if applicable)

Enter Start Date and End Date; can use calendar for entry

**End date must be within 30 days of the start date**

Click Search. Case(s) will display at bottom of screen. Click View Detail to review case details.

Page(s): 1 2 3 4 5 6 7 8 9 10 ... Record(s) 516

Details	Authorization Number	Member ID	Member First Name	Member Last Name	Gender	Birth Date	Description	Service Start Date	Service End Date	Actual Discharge Date	Status
<a href="#">View Details</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Outpatient Elective	7/17/2020	10/12/2020		Withdrawn
<a href="#">View Details</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Outpatient Elective	9/22/2020	10/12/2020		Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	M	00/00/0000	Inpatient Emergency	9/29/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Emergency	10/4/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Emergency	10/6/2020	10/12/2020	10/12/2020	Open
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Elective	10/7/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Emergency	10/7/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Emergency	10/8/2020	10/12/2020	10/10/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Emergency	10/6/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	M	00/00/0000	Inpatient Emergency	10/9/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	F	00/00/0000	Inpatient Emergency	10/9/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	M	00/00/0000	Inpatient Emergency	10/9/2020	10/12/2020	10/12/2020	Open
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	M	00/00/0000	Inpatient Emergency	10/9/2020	10/12/2020	10/12/2020	Close
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	M	00/00/0000	Inpatient Emergency	10/9/2020	10/12/2020	10/12/2020	Open
<a href="#">View Details</a>   <a href="#">Update</a>   <a href="#">Letters</a>	000000000000000000	000000000000000000	000000	000000	M	00/00/0000	Inpatient Emergency	10/10/2020	10/12/2020	10/10/2020	Close

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