

Step 7 - Documents

1. Ensure to upload additional documentation for your authorization request. *This is crucial for the timely process of the authorization.* This may be done by dragging and dropping your files or selecting **BROWSE** to locate the necessary documents. If applicable, multiple documents may be uploaded at once. Compatible document formats include doc, docx, pdf, jpg, gif, bmp, and tiff. Max file size is 30 mb.
2. If the wrong document has been uploaded, you may cancel by clicking **REMOVE**.
3. Documents may also be faxed to support your authorization request. A fax cover sheet will be provided after you submit the authorization. **The cover sheet is specific to the patient and will include this particular authorization number, as well as this patient's information. In addition, you need to fax separately each patient record with its individual cover sheet.*
4. Once all documents have been uploaded, click **CONTINUE**.

✓ Kim, Javier
58K38N2D7

✓ Blake, Donald A
2693 E Washington Bl...

✓ ICD 540.812A
CPT 00172

✓ Blake, Donald A
2693 E Washington Bl...

✓ 24-Ambulatory Surg C...

✓ 4-Routine (5 Bus Days)
42-(42) Home Health

7 DOCUMENTS

8 SUBMIT

User handb...l 2.pdf
06/08/2017 5:58 PM
REMOVE

Drop files here or **BROWSE**

No documents? No problem. A fax cover page is provided after submission.

< BACK **CONTINUE** >

NOTE: If you choose to FAX the medical records, you must use the FAX cover page on the authorization details page by clicking the **Download Fax Cover Sheet**. This unique FAX cover page contains an important number linking the additional documents to the specific case. Do NOT substitute this unique cover page with another or your authorization may not be processed.

Upon submission, you will receive the following notification. Click **View Auth Details** to view the details of the authorization. Click **Download Fax Cover Sheet** to download a fax cover sheet if you choose to fax in medical records. *Remember that each fax cover sheet is unique to the patient and unique to each referral so you must print a cover sheet for each referral. In addition, it's required to fax separately each patient record with its individual cover sheet.*

You can also find a link to the fax cover sheet on the authorization details page. Your submitted authorization request will be displayed under **Recently Submitted Referrals**.

 Your Auth for Javier Kim has now been REQUESTED

This request is Routine (5 Bus Days) and will be processed in 5 business days or up to 14 days for Medicare

[View Auth Details](#) [Download Fax Cover Sheet](#)

BEGIN NEW AUTH SUBMISSION

Recently Submitted Referrals								Search
Date	Referral	IPA	Member ID	Member	Req Provider	Auth Provider	Created By	Status
06/08/2017	AUTH...0016	DEM...	58K38N2D7	Kim, Javier	Blake, Donald A	Blake, Donald	Account, T...	Requested
06/08/2017	CONSULT...0015	DEM...	7LHN804EH	Lee, Francisco	Anwa, Anwa A	Blake, Donald	Other	New
06/08/2017	AUTH...0014	DEM...	7LHN804EH	Lee, Francisco	Anwa, Anwa A	Blake, Donald	Other	Requested

NOTE: Recently Submitted Referrals section displays the 20 most recent authorization requests sorted by date.

Complete