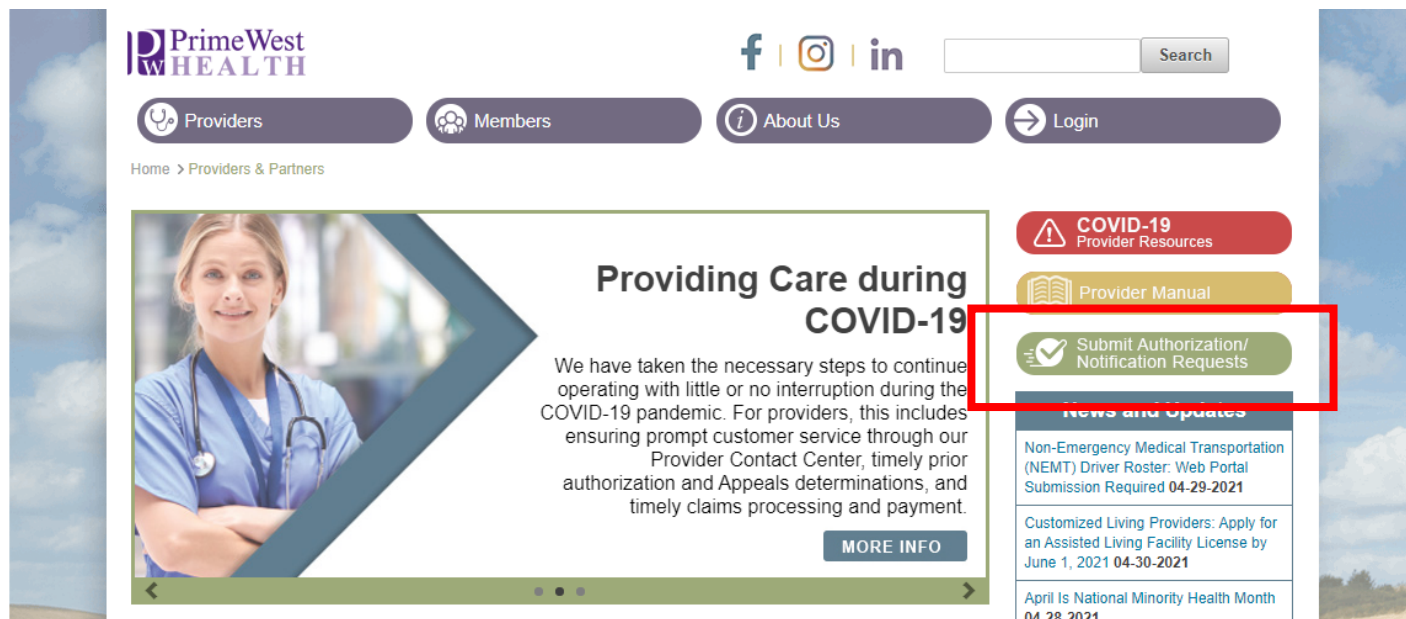
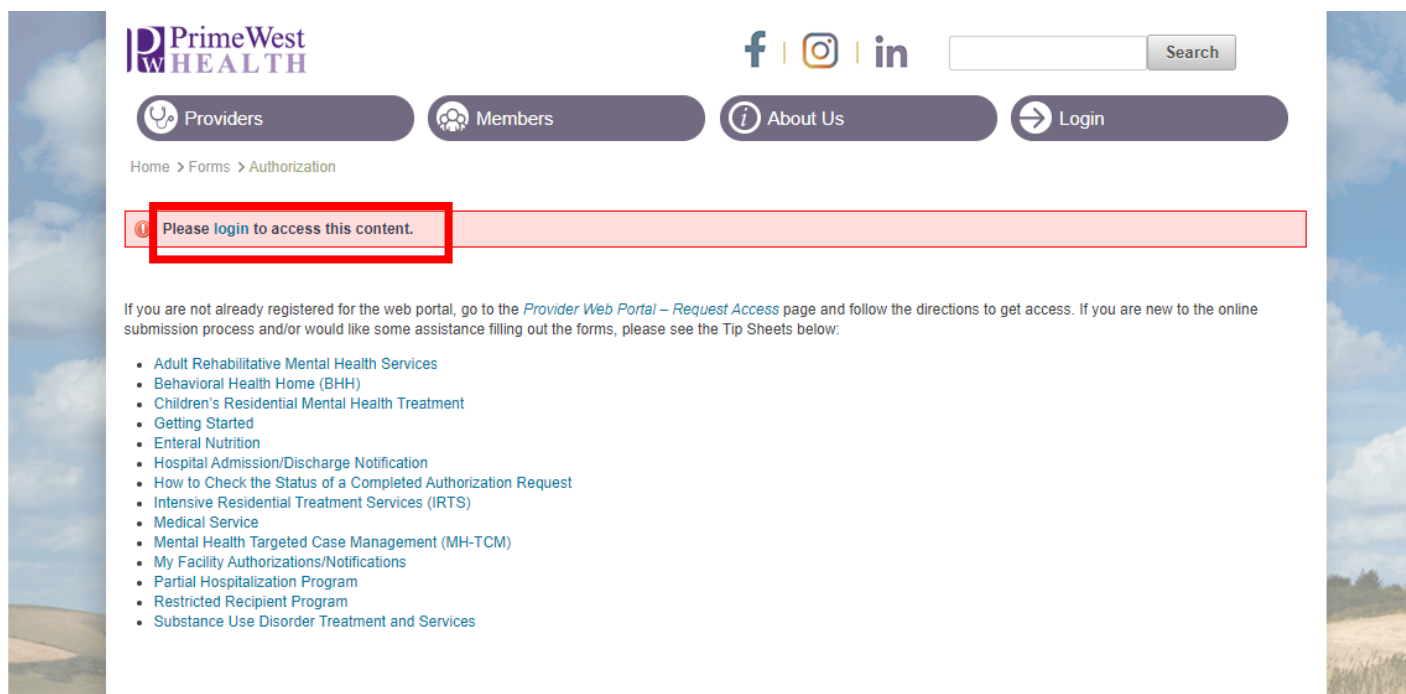


