# Home State Health Authorization Training Guide

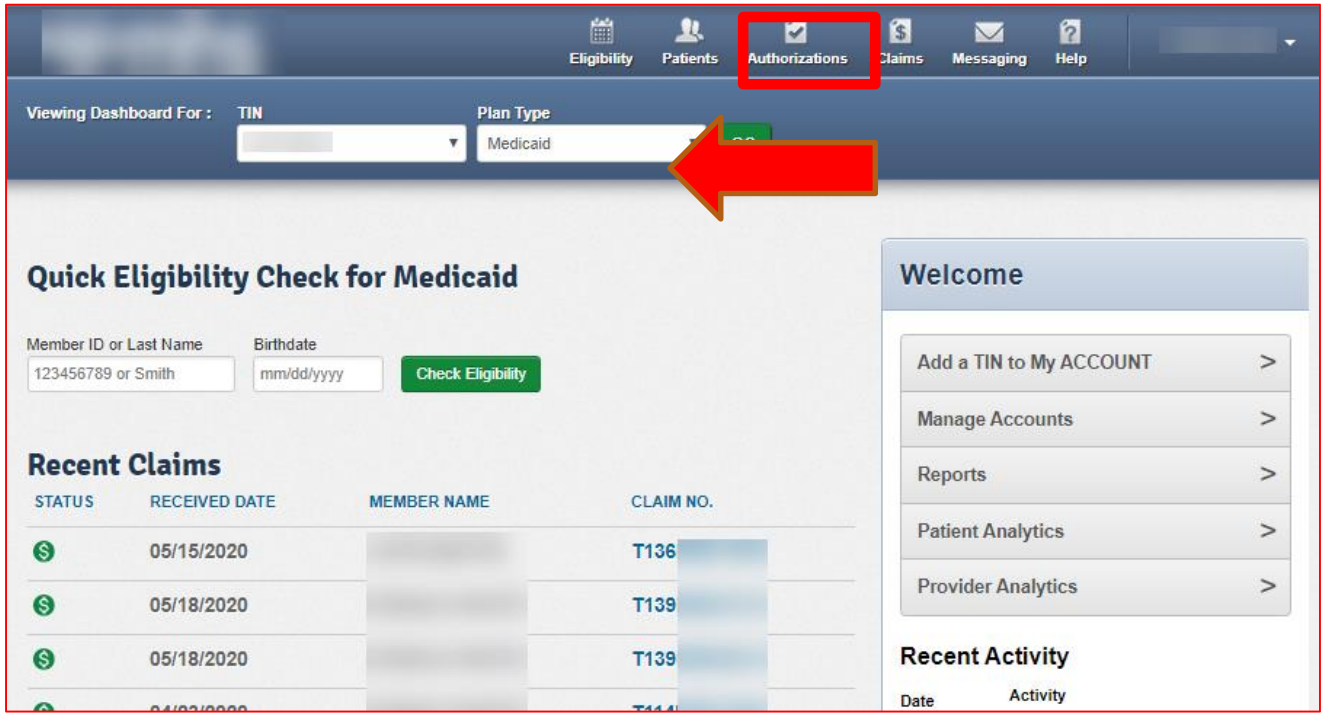
## March 2021

*Quality Healthcare is at the Heart of What We Do*

3/23/2021

# Accessing Authorizations

To access authorization information or create and submit a web authorization request, click **Authorizations**. The Authorizations Summary displays.

