

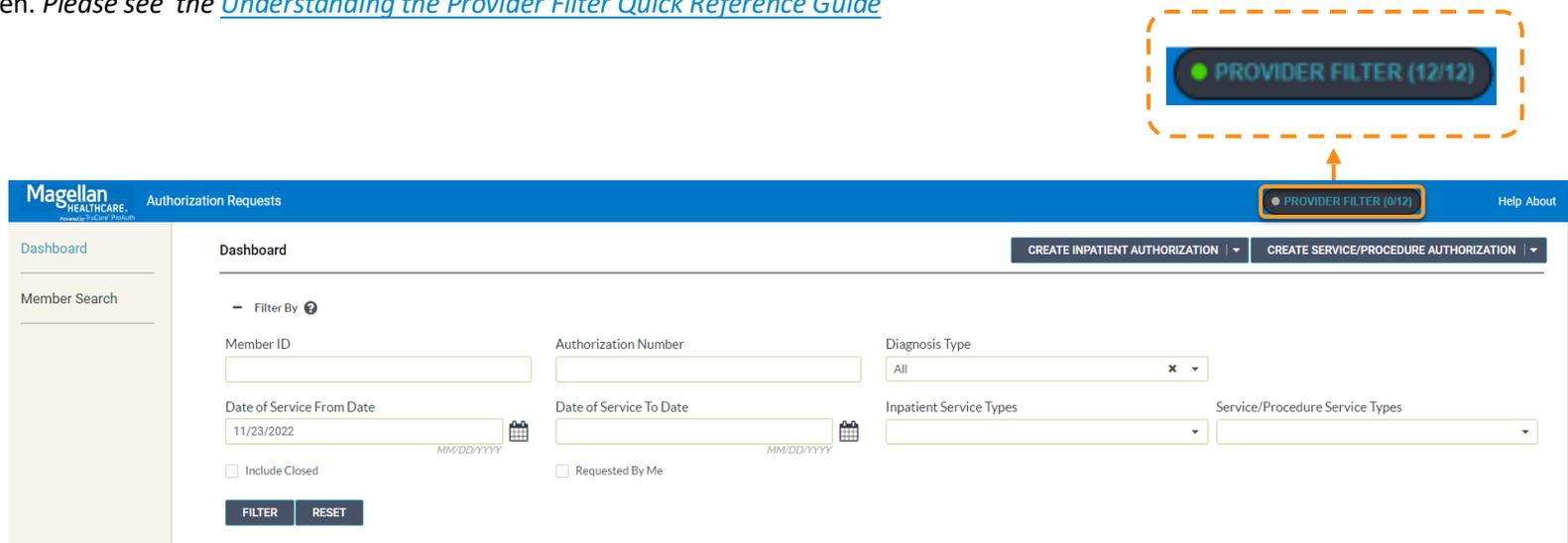
View an Authorization Status

Quick Reference Guide

Magellan’s authorization system allows you to view the status of an authorization. This Quick Reference Guide demonstrates how to view the status of an inpatient authorization request previously submitted.

Dashboard

Once in the authorization system, a blank **Dashboard** will display by default. The circle next to **Provider Filter** will default to grey, which indicates a provider has not been selected. Before searching for the authorization, be sure to activate the **Provider Filter** feature and ensure that the circle is green. *Please see the [Understanding the Provider Filter Quick Reference Guide](#)*



The screenshot shows the Magellan Authorization Requests dashboard. At the top right, there is a button labeled "PROVIDER FILTER (12/12)" with a green circle next to it, enclosed in a dashed orange callout box. Below this, the dashboard interface includes a sidebar with "Dashboard" and "Member Search" options. The main content area is titled "Dashboard" and contains a "Filter By" section with the following fields:

- Member ID:
- Authorization Number:
- Diagnosis Type:
- Date of Service From Date: (MM/DD/YYYY)
- Date of Service To Date: (MM/DD/YYYY)
- Inpatient Service Types:
- Service/Procedure Service Types:
- Include Closed
- Requested By Me

At the bottom of the filter section are "FILTER" and "RESET" buttons. In the top right corner of the dashboard, there are buttons for "CREATE INPATIENT AUTHORIZATION" and "CREATE SERVICE/PROCEDURE AUTHORIZATION".

View Authorization Status

To perform a search for a specific authorization, you must first expand the **Filter By** field by selecting the [+] symbol. All available options by which you can filter your search will display.

Follow the steps below to complete an authorization search to view the status:

1. Enter the authorization number including the “IP” for inpatient authorizations and “OP” for outpatient authorizations (*it is not case sensitive*) in the **Authorization Number** field.

The screenshot shows the 'Magellan Authorization Requests' dashboard. The search form includes fields for Member ID, Authorization Number (marked with a red circle and '1'), Diagnosis Type, Date of Service From Date (03/07/2023), Date of Service To Date, Inpatient Service Types, and Service/Procedure Service Types. There are also checkboxes for 'Include Closed' and 'Requested By Me'. The 'FILTER' button is highlighted with a red circle and the number '2'.

2. Click the **FILTER** button.
RESULT: The system will populate the authorization search result.

3. Click on the authorization, which will highlight a shade of blue.

RESULT: The following information will now be visible:

- Member Name
- Authorization ID number
- Determinations Status
- From Date
- To Date
- Servicing Facility Name
- Diagnosis Code
- Current State of the authorization

The screenshot shows the search results table. The 'Determination Status' column is highlighted with a red dashed box and the number '3'. The table has columns for Member Name, Authorization #, Determination Status, From Date, To Date, Servicing Facility, Diagnosis Code, and State. The first row shows ADAMS, ALICER with Authorization # IPXXXXXXX358, a status of 'Approved', From Date 03/06/2023, To Date 03/16/2023, Servicing Facility FACILITY OR CLINIC, Diagnosis Code V97.30XD, and State Open.

Member Name	Authorization #	Determination Status	From Date	To Date	Servicing Facility	Diagnosis Code	State
ADAMS, ALICER	IPXXXXXXX358	Approved	03/06/2023	03/16/2023	FACILITY OR CLINIC	V97.30XD	Open

4. Click the  chevron to view Line Item details.

RESULT: In the Line Item detail, you will find supporting authorization information such as:

- *Line Item Number*
- *Requested Number of Days*
- *Stay Level*
- *Procedure Code (if applicable)*
- *Status i.e., “Pending,” “Approved,” or “Denied”*

5. Click the **VIEW AUTH DETAILS** button to view additional information such as the requesting facility or the level of urgency.

a. To return to the dashboard, click on **“Dashboard”** in the upper left corner.

b. To conduct a new search for a separate authorization, click on the **RESET** button to clear out the previous search information **BEFORE** entering new search information.

