Prior Authorization and Notification
Prior Authorization/Notification Status and Update
QUICK REFERENCE

You may check the status of an existing Prior Authorization/Notification and update* it through the Prior Authorization and Notification Link tool. Note: This is not used for referrals. Referrals should be checked through eligibilityLink.

**Get Started**

1. From UHCprovider.com, click Link and sign in

2. Select Prior Authorization and Notification

3. The first time you access this self-service tool, you must select the Care Provider you represent from the pull-down menus then click Continue.

**Search for Existing Notification/Prior Authorization**

1. Select View Status of an Existing Submission

   ![Image](Image)

   **Note**: The Provider Information will default to the last selected, but you may change the provider by Selecting a Different Provider.

2. Select a Search Method (Notification/Prior Authorization Number, Requesting Provider Information (shown here), Patient Information, or Last 7 Days)

3. Enter the required information

4. Click Search

**Search Results**

1. View the Search Results at the bottom of the screen

2. To view details, click on the desired Notification/Authorization #
Review the Case

Review the details, including the coverage status of each procedure (Inpatient and Outpatient Facility cases will also show the facility admission status).

Update* and Attach Documents

Scrolling to the bottom, you may Update the Prior Authorization, including Attaching Clinical Documentation, if desired.

* Information that may be updated or added includes:

- Update Facility, or Admitting/Attending Provider information
- Update Admission and Discharge Dates (only when the patient has not yet been admitted or the discharge date is in the past)

Note: This is important for “same day admission” requests where a future date was originally entered, such as by Skilled Nursing Facilities. Please consult the help resources on Submission for more information.

- Add Diagnosis codes
- Add Procedure codes (in certain circumstances)
- Add Clinical Attachments
- Add Clinical Notes
- Update Follow-Up Contact Information

Additional Help Resources are available at the Link Resource Library and UHC on Air.