



## How Do I Check Authorizations?

For Additional Questions and Answers, visit our [FAQ](#) section

### Step 1: Select the Application

Select **View Authorizations/Report/Letters** on the left-hand side menu on the *MyPractice* Page.

### Step 2: Select Your Identification Number

Verify the Magellan Identification Number (MIS) and Taxpayer Identification Number (TIN) entered on the application. If you have more than one MIS/TIN combination, make sure the appropriate combination is selected for the authorization(s) you want to check.

### Step 3: Enter Search Criteria

Enter information that will enable us to retrieve the data you are seeking. You have the option of searching by any **one or more** of the following options:

Option 1 – **By Authorization Number**. Enter your Authorization Number exactly as it appears on your authorization letter.

Option 2 – **By Member Name/Patient Information**. Enter the Member/Patient's Last Name, First Name, and optional Member Number.

For Option 3 – **By a Date Range**. Enter authorization start date or decision date ranges using the mm/dd/yyyy format. Select date type from drop-down menu.

### Step 4: Select Sorting Preference

You will have a number of options for sorting this information to meet your needs. Select your preference from the drop-down menu in the **Sort Results By** field.

### Step 5: Select Type or Authorizations You Wish to View

Select the **Approved** or **Non-Approved** to indicate the type of authorization results you would like to view for this member.

### Step 6: Choose What You Would Like to Do With This Information

Select the button next to the format in which you would like to view the authorizations.

**View Summary** - results will show on the following screen.

**Create Detailed Report** – allows you to view the detail-level of authorizations in an Adobe .pdf document that you can save to your computer.

**Download Electronic File** – allows you to view the detail-level of authorizations in an Excel .xls file that you can manipulate and save to your computer.

Select **Submit**.

### Step 7: Authorization Search Results

Select **View Details** below the Magellan Authorization Number on the **Authorization Search Results** page. Authorization Details will be displayed.

*Note: the **View Details** screen does not display if you select **Create Detailed Report** or **Download Electronic File**.*

Select **Return to Summary** if you wish to see other authorizations matching your criteria. To broaden search results remove the Member/Patient Number and/or the Magellan Authorization Number from your criteria. Only the last 12 months of authorization data will display online.

To look for other authorizations, select **Search Again**.

### Tips:

- HIPAA-compliant.

- For further assistance, use the *FAQs* link to access *Contact Us*.