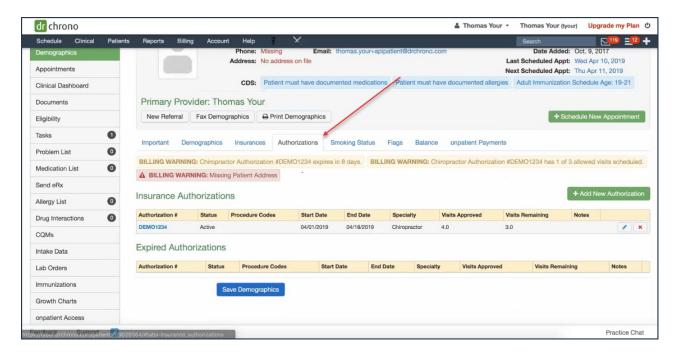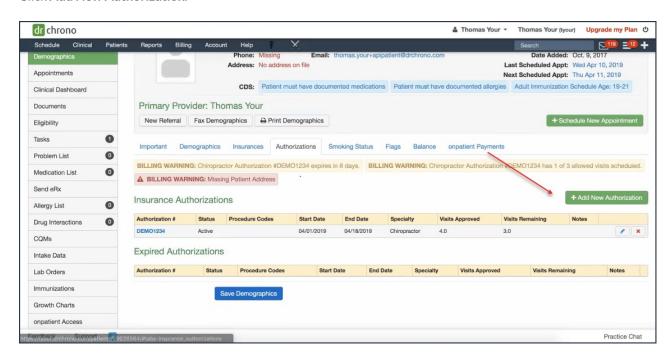# Prior Authorization Alerts

07/24/2024 7:35 pm EDT

For practices that work with prior authorizations, the DrChrono system has a feature in place that alerts you when five or fewer visits are left. It also includes a counter that alerts you to the number of future visits scheduled.

This alert will allow you to submit for additional visits so your patient's continuity of care can be maintained.
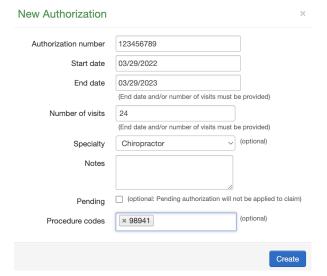
The Authorizations functionality is accessed within a Patient Chart by selecting the **Authorizations** tab, as shown below.

Click **Add New Authorization**.

The New Authorization dialog, shown below, is displayed.

New Authorization   ✕

Authorization number	123456789
Start date	03/29/2022
End date	03/29/2023
	(End date and/or number of visits must be provided)
Number of visits	24
	(End date and/or number of visits must be provided)
Specialty	Chiropractor ⌄ (optional)
Notes	
Pending	☐ (optional: Pending authorization will not be applied to claim)
Procedure codes	× 98941 (optional)

Create

Enter the following information:
- The authorization number
- The start date
- The end date field
- And/or the number of visits
- Specialty (optional)
- Notes (optional)
- Check box to ensure that a Pending Authorization is not applied to the claim
- Optionally enter any relevant procedures in the **Procedure codes** field.

When finished, click **Create**.

You need to enter at least the **End Date OR** the **Number of visits**. You can enter information for both, but at least one is required.

There is also an "Expiration" counter/alert as well as an indicator for the remaining allowable scheduled visits, as shown below.

Click on the Authorization number to view the visits connected to the authorization.

You can also go to **Reports** > **Patient Insurance Authorization**.

Reports   Billing   Account

PRACTICE REPORTS

Account / User Report

Productivity Report

Reminder Report

Outgoing Prescriptions

Patient Insurance Authorization

Here you can search by the patient, authorization number, provider, office, procedure code, status, and date range.

| User Report |
| Productivity Report |
| Reminder Report |
| Outgoing Prescription |
| Patient Insurance Authorization |
| Appointment Report |
| Telehealth Report |

Patient Insurance Authorization

Laurie Sample | Authorization Number | Doctor Name | Office Name | Comma-separated Proc

Status: -- All -- | 03/22/2022 — 03/29/2022 ☐ Filter by appointment date | **Update Filter**

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Auth Number	Patient	Procedure Codes	Start	End	Specialty	Total Visits	Visits	Visits Remaining	Notes	Status
123456789	Laurie Sample	98941	03/28/2022	03/23/2023	Chiropractor	24	03/29/2022 03/29/2022	22		Active