## Submitting a Manual Prior Authorization - CoverMyMeds integration(Web)

07/24/2024 9:26 pm EDT

The ePA workflow is not designed for **non eRx users** as the message to CoverMyMeds require prescriber information.

The option to manually add an ePA is designed for a case where a user that has the ability to obtain the Authorization # and would like to keep the record of the ePA in the DrChrono system.

DrChrono makes it easy to create a manual prior authorization (see steps below).

- 1. Navigate to the demographics section
- 2. Click Authorizations tab
- 3. Click Add Authorization Manually

| Prior Authorization (CoverMyMeds) | Add Authorization Manually | ←      |                |                 |              | Active Archived |  |
|-----------------------------------|----------------------------|--------|----------------|-----------------|--------------|-----------------|--|
| Medication                        | Authorization #            | Status | Effective Date | Expiration Date | Date Updated | Action          |  |
| No Prior Authorization Requests   |                            |        |                |                 |              |                 |  |

## 4. Enter the necessary data > click Add (bottom right)

| Medication                                  | Authorization Number             |
|---|----------------------------------|
| omeprazole 20 mg oral delayed release capsu | bbe2225a9c5a4186859d386333128c94 |
| Status                                      | Effective Date                   |
| InputApproved                               | 01/12/2024                       |
| Expiration Date                             | Quantity                         |
| 01/12/2025                                  | 1                                |
| Days Supply                                 | Unit                             |
| 1   | C38046                           |
| Refill                                      |                                  |
| 1   |                                  |
|   |                                  |

5. The PA request will appear once added.

| Authorization #                      | Status    | Procedure Codes    | Start Date        | End Date    | Specialty     | Visits Approved   | Visits Re          | maining         | Notes    |
|--------------------------------------|-----------|--------------------|-------------------|-------------|---------------|-------------------|--------------------|-----------------|----------|
| Prior Authoriz                       | ation (Co | overMyMeds)        | Add Authorization | Manually    |               |                   |                    | Active          | Archived |
| Medication                           | ,         | Authorization #    |                   | Status      |               | Effective<br>Date | Expiration<br>Date | Date<br>Updated | Action   |
| omeprazole 20 m<br>delayed release c | -         | bbe2225a9c5a418685 | d386333128c94     | Manually in | put: Approved | 01/12/2024        | 01/12/2025         | 04/18/2023      |          |

Submitting a Prior Authorization using the CoverMyMeds integration (Web)