1. Log in to Clear Coverage.

2. Click "New Authorization" at the top of the main screen.

3. In the Patient Search accordion, search for a patient by entering information, then click Search. Note: Required fields have a red asterisk (*).

4. In the Search Results, click select next to the patient’s name.

5. Verify the patient’s information, and then click Add to Request.

6. In the Requesting Information accordion, select the Date of Service and then select the Requesting Clinician from your preferred clinician list. Alternatively, choose a provider from the Select Other Clinician link. Click Add to Request.

7. In the Diagnosis accordion, search for a specific billable diagnosis, click Add to Request, and then click Next. Search by entering a diagnosis description or ICD9/10 may be entered.

8. In the Service accordion, search for the Service/Test, click Add to Request, and then click Next. Search by entering a service/test description or CPT®/HCPCS code.

9. In the Service Information accordion, complete the required information, and then click NEXT. Note: Required fields have a red exclamation mark (!).

10. In the Additional Notes accordion, add any notes or supporting documentation.

11. Verify the Authorization Request details are correct in the right pane.

12. Click Submit in the lower right pane. If Submit is not active, move the pointer over it to see the information that’s missing.

13. Clear Coverage creates a request confirmation for each service/test.

14. Print the authorization request by selecting the View Request PDF link. Then, click Yes to create another authorization for the same patient or No to go back to the main screen to create an authorization for a new patient.