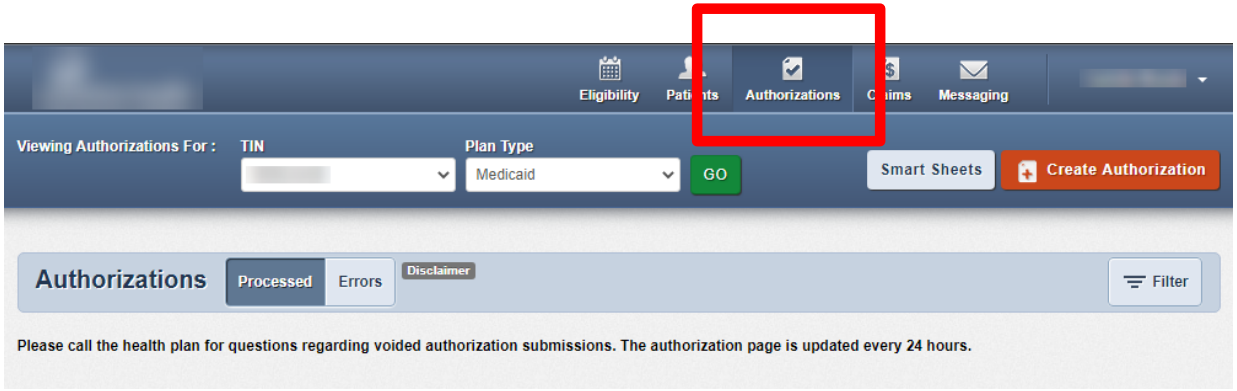


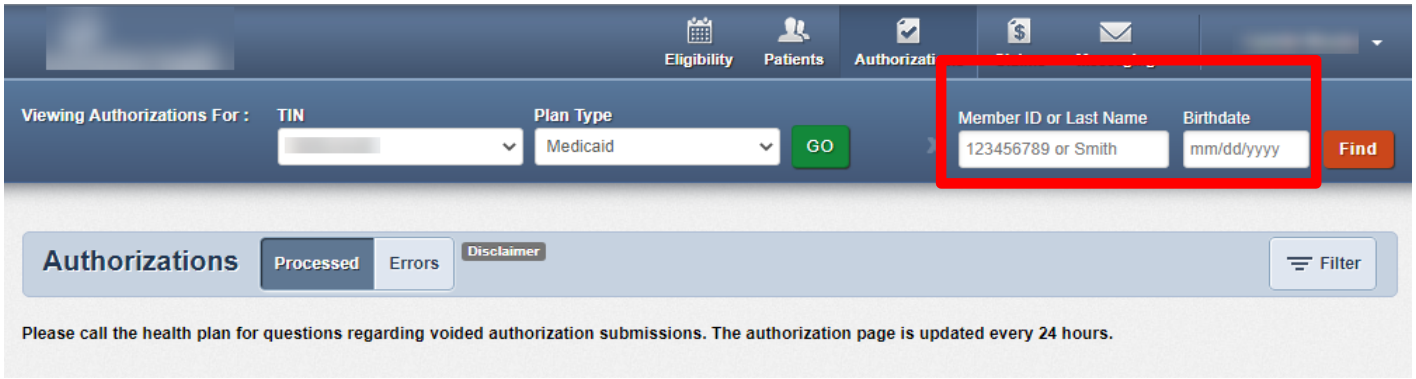

**Tip**: The member drives your Plan Type selection. For example, an Ambetter member will not pull up under Medicaid. To find an Ambetter member, the Plan Type must be ‘Ambetter’. The Plan Type for Medicaid Behavioral Health will be used for Medicaid BH only.

# Create Authorization

To begin a web authorization request:

