

General Navigation and Dashboard

Quick Reference Guide

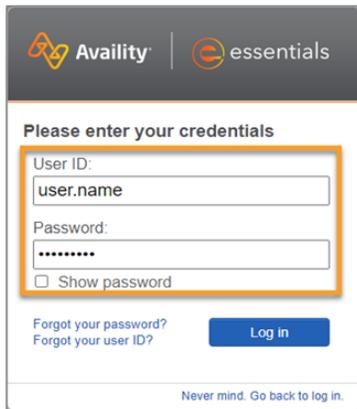
Understanding basic navigation and the dashboard within Magellan's authorization system is critical to everyday operations. You will access it via the Payer Spaces option in Availity Essentials, therefore you will need an Availity Essentials account. Upon accessing the authorization system, a blank dashboard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



Availity | essentials

Please enter your credentials

User ID:
user.name

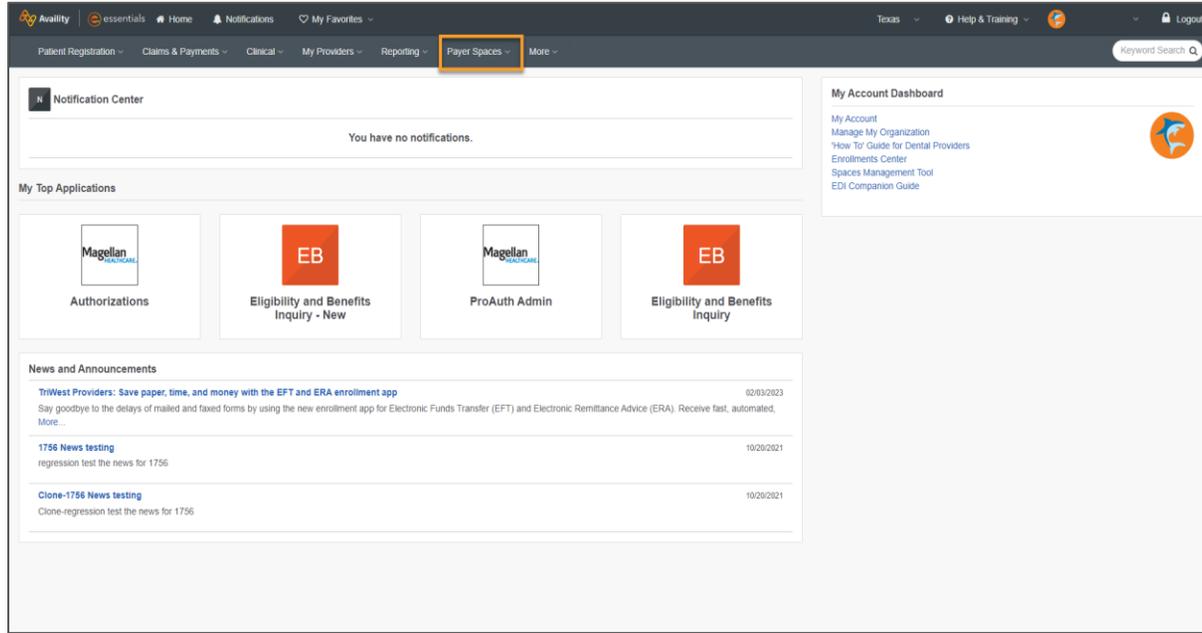
Password:
.....

Show password

[Forgot your password?](#)
[Forgot your user ID?](#) [Log in](#)

