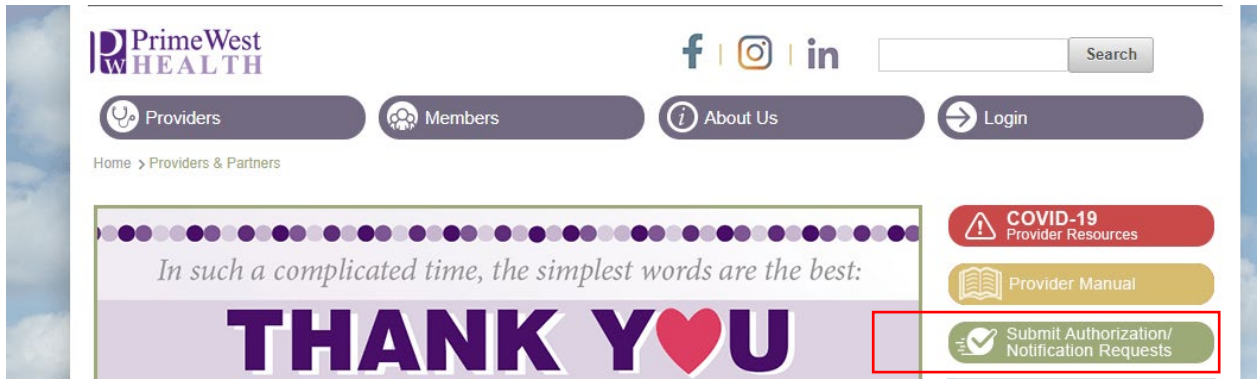


How to Check the Status of a Completed or Voiced Authorization Request

1. Log in to the PrimeWest Health Provider Web Portal at **www.primewest.org/forms/authorization** or by clicking the “Submit Authorization/Notification Requests” button on **www.primewest.org/providers-partners**.

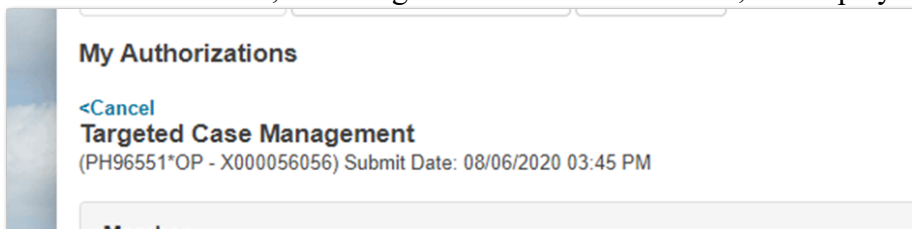


After logging in to the PrimeWest Health Provider Web Portal, you will be taken to the “My Authorizations” section, which displays your most recent 15 – 30 authorization request submissions.

2. Click *View* next to the authorization you want to check.

		Status
View	Edit	Open
View	Edit	Open
View	Edit	Open
View	Edit	Open
View	Edit	Open
View	Edit	Open
View		Void
View	Edit	Open
View	Edit	Open

Authorization details, including the authorization number, are displayed.



3. The “Letters” section is located below the member details section. Click *View* next to the applicable letter to review it. (PrimeWest Health is also sending out paper copies of letters until further notice.)