1. Click **Create Authorization**
2. Enter **Member ID or Last Name**
3. Enter Member's **Birthdate**
4. Click **Find**



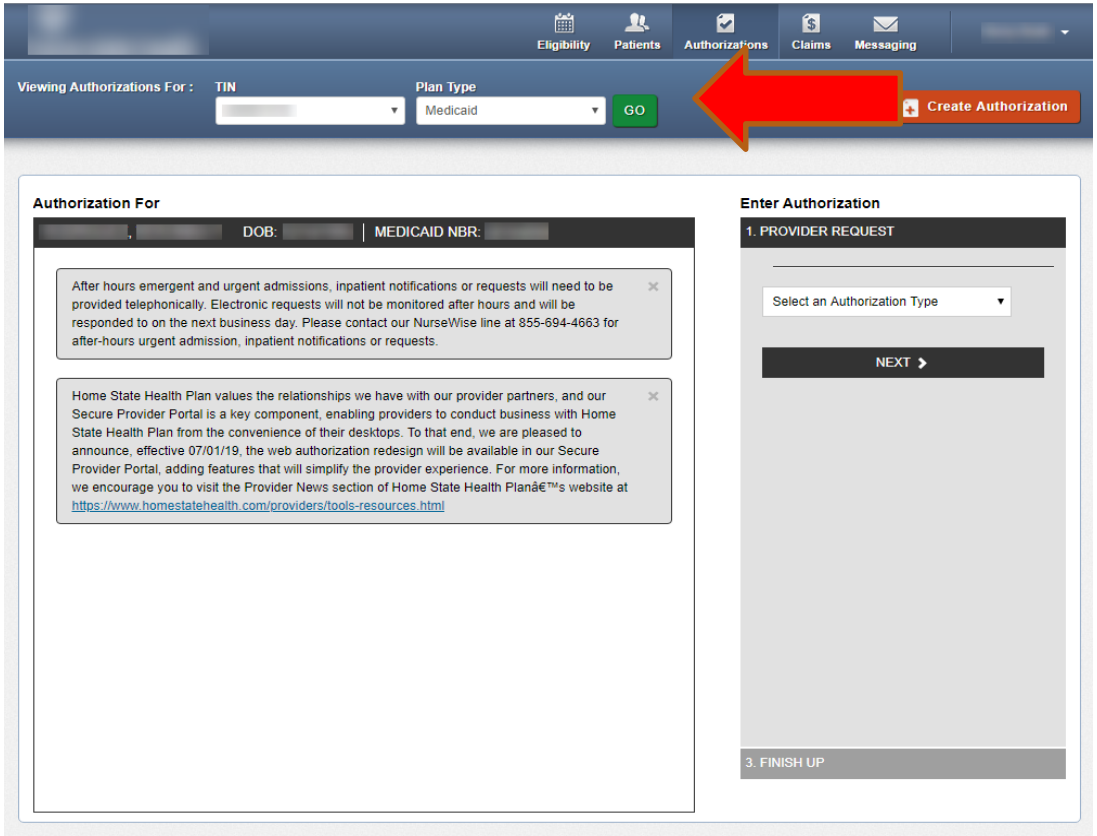




**Tip**: You cannot create a web authorization on an ineligible member.

# Web Authorization Request Medicaid Medical Only

Web Authorization request has three sections:

