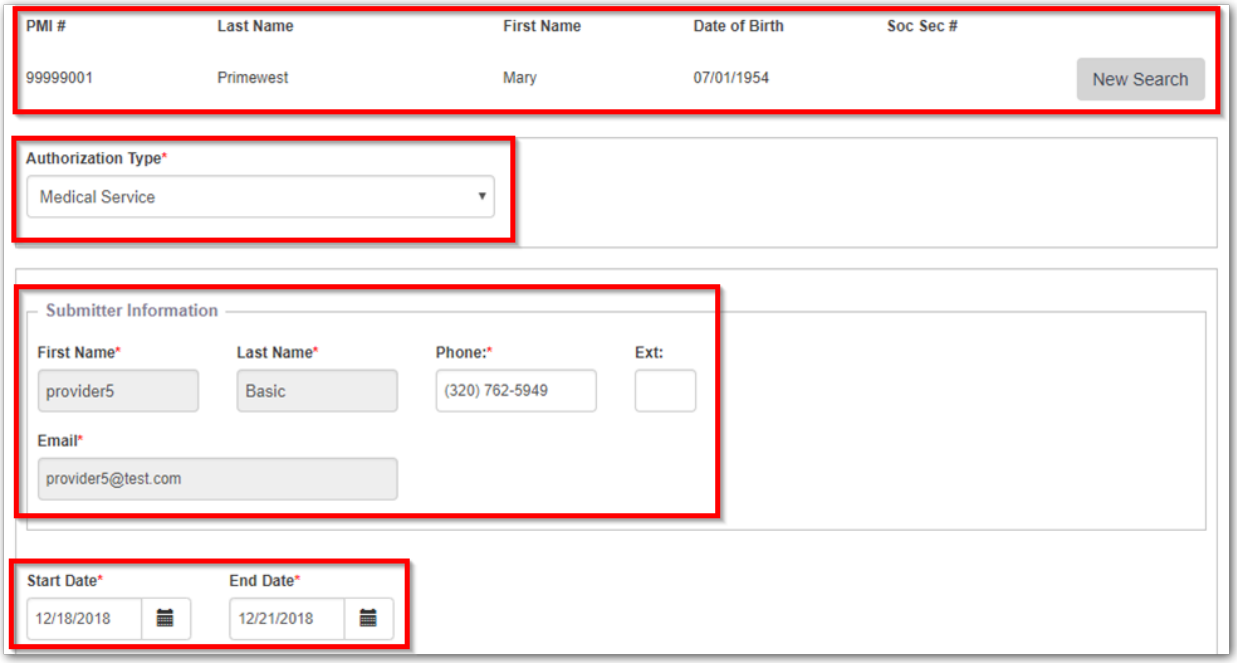
Medical Service

Create a new Authorization or edit Member information (see *Getting Started*).
Note: All fields with a red asterisk are required.

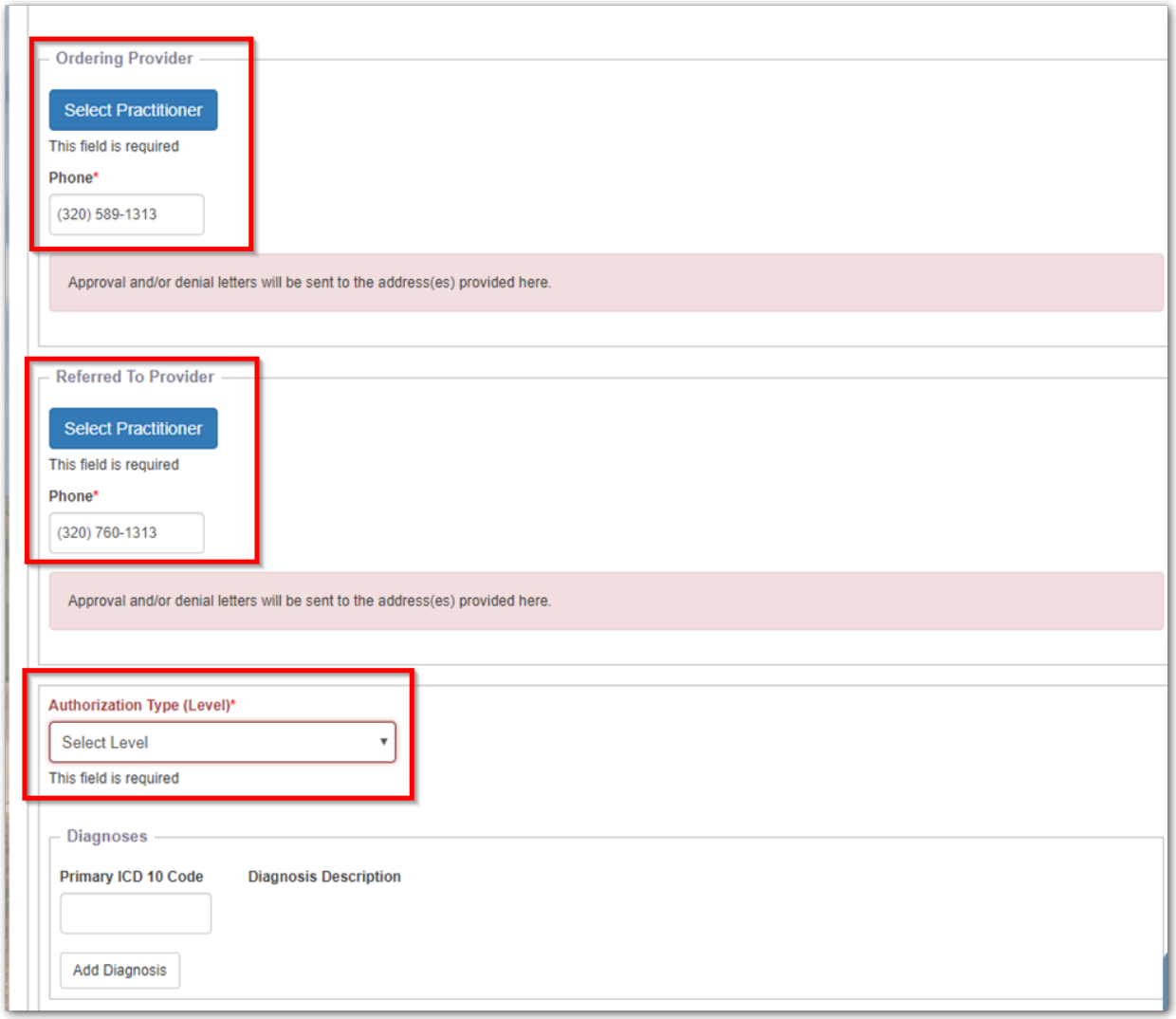
Select Medical Service from the *Authorization Type* dropdown menu and fill out *Submitter Information* in full.