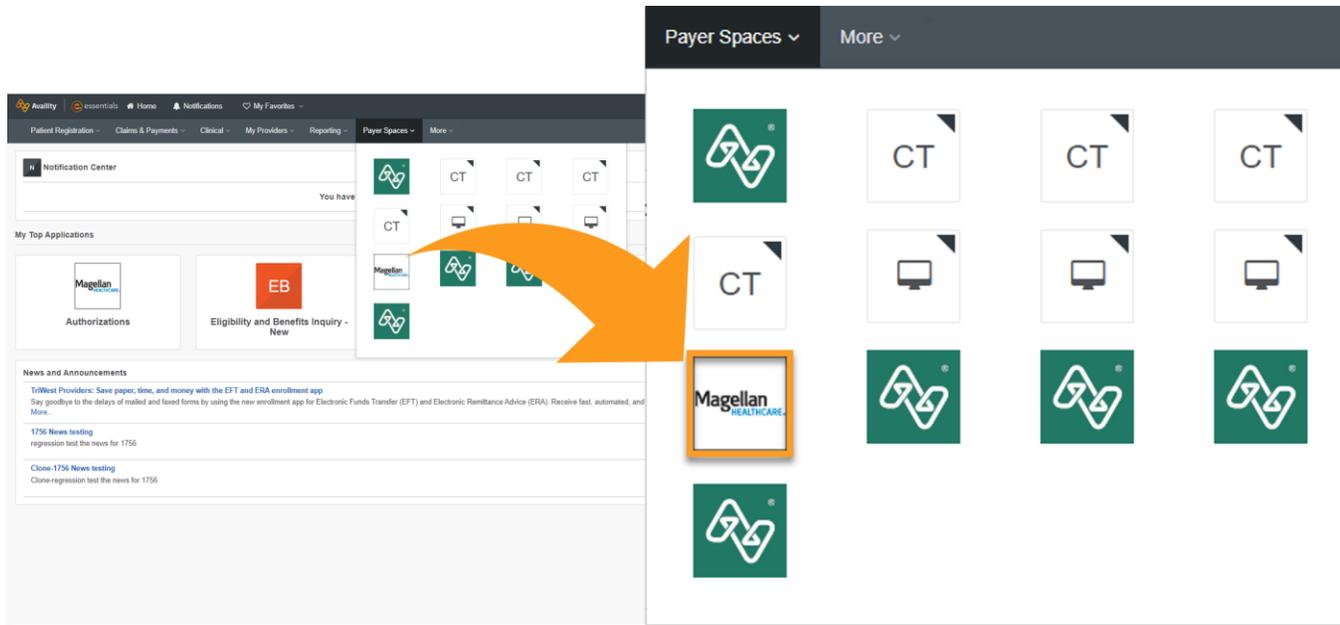
[Never mind. Go back to log in.](#)