1. Provider Request
2. Service Line
3. Finish Up

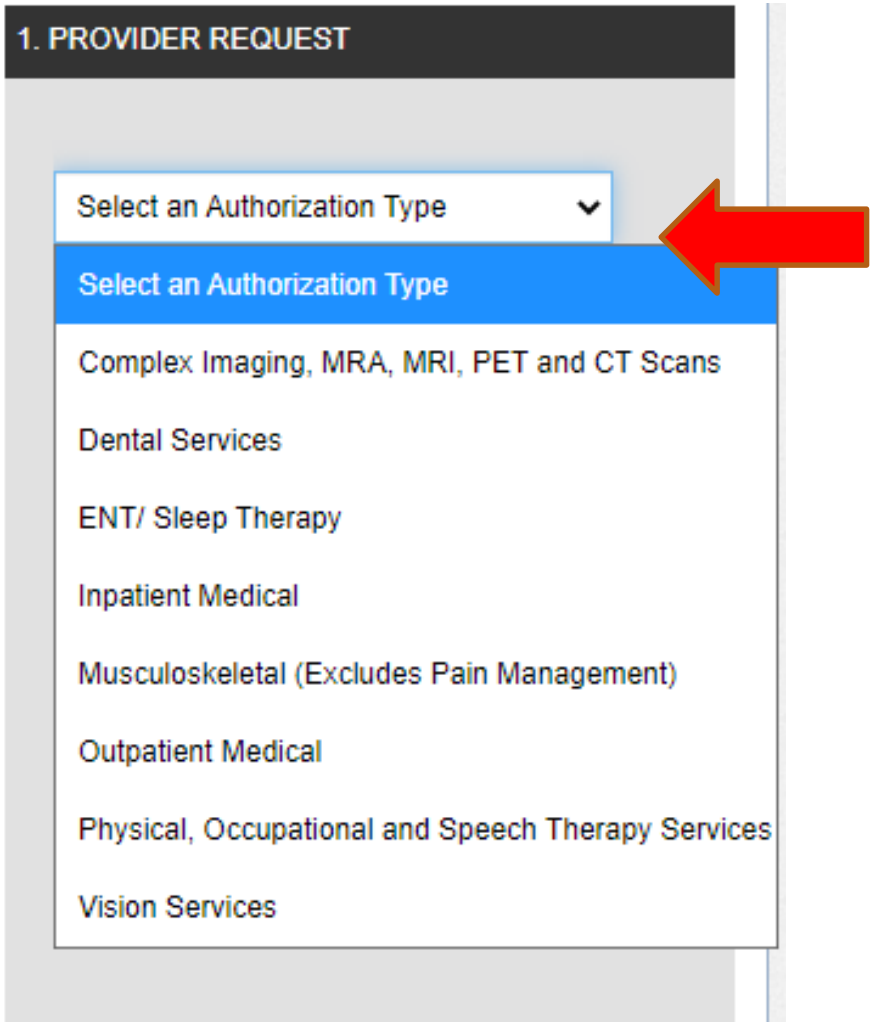



**Tip**: Use the **Tab** key (on your keyboard) to move to fields in a web authorization request

# Authorization Type – Medicaid (Medical)

home state health

To begin a web authorization request, select an Authorization Type.



# Web Authorization Request Medicaid MO Behavioral Health

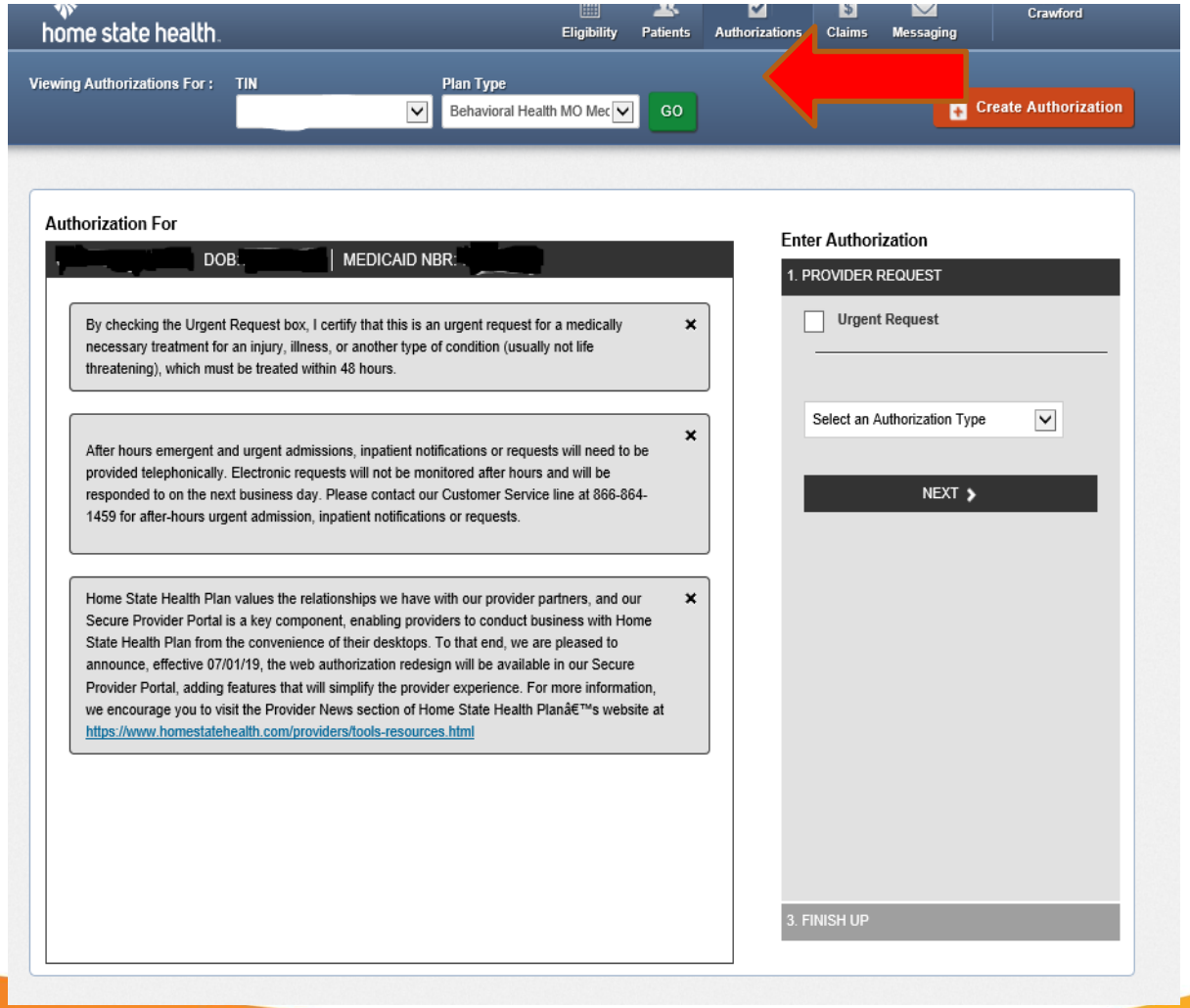
Web Authorization request has three sections:

