Link

Prior Authorization and Notification
Prior Authorization/Notification Submission
QUICK REFERENCE

You may submit Prior Authorizations/Notifications and attach documents in the Prior Authorization and Notification Link tool. **Note:** This is not used for referrals. Referrals should be submitted through eligibilityLink.

**Get Started**

1. From [UHCprovider.com](http://UHCprovider.com), click Link and sign in

![Link](image1.png)

2. Select **Prior Authorization and Notification**

![Link](image2.png)

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.

![Link](image3.png)

**Submit a New Notification/Prior Authorization**

1. Select **Create a New Notification or Prior Authorization Request**

![Link](image4.png)

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

2. Enter the **Date**
3. Select a **Search Method**
4. Enter the required information
5. Click **Search**

![Link](image5.png)
Service Details

1. Choose the **Place of Service** and **Address** from the pull-down menus then click **Continue**

Submission Form

After completing the above steps, the **Patient Details** will appear at the top of the Submission form. Consult the following pages for detailed information.
Examples for different Service Details

- **Inpatient Facility**

  Update the **Place of Service** from the pull-down menu, if needed.

- **Outpatient Facility**

  Search for the appropriate **Provider** here.

- **Office**
After clicking **Select Provider**, this pop-up appears.

**Search Results**

Select the appropriate search type from the pull-down menus, enter the appropriate data, and click **Search**.

From the **Search Results**, at the bottom of the pop-up window, click the appropriate radio button and **Add Selected Provider To Case**.
Favorite Providers

NOTE: You can identify providers as Favorites, up to 20 Physicians and 20 Facilities by clicking on the star.

Select a Favorite Provider for a case by choosing one from the Favorite Physicians tab, Favorite Facilities tab (shown below), or Favorite Allied-Ancillary Providers tab.
**Facility Service Dates Details (Facilities only)**

- **Inpatient**

  ![Inpatient Service Dates Details]

  Complete the Service Dates Details, as required for the type of Notification/Prior Authorization submission.

- **Outpatient Facility**

  ![Outpatient Facility Service Dates Details]

  ![Skilled Nursing Facility Service Dates Details]

  **NOTE:** When requesting a Prior Authorization, such as from a *Skilled Nursing Facility*, the anticipated date must be in the future for the auto-approval process to take effect. The actual date can be entered later. Please consult the help resources on **Status and Update** for more information.
Diagnosis and Procedure Details

Type a Diagnosis Code/Procedure Code or keyword, then select from the drop-down menu.

Add up to a total of 10 Diagnosis Codes and/or 14/15 Procedure Codes.

NOTE: Radiology/Cardiology/Oncology Procedure Codes cannot be processed here, returning a message such as this.

70548 Requires a Radiology Notification/Prior Authorization. To submit an online request for prior authorization for the Radiology Program, follow these steps:
- If you have been migrated to Link: Return to the Prior Authorization and Notification Main Menu and select the Submission and Status link within Radiology, Cardiology, and Oncology Transactions.
- If you have not yet been migrated to Link: Select the Radiology Notification & Authorization link.

To proceed with the submission of non-Radiology notification, please remove this procedure code and continue.
Procedure Details

Complete additional details, if prompted

To repeat the information for other Procedure Codes, click **Copy Service Line**.

**NOTE:** You can save up to 20 favorite procedure codes by selecting **View Favorites** (above) then **Edit Favorites**.

**Copy Service Line** will allow you to add more lines, including selecting from your procedure code favorites.

---

**NOTE:** You can save up to 20 favorite procedure codes by selecting **View Favorites** (above) then **Edit Favorites**.

**Copy Service Line** will allow you to add more lines, including selecting from your procedure code favorites.
Request an Expedited Review, if in adherence to the pertinent regulations.

Enter clarifying Clinical Notes (up to 8000 characters).

Complete the Initial Contact Details.

Complete the Follow-Up Details, or click Copy Initial Contact Details, if the same as above.

Continue.

NOTE: After verifying all the on the completed form, click Submit.
NOTE: If additional documentation is required, you will be directed regarding what information to submit.

If the notification/prior authorization is automatically approved, the message will look like this.

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