2. Select the **Payer Spaces** tab in the Menu bar on the **Home** screen.

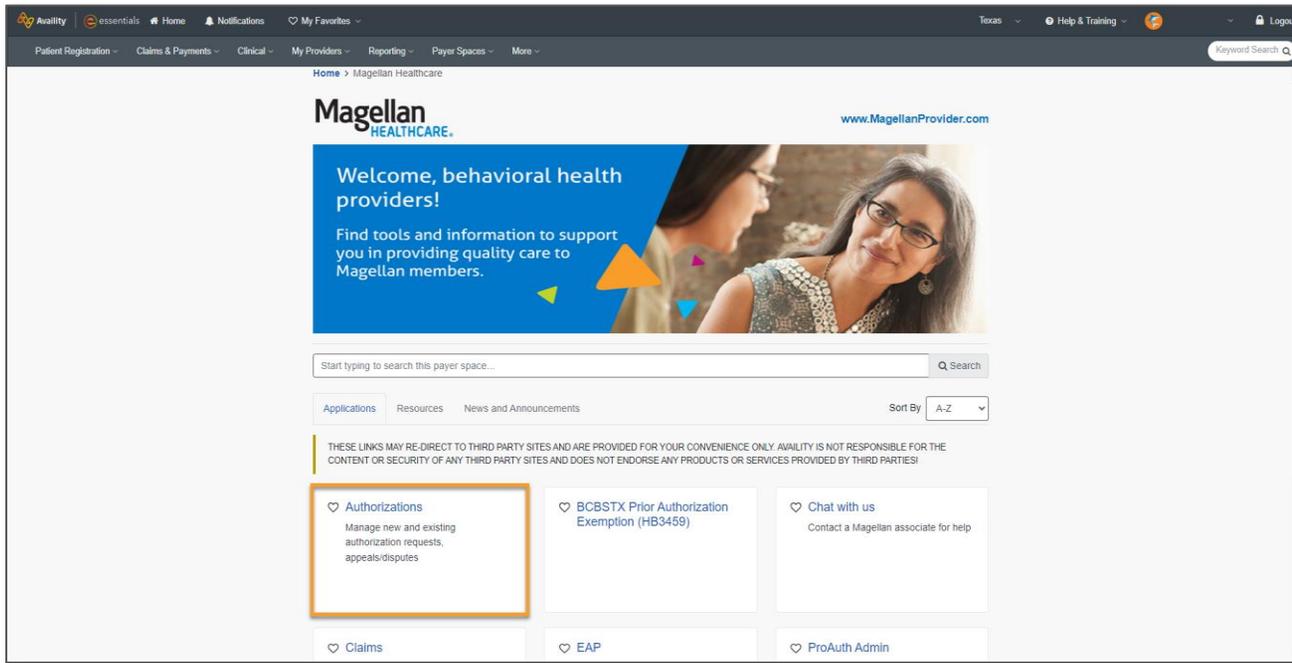


RESULT: A drop-down menu will appear.

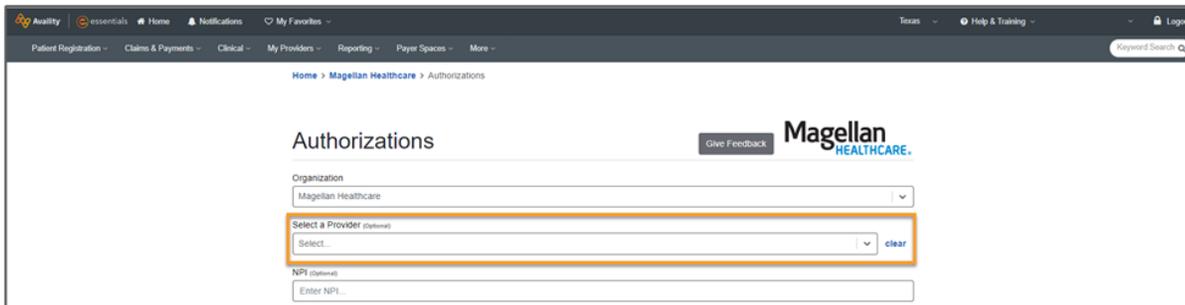
3. Click on the **Magellan Healthcare** tile.



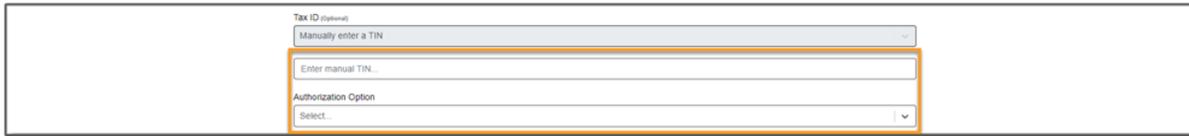
4. Select the **Authorizations** tile on Magellan’s **Payer Spaces** page.



