Inpatient Elective Authorization Submission Tip Sheet

* TIP: save any document prior to entering case for easy upload *

1. Sign in with your User Name and Password
   a. Make sure that appropriate State based on member's benefits is selected

2. Select **Providers** > **Prior Authorization and Notifications** from the left hand navigation menu

3. Enter the member's CareSource ID and Start Date of Service. Click **Search.**
   a. Member eligibility is verified by date of service entered.
   b. Once eligibility is confirmed, click **Verified** at bottom of page

4. Select the **Inpatient** care setting, and then complete the authorization request.

5. Use drop-down to select **Type of Prior Authorization Request** based on service.

6. Enter Provider details, search by **Provider Name, NPI or CareSource Provider Number**.

7. Enter **Diagnosis** and **Procedure** codes (multiple codes can be added).

8. Use **Additional Information** box, if needed for documentation.

9. Click **Continue** to proceed.

10. If **Document Clinical** button appears, click and answer review questions, if required based on CPT code.
    a. If unable to answer review questions at time of entry, click **Document Clinical** and Add for **No Guideline Applies**. Enter comment in field, click **Save**.
    b. If clinical review questions not required; proceed to attach supporting documents

11. Click **Attach File**.
    a. Click **Choose File** to locate document.
    b. Enter **File Description** (name)
    c. Click **Upload**
    d. Click **Close**
        i. Multiple documents can be uploaded using steps;
        ii. File size limit 25 mb*
    e. Click **Submit Request**

12. The Results screen will appear to view the Reference # and the case status
    a. Record Reference number to check status of case