**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 tool. **Note:** This is not used for referrals. Referrals should be submitted separately.

### Get Started

1. From [UHCprovider.com](http://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.

### Submit a New Notification/Prior Authorization

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

   ![Submit a New Notification/Prior Authorization](image)

   **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**
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**.
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

  Service Details
  Place of Service: Acute Hospital
  Service Details: Medical

  Facility Service Dates Details
  Has Patient been admitted or will they be admitted today? Yes
  Admission Date: 06/19/2017
  Service Description: Emergency

  Has Patient been discharged from the facility? No
  Discharge Date: 06/20/2017
  Discharge Location: Home/Agnst Med Adv

- Outpatient Facility

  Service Details
  Place of Service: Outpatient Facility
  Service Details: Medical

  Facility Service Dates Details
  Start Date: [mm/dd/yyyy]
  End Date: [mm/dd/yyyy]
  Service Description: [Select Service Description]

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

NOTE: When submitting an Advanced Notification, such as for a Skilled Nursing Facility, the anticipated date must be in the future. Once the "head hits the bed" the existing case may be updated with the actual date to satisfy Admission Notification requirements. 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**

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**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.
Additional Information for Submission

- 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.

Then **Continue**.

Verify the information.

Then **Submit**.
**Questionnaire (select cases only)**

For **facility** related cases, you may be prompted to complete questions. **Submit as Complete** when finished.

For **therapy** related cases, review a summary and **submit** then you will be prompted with a series of questions. Select **Next** after answering each one. **Submit** after the final question.

Review/record the confirmation
NOTE: If additional documentation is required, you will be directed regarding what information to submit.

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

Additional Help Resources are available at UHCprovider.com/link