General Navigation and Dashboard
## Quick Reference Guide

Understanding basic navigation and the dashboard within Magellan's authorization system is critical to everyday operations. You will access it via the Payer Spaces option in Availity Essentials, therefore you will need an Availity Essentials account. Upon accessing the authorization system, a blank dashboard will display by default.

You can initiate a variety of tasks from the dashboard, such as member searches, authorization requests, and authorization extensions.

Accessing the Authorization System

Follow the steps below to access Magellan's authorization system:

1. Access the **Availity Essentials** website, Availity.com, and log in using your Availity Essentials user ID and password.
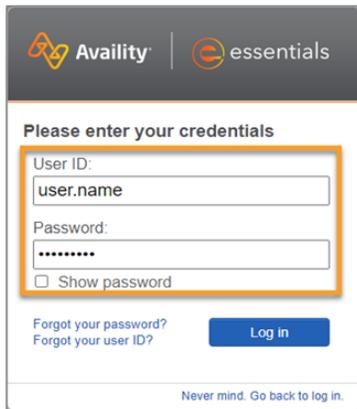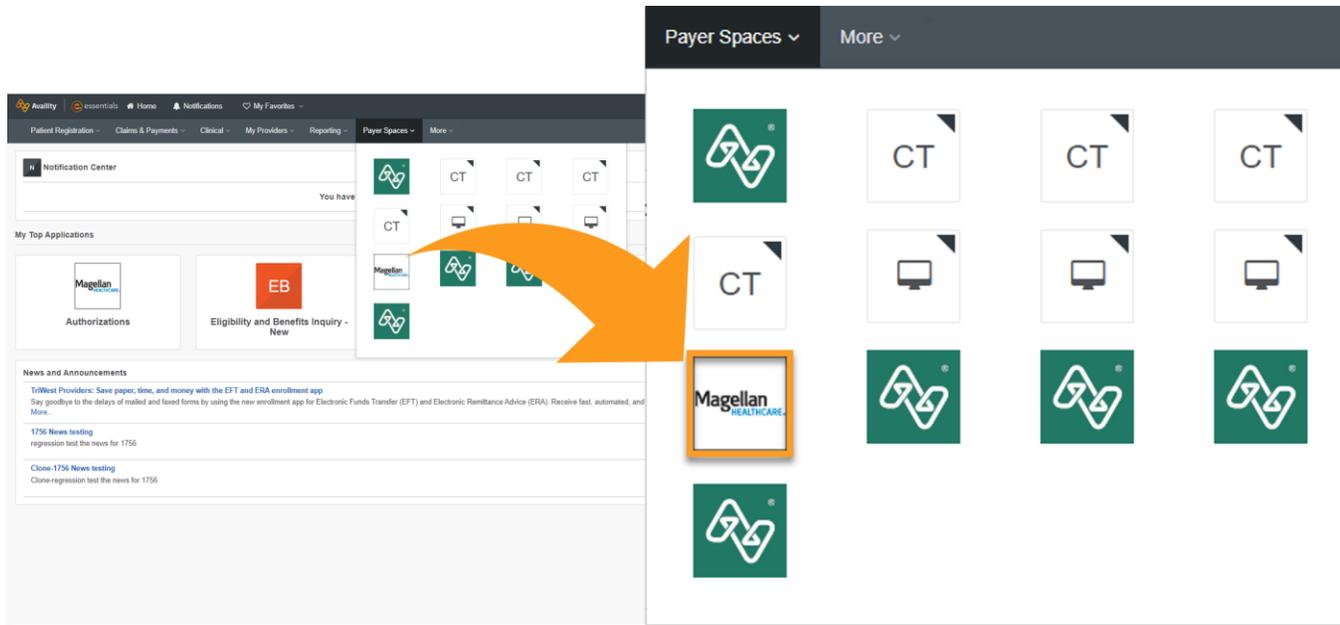
2. Select the **Payer Spaces** tab in the Menu bar on the **Home** screen.
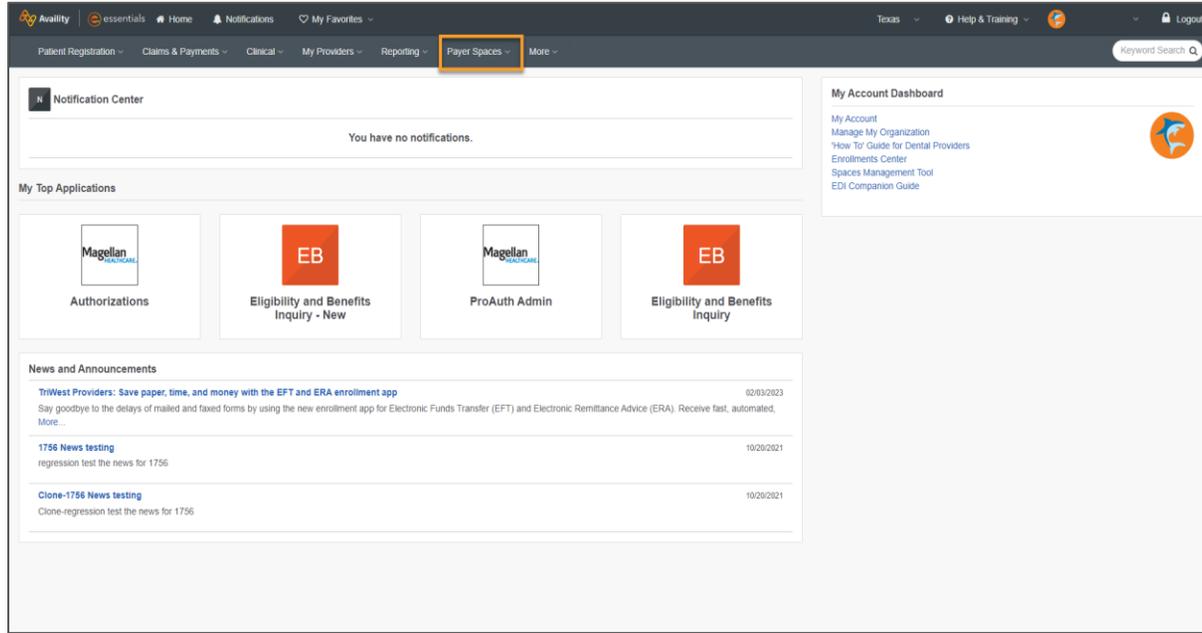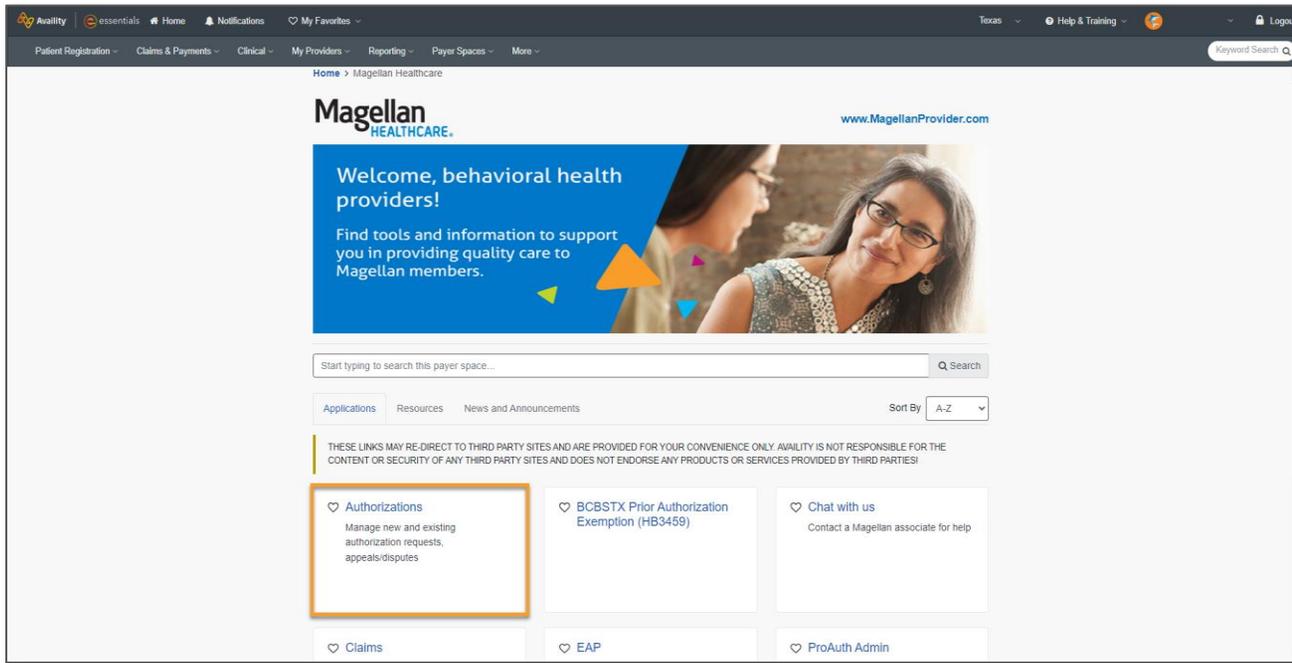

