

Auth Templates

February 2023



Auth Templates

Users may create auth templates (by service) to automatically acquire and/or require documents are included appropriately for authorization requests.



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INFOE-FILE OPTIONSCONTRACTSDOCUMENTSAUTH TEMPLATES

Search

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Name ↑↓Service Type ↑↓Document Count

Authorization Request Template

NameService Type

Recertification Auth RequestPDN

Document Type Options:

Assessments

Authorization Document

Missed Shift Log

Non-CubHub Document

Patient Document

Patient Order

Visits

Document Details

Document TypeAssessments

LabelNo. of Documents

1

SAVE

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Auth Templates



Patient Payer Auths now include auth templates to verify required documents are included in authorization requests. Manage the status of documents in the authorization.

Client> Profile> Financial> Edit pencil beside authorization> Auth Requests

SEGMENTS	DIAGNOSIS CODES	DOCUMENTS	AUTH REQUESTS
		AUTH REQUEST LIST	ADD FILE
		Position ↑↓	Document Type
		1	CCP Prior Authorization Request Form
		2	485
		3	Missed Shift Log
		4	MAR
		5	Vent Record

AUTH REQUEST LIST		ADD FILE	PREVIEW	FAX
Position ↑↓	Document Type	Label		
1	CCP Prior Authorization Request Form			
2	485			
3	Missed Shift Log			
4	MAR			
5	Vent Record			

Preview and approve documents by clicking on the line item. Once approved, the document will show in green.

