1. After logging in, click **New Authorization** at the top of the main screen.

2. In the Patient Search tab, search for a patient by entering identification number or last name, first name and date of birth. Click **Search**.
   Not that fields with a red asterisk (*), if noted, are required to search.

3. In the Search Results, click **SELECT** next to the patient’s name.

4. On Tab1 Patient Data, verify the patient’s information, click Next: Provider

5. In the Provider Tab, select the Admission Date followed by the Admitting Provider, Unit: select Acute and then Attending Provider from the preferred clinician list. You may also choose a provider by clicking on the icon. Click Next: Admission Diagnosis.

6. In the Admission Diagnosis tab, search for a specific billable Diagnosis use ICD-10 codes or key words, one diagnosis must be selected by there can be additional use. Click Select, next to your choices. At the bottom of the screen chose an Admission Type: Observation, Medical or Surgical. Click Next: Admission Criteria.
7. In the Admission Criteria tab, scroll to find the appropriate diagnosis category of the admission. Click Select next to the appropriate description and then click Next: Admission Criteria.

8. Click on Next: Admission Review Medical Review. Screen displays InterQual criteria. Select Next: Admission Review again.

9. Select Review for your Admission Type: Observation; Acute Intermediate or Critical. Click on the Plus Sign to expand the options. Select findings of care and system will calculate the criteria to advise if care meets criteria. Select Save.

10. If the criteria was met, Submit the request.
11. If not Select Next: Comments/Attachments. Add any notes or supporting documentation. Upload or Fax in documentation.

12. Provide Contact information and click Submit.
13. Estimate the Length of Stay; click Submit.
14. Clear Coverage will then calculate an approved length of stay. That information will populate – an approval letter will be available – download the PDF to save and share with the member.