5. Select the provider from the **Select a Provider** drop-down on the **Authorizations** page.

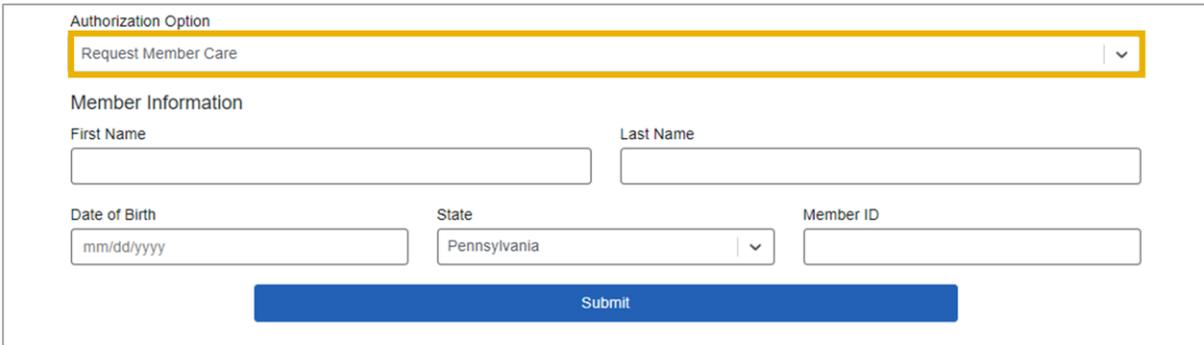


6. Manually enter in the TIN in the “Enter manual TIN...” field.



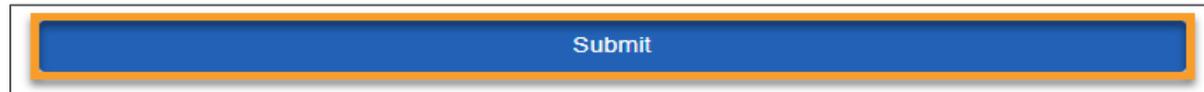
A screenshot of a form with a white background. At the top, there is a dropdown menu labeled "Tax ID (optional)" with the option "Manually enter a TIN" selected. Below this is a text input field labeled "Enter manual TIN..." which is highlighted with a blue border. Underneath is another dropdown menu labeled "Authorization Option" with "Select..." as the current selection.

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



A screenshot of a form with a white background. The "Authorization Option" dropdown menu is highlighted with a blue border and shows "Request Member Care" selected. Below it is the "Member Information" section, which includes text input fields for "First Name" and "Last Name", a "Date of Birth" field with a placeholder "mm/dd/yyyy", a "State" dropdown menu with "Pennsylvania" selected, and a "Member ID" text input field. A blue "Submit" button is located at the bottom center of the form.

8. Click **Submit**.



A screenshot of a blue "Submit" button with a white border, highlighted with a blue border.

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.

Navigation and Dashboard

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

2 PROVIDER FILTER (12/12) Help About

3 Filter By ?

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

FILTER **RESET**

4 Inpatient Authorizations Summary

EXTEND **VIEW AUTH DETAILS**

Member Name	Authorization #	Determination Status	From Date	To Date	Servicing Facility	Diagnosis Code	State
SMITH, JAMES	IPXXXXXXXX123	Partially Approved	11/29/2022	02/08/2023	DOE, JOHN	F0.XX	Open
SMITH, JANE	IPXXXXXXXX456	Pending	11/01/2022	12/31/2022	DOE, JOHN	FX.00	Open
SMITH II, JAMES	IPXXXXXXXX789	Pending	10/07/2022	12/06/2022	DOE, JOHN	F0.0X	Open

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5 Service / Procedure Authorizations Summary

ADD/EXTEND SERVICE **VIEW AUTH DETAILS**

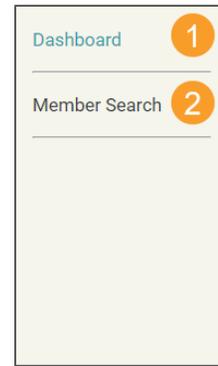
Member Name	Authorization #	Determination Status	Start Date	End Date	State
SMITH, JAMES	OPXXXXXXXX123	Pending	11/29/2022	12/08/2022	Open
SMITH, JAMES	OPXXXXXXXX456	Pending	11/29/2022	12/09/2022	Open

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Navigation Pane

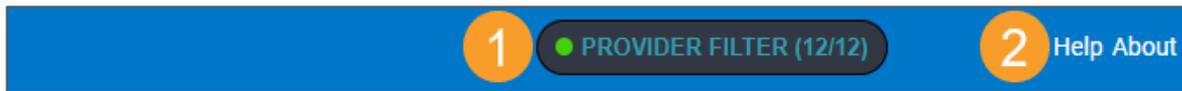
1. **Dashboard** – Quick link to return to the main dashboard
2. **Member Search** – Conduct a search for a member using Member ID or member demographics

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.

