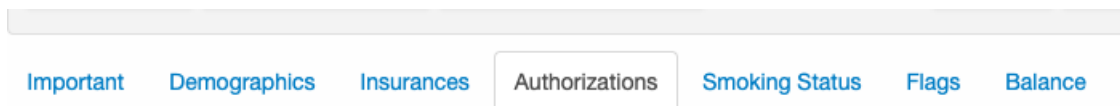


Entering a Pending Pre-Authorization Number

07/24/2024 2:30 pm EDT

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.

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



- Click on **Add New Authorization**.

Insurance Authorizations

[+ Add New Authorization](#)

Authorization #	Status	Procedure Codes	Start Date	End Date	Specialty	Visits Approved	Visits Remaining	Notes
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- 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

- 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	
583953892	Active	00400	10/27/2016	10/27/2017	8.0	8.0		 
488385839	Active	2945	10/27/2016		5.0	5.0		 
837458485	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.