RESULT: A drop-down menu will appear.

3. Click on the **Magellan Healthcare** tile.
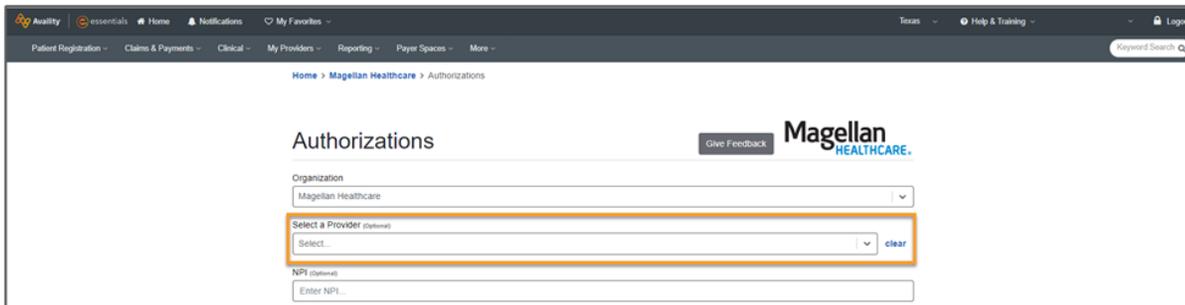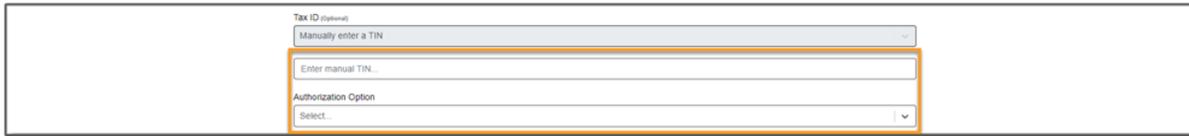
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4. Select the **Authorizations** tile on Magellan's **Payer Spaces** page.

