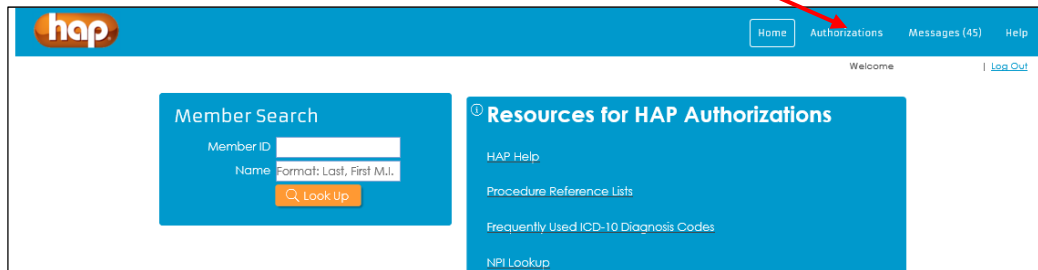


Authorizations Application Redesign

The Authorizations application— *CareAffiliate* has a new look! **Functionality is the same!** In addition to the blue background throughout the application, here are the other changes you can expect.

- **Authorizations Home Page**

- To submit an authorization or check status, select *Authorizations* (separate links for each have been removed)



- After you select *Authorizations*, the first screen you get to is the Status module. It functions the same as it does today.
- To enter a new authorization, select *New Authorization*.

- Required Fields**
 Required fields are white and outlined in orange instead of green.

General Information

Member ID

Name Format: Last, First M.I.

Request Type

- Procedure**
 To enter or search for a procedure code, select *Edit* (if available) or *Add Procedure* (if *Edit* is not available).
 (Note: if *Edit* or *Add Procedure* are not available, then procedure code is not required)

Example with *Edit* available

The screenshot shows the HAP Authorizations interface. The top navigation bar includes 'hap', 'Home', 'Authorizations', 'Messages (45)', and 'Help'. Below the navigation bar, the 'Authorizations' section is active, showing a 'Service #1 - Surgery' authorization request. The form includes fields for Status Reason (Requires Review), Place of Service (Office), Service (Surgery), Service From (07/29/2016), To (01/25/2017), Provider (with a search icon), Provider Specialty, and Provider Role (None). A tooltip for the Provider field reads: 'Default Provider: Select the blue 'i' for help entering Default/Non-Contracted Providers'. Below the form is the 'Procedure Information' section, which contains a table with columns for 'Type', 'Procedure', 'Total Qty', and 'Primary'. The 'Edit' button in the table is highlighted with a red box.

Example with *Edit* unavailable and *Add Procedure* available

The screenshot shows the HAP Authorizations interface for 'Service #1 - Medical Care'. The top navigation bar includes 'hap', 'Home', 'Authorizations', 'Messages (752)', and 'Help'. The 'Authorizations' section is active, showing a 'Service #1 - Medical Care' authorization request. The form includes fields for Status Reason (Requires Review), Place of Service (Inpatient Hospital), Service (Medical Care), Service From, To, Provider (with a search icon), Facility (with a search icon), Provider Specialty, and Provider Role (Attending). A tooltip for the Provider field reads: 'Default Provider: Select the blue 'i' for help entering Default/Non-Contracted Providers'. Below the form is the 'Inpatient Details' section, which includes a table for 'Days History' with columns for Date, Action, Level of Care, From, Through, Days, and Reason. The 'Add Procedure' button is visible in the 'Procedure Information' section.

Training materials are available when you log in at hap.org and select *Authorizations-CareAffiliate Help* under *Quick Links*. You can also find these materials under the Help link within CareAffiliate.