



How Do I Get Authorizations for Inpatient Services?

For Additional Questions and Answers, visit our [FAQ](#) section

STEPS:

1. To access, click **Request Member Care** on the left-hand side menu on the *MyPractice* page.
2. Select the appropriate MIS/TIN and Service Location.
3. On the *Prior Requests* screen (if available), you can search for a previous request, view recent request, or start a new request by clicking **Start New Request**.
4. On the *Eligibility Search* screen, you must enter Member's First Name, Last Name, Date of Birth and State, and click **Search**. Alternately, you can use Member ID and State. The search will only return one result.
5. On the *Member Details* screen, a summary of the member's information and plan will display. To proceed, click **Select this Member**.
6. On the *Begin* screen, select *Inpatient* then click **Continue**.
7. On the first *Initiate Authorization Requests* screen, select the requested type of treatment and click **Continue**. Answer all questions on the remaining screens.
8. On the *Enter Clinical Information* screen, enter the diagnosis and confirm place of service and release of information. Click **Continue**.
9. On the *Preview* screen, confirm that all information entered is correct and then click **Submit**.
10. When you submit the request, it will be reviewed immediately by our systems. If there are sufficient benefits in place and you are in the member's network, you will receive your authorization information on the *Submission Complete* screen. If the request could not be authorized, you will be informed why, and you will need to call the customer service number on the member's benefit identification card to obtain authorization.

TIPS:

- Availability is dependent on member benefits.
- This application is HIPAA-compliant.
- For further assistance, use the **FAQs** link to access **Contact Us**.