5. Select the provider from the **Select a Provider** drop-down on the **Authorizations** page.
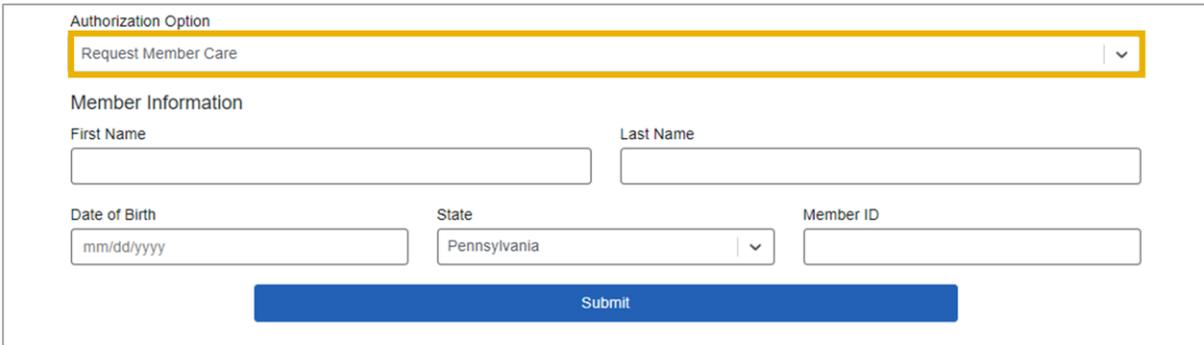
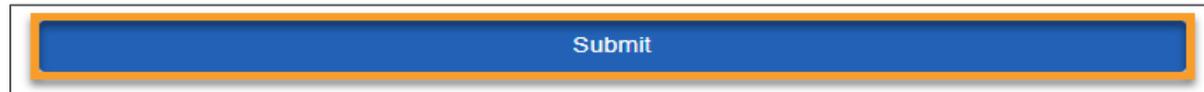6. Manually enter in the TIN in the "**Enter manual TIN…**" field.

7. Click the drop-down arrow of the **Authorization Option** field and select "Request Member Care" from the drop-down menu.

8. Click **Submit**.

RESULT: The **Magellan Provider Site** pop-up box will display that will redirect users to auto sign-in to the authorization system. The page is a disclaimer page informing users that they are leaving Availity.

9. Click **Submit**.

Home > **Magellan Healthcare** > Magellan Provider Site

Magellan Provider Site

You are about to be re-directed to a third-party site away from Availity's secure site, which may require a separate log-in. Availity provides the link to this site for your convenience and reference only. Availity cannot control such sites, does not necessarily endorse and is not responsible for their content, products, or services. You will remain logged in to Availity.

Cancel   Submit

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Before you can perform any tasks, you must select the providers. Review the *Understanding Provider Filter Quick Reference Guide* for instructions.

CTRL + Click each number for a breakdown of each section.

1. **Dashboard** – Quick link to return to the main dashboard

2. **Member Search** – Conduct a search for a member using Member ID or member demographics

   NOTE: When you select a member, the member's demographic information will also show on this pane. This information continues to show until you select a new member, or you have logged out of the authorization system.
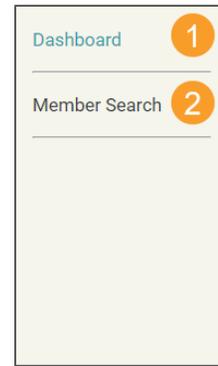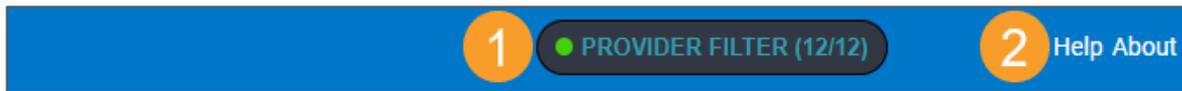

Provider Filter, References, & Authorization Buttons

1. **Provider Filter** – A tool for searching and filtering providers associated with the user's account.

2. **References** –The **Help About** option will display information about the system.

3. **Create Inpatient Authorization** – Will begin the creation process for an Inpatient authorization request. Use the drop-down menu to select Behavioral Health.

4. **Create Service/Procedure Authorization** – Will begin the creation process for a Service/Procedure (Outpatient) authorization request. Use the drop-down menu to select Behavioral Health.