

Viewing Authorization Requests Using the “My Facility Authorizations/Notifications” Search

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

The “My Facility Authorizations/Notifications” tab is located near the top of the page. Click this tab to see any requests that have been submitted to or from your facility.

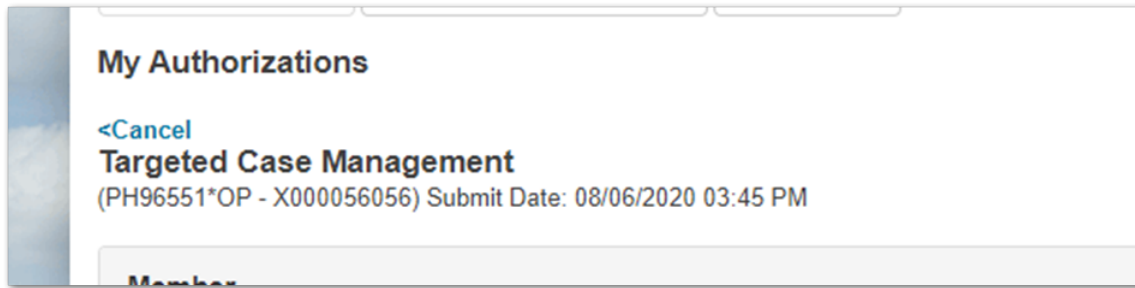
The screenshot shows the PrimeWest Health provider portal. At the top, there is a navigation bar with the PrimeWest Health logo, social media icons for Facebook, Instagram, and LinkedIn, and a search bar. Below the navigation bar, there are tabs for 'Providers', 'Members', 'About Us', and 'Login'. The 'My Facility Authorizations/Notifications' tab is highlighted. Below the tabs, there is a search form with the following fields: 'Member PMI', 'First Name', 'Last Name', 'Date of Birth', and 'Date of Service'. The 'First Name', 'Last Name', and 'Date of Birth' fields are highlighted in yellow. The 'Date of Birth' field has a calendar icon. The 'Date of Service' field has a calendar icon. A 'Search' button is located to the right of the 'Date of Service' field. Below the search form, there is a note: 'Enter two member identifiers. First and last name are considered one. Date of service is not considered a unique member identifier, it is used to distinguish members that have multiple PMI's.' At the bottom, there is a note: 'If you are not already registered for the web portal, go to the [Provider Web Portal – Request Access](#) page and follow the directions to get access. If you are new to the online submission process and/or would like some assistance filling out the forms, please see the Tip Sheets below.'

On this page, you can also search for members. For best results, search by date of birth and PMI. Any pending or finalized authorizations will be listed.

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.



My Authorizations

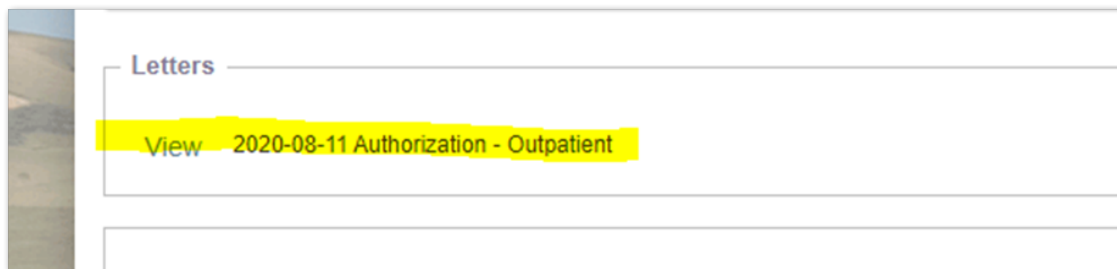
[<Cancel](#)

Targeted Case Management

(PH96551*OP - X000056056) Submit Date: 08/06/2020 03:45 PM

Member

The “Letters” section is located below the member details section. Click *View* next to the applicable letter to review it.



Letters

[View](#) 2020-08-11 Authorization - Outpatient