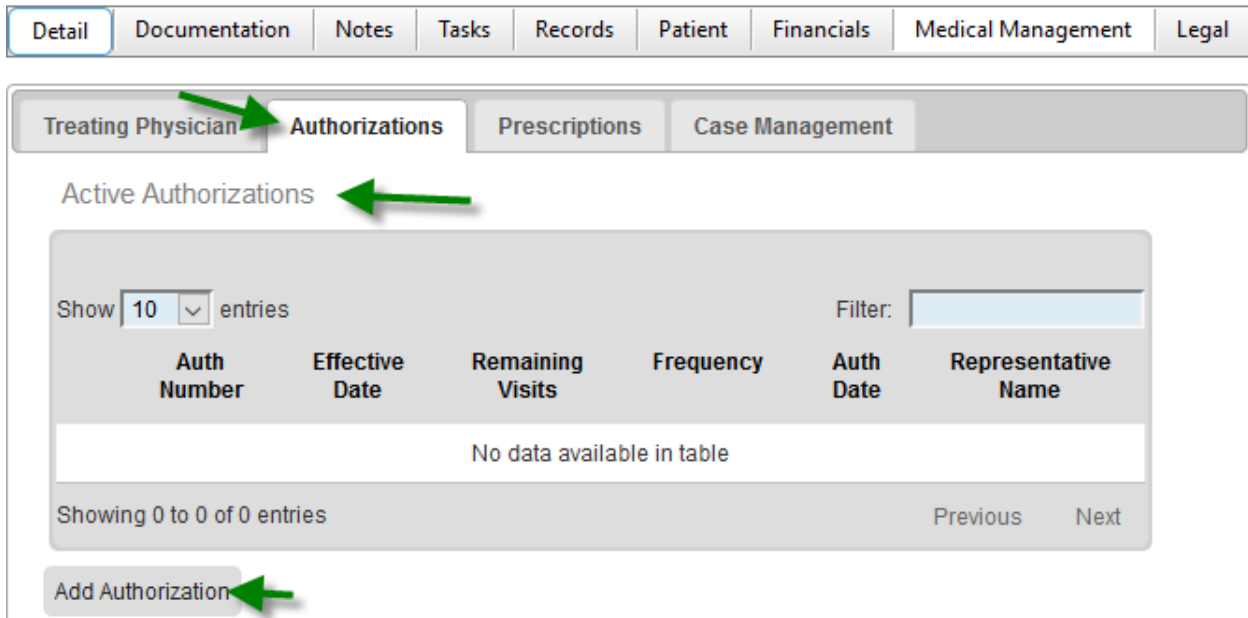


Best Practices - Updating Expiring Authorizations

To update a patient's expiring authorization, you will need to access the Medical Management tab of the Patient Center.



Detail Documentation Notes Tasks Records Patient Financials Medical Management Legal

Treating Physician **Authorizations** Prescriptions Case Management

Active Authorizations

Show 10 entries Filter:

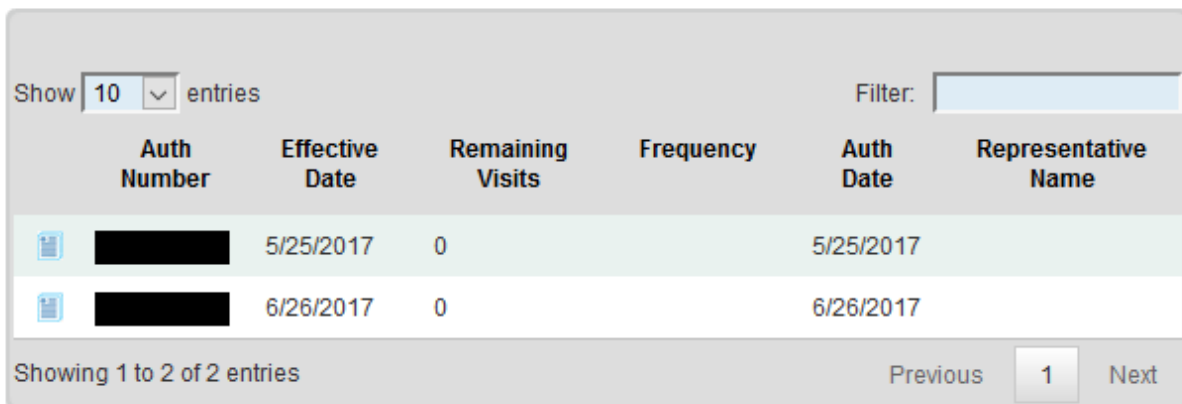
Auth Number	Effective Date	Remaining Visits	Frequency	Auth Date	Representative Name
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Add Authorization

When you add a new authorization, the status of the old authorization is set to "inactive" in the database behind the scenes. The old authorization will be moved to the "Authorization Archive" within MedSoft as a visual indicator that it is now inactive.

Authorization Archive



Show 10 entries Filter:

Auth Number	Effective Date	Remaining Visits	Frequency	Auth Date	Representative Name
██████████	5/25/2017	0		5/25/2017	
██████████	6/26/2017	0		6/26/2017	

Showing 1 to 2 of 2 entries Previous 1 Next



MedSoft Best Practice: when adding a new authorization, it is critical to carry over to the new authorization any remaining visits from the old authorization.

Expiring Authorizations Widget

If the Active Authorization in MedSoft has:

less than 2 visits remaining

OR

fewer than 7 days remaining

the patient will show up on the widget.

Archived Authorizations are not displayed on the widget. Only one Authorization can be Active at a time.

A note on visits: Visits are counted down from the Patient's Policy, Authorization, and Prescription screens as soon as a Patient is Checked In for a visit.

FAQ: What if I check in the wrong patient by accident?

If a patient is checked in erroneously, his/her visit count would have been updated (visit count would have decreased by one visit) when the check-in occurred. If the checked-in appointment is later deleted, the visit count for the Policy, Authorization, and/or Prescription will be updated to add one visit back to the count.