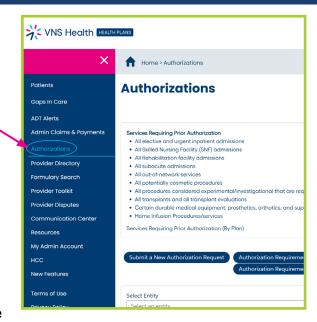


Health Plans Provider Portal: How to Search Authorizations

Admins/Providers: Log in to the <u>portal</u> then click **Authorizations** from the left side menu to open the Authorizations screen.

At the bottom of the Authorizations screen, use the Select Entity dropdown to select a provider, or enter the practice name or NPI number.





- 3 Enter member name or use the available filters as needed to search authorizations. Click search to apply filters.
- Click an authorization from the results to open the Authorizations detail —— screen.
- From the Authorizations detail screen, you can view details including authorization status.

