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

**Get Started**

1. From UHCprovider.com, select **Sign In To Link**

2. Enter your User ID and Password and sign in

3. Select **Prior Authorization and Notification**

4. 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**

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

* Information that may be updated or added includes:

- Add Clinical Attachments
- Add Clinical Notes
- Update Follow-Up Contact 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.

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

**Note:** For Therapy Service cases, if the Questionnaire is not complete, you will be directed to complete it.

Additional Help Resources are available at UHCprovider.com/link