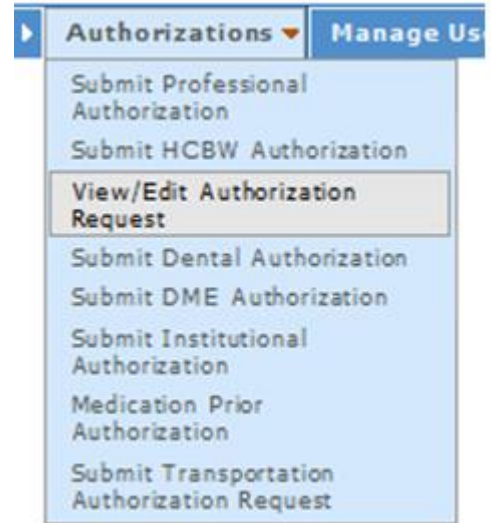


Quick Reference: Searching for Service Authorizations in Health Enterprise

Follow the instructions below to view service authorizations (SA) in Health Enterprise.

After logging in to Health Enterprise:

1. Select **View/Edit Authorization Request** from the **Authorizations** dropdown menu.
2. Complete fields under **Additional Information** to narrow your search.
3. Change the prepopulated dates in **Begin Date** and **End Date** to expand or narrow your search.
NOTE: The **Begin Date** and **End Date** fields are prepopulated with a three month date range beginning 90 days prior to the current date.
4. Click **Search**.
5. Click the **Service Authorization #** from the list of returned search results.



Search Tip: Check the SA approval you received to find the approved date span. Enter dates in **Begin Date** and **End Date** fields covering the approved date span. **Example:** If an SA is approved from 4/01/15 to 3/31/16, enter 03/01/2015 in **Begin Date** and 5/01/2016 in **End Date**.

The screenshot shows the 'View/Edit Authorization Request' search interface. The 'Provider ID' field is populated with '1000000'. Under 'Additional Information', the 'Begin Date' and 'End Date' fields are highlighted with red boxes and contain '01/02/2015' and '04/02/2015' respectively. A 'Search' button is also highlighted with a red box. Below the form, the 'SEARCH RESULTS' section displays a table of authorizations for Provider ID 10000000.

Service Authorization #	Member Name	Member ID	Procedure Code	Modifiers	Service Line Revenue Code	Begin Date	Certification Action Code
W000000000	Doe, John	0600000000	9C283			03/01/2015	Not Certified
W000000000	Doe, John	0600000000	92992			03/01/2015	Not Certified
W000000000	Doe, John	0600000000	92993			03/01/2015	Not Certified
W000000000	Doe, John	0600000000	95307			03/01/2015	Not Certified
W000000000	Doe, John	0600000000	95601			03/01/2015	Not Certified