Online Service Authorization Submission: Getting Started

Go to primewest.org/providers-partners and click the green “Submit Authorization/Notification Requests” button on the right side of the page.



If prompted, click *login* to log in to the web portal.



- If you are not already registered for the web portal, go to the [Provider Web Portal – Request Access](#) page and follow the directions for creating an account.
- If you have registered for the web portal and are not able to access the online authorization submission, first check with your web portal administrator to ensure you have the correct access. If you were initially set up with a role of “eligibility only,” your

web portal administrator must work with PrimeWest Health by calling our Provider Contact Center at **1-866-431-0802** to change your role to “provider” to allow you to enter authorization requests.

In the web portal, click *Forms & Resources* in the menu at the top of the page.

The screenshot shows the PrimeWest Health Provider Portal. At the top, the logo is on the left, and user information (Stephanie Hoberg) and contact details are on the right. A navigation bar contains several menu items: HOME, ELIGIBILITY & BENEFITS, INQUIRY SERVICES, CLAIMS & PAYMENT, AUTHORIZATIONS & REFERRALS, USER SERVICES, and CLAIM SEARCH - ADVANCED. Below this, a secondary bar includes DOCUMENTATION, EXPRESS REQUEST MGMT, and **FORMS & RESOURCES**, which is highlighted with a red rectangular box. The main content area features a large image of a smiling female healthcare professional and a 'Welcome to the Provider Portal!' message. To the right, a 'Quick Links' sidebar lists various services like 'Submit a Claim' and 'Update My Information'.

On the Forms & Resources page, click *Service Authorization*.

This screenshot displays the 'Forms & Resources' page. The navigation bar is similar to the previous page but includes 'GLOBAL ADMIN TOOL (GAT)' and 'PAYMENT'. The 'FORMS & RESOURCES' menu item is selected. The page content is organized into sections: 'SERVICE AUTHORIZATIONS AND NOTIFICATIONS' (with 'Service Authorization' highlighted by a red box), 'CLAIMS', 'SKILLED NURSING FACILITY/SWING BED', 'PHARMACY', and 'COMPLIANCE'. Each section contains a list of links to various forms and documents. A 'Quick Links' sidebar is also present on the right side of the page.

Select *Create New* and then enter member information in the fields under **Create Authorization**.

Home > Forms > Authorization

My Authorizations My Facility Authorizations **Create New**

My Authorizations

	Status	First Name	Last Name	Form Type	Cert Num.	Servicing Provider	Start Date	Expire Date
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Home > Forms > Authorization

My Authorizations My Facility Authorizations Create New

Create Authorization

Enter two member identifiers. First and last name are considered one.

PMI
99999002

First Name
Gary

Last Name
Primewest

Date of Birth
mm/dd/yyyy

Search

Select the *Authorization Type* and fill out the form as indicated. Tip Sheets for specific forms are provided at the bottom of the page.

PrimeWest HEALTH

Search

Providers Members Community Health About Us Login

Home > Forms > Authorization

My Authorizations My Facility Authorizations Create New

Create Authorization

Member

PMI #	Last Name	First Name	Date of Birth	Soc Sec #
99999002	Primewest	Gary	07/01/1954	

New Search

Authorization Type*

- Select Authorization
- Select Authorization
- Hospital Admission Notification
- Personal Care Assistant
- Restricted Recipient Program (RRP) Referral Form
- Substance Use Disorder Treatment and Services

A *greater* Minnesota health plan™

HOME | CAREERS | COMPLIANCE | WEBSITE PRIVACY | TERMS OF USE | SITEMAP | CONTACT US