Required fields when creating a Service Authorization



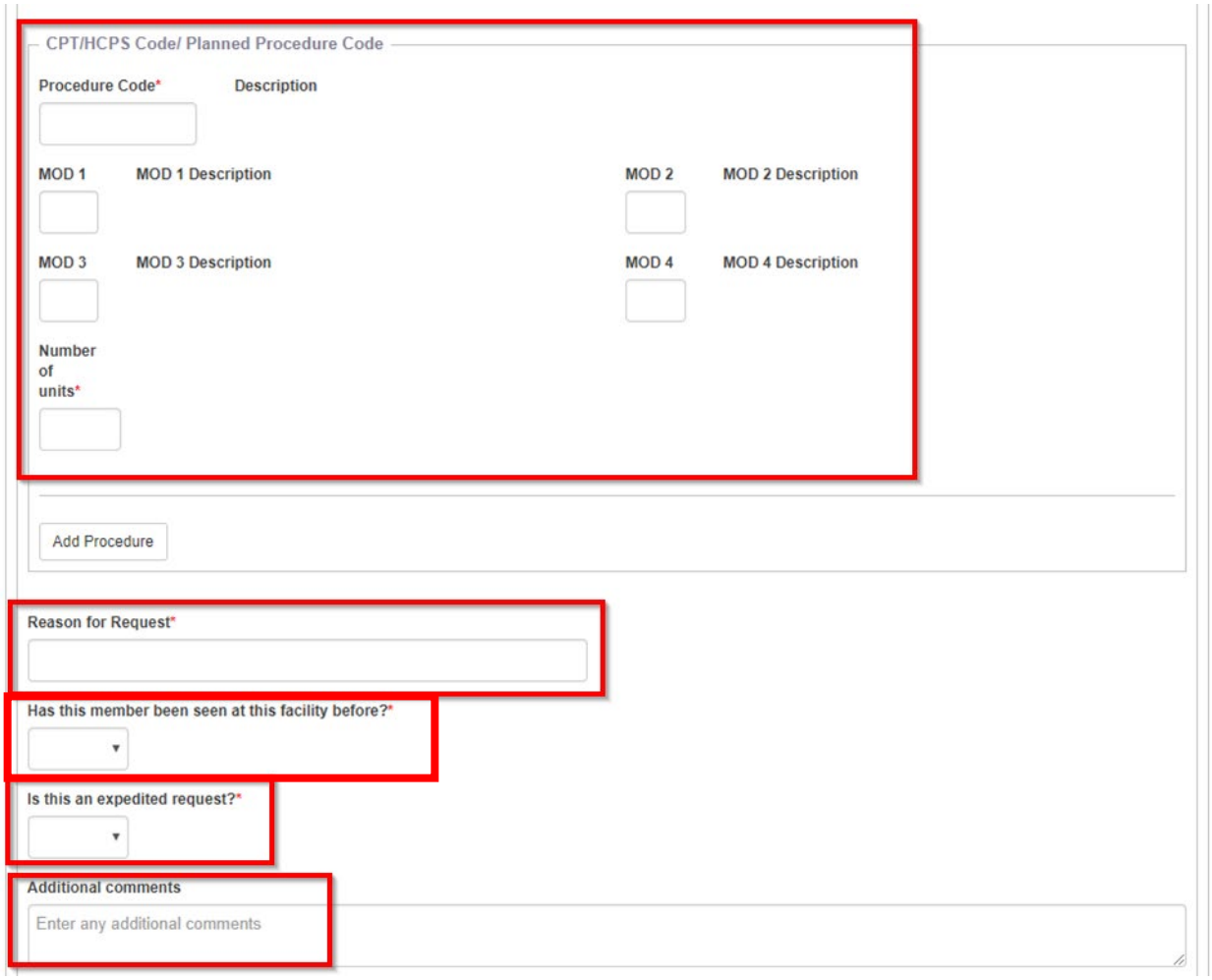
Select practitioners under *Ordering Provider* and *Referred To Provider*.

Under *Authorization Type (Level)*, select the correct authorization type (e.g., DME, Mental Health) and level, where applicable.



Continue filling out required fields with information necessary for the request.

Note: You must indicate if this is an *expedited request*. An expedited request is appropriate when the standard time frame for determination could seriously jeopardize the life or health of the member or the member's ability to regain maximum function.



When the form is complete, attach supporting documentation and click *Submit*.