Chorus Community Health Plans

Authorization Provider portal Viewing an authorization in progress for Guiding care
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Purpose: Viewing an authorization in progress

A. Sign onto Guiding care Provider auth portal through SSO
B. Authorizations in Progress

Authorizations in Progress

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Inpatient in Progress	Outpatient in Progress	Pharmacy in Progress

C. Click In Progress button to open list associated with your permissions
D. Open authorizations will be generated
E. Use > to open details for the authorization
  a. View & print auth will bring up summary
  b. View letter if letter has been sent associated with auth
  c. View guidelines if any have been loaded.
  d. +Discharge information
    1) Able to document discharge information
      a) Discharge Date-type or use calendar
      b) Discharge to - choose from dropdown
      c) Discharge Type-choose from dropdown
      d) Add note and can add discharge information
      e) Submit to complete
  e. Additional information button
    1. Used to add additional notes(Message)
    2. Used to add additional clinical
      a) Add attachments form a source-desktop or network drive
    3. Click Submit to send

View All authorizations

View All Inpatient Authorizations   View All Outpatient Authorizations View All Pharmacy Authorizations

A. This will include open authorizations and decisioned authorizations
  1. Use the same process for navigating as Viewing an authorization in progress

If wanting to Filter and sort Authorizations Refer to Authorization Provider portal Advanced filtering of auths in Guiding Care JA