1. Provider Request
2. Service Line
3. Finish Up

**Tip**:

Medicaid Behavioral Health prior authorizations must select Behavioral Health MO Medicaid as Plan Type displayed with the Red Arrow for Medicaid BH Only.

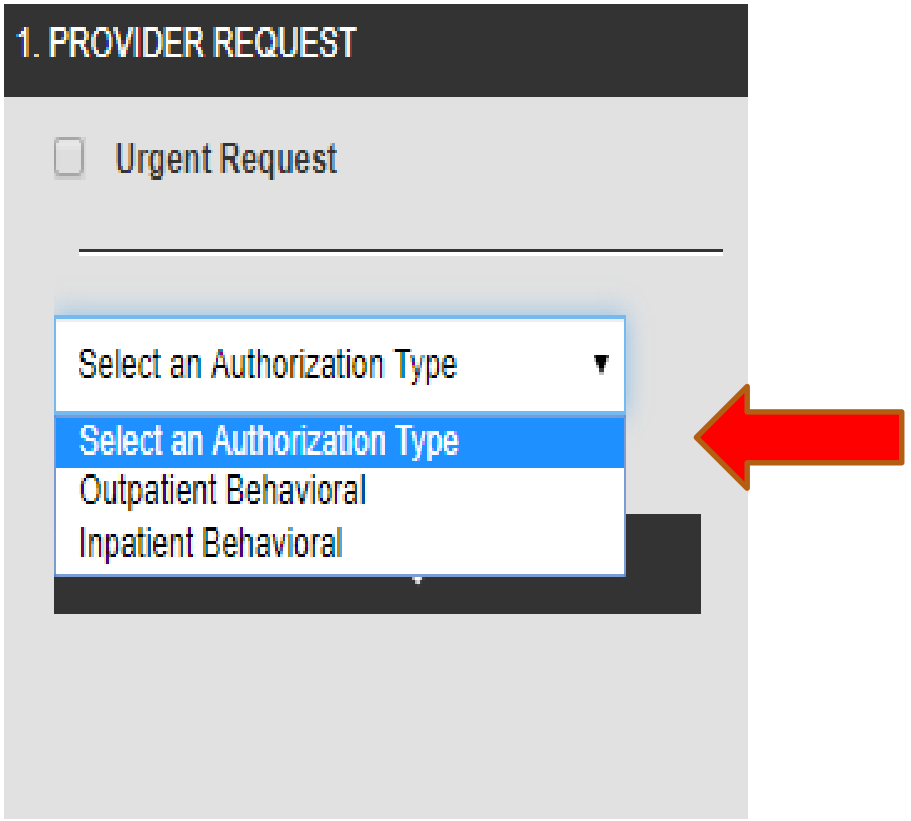
Use the **Tab** key (on your keyboard) to move to fields in a web authorization request.



# Authorization Type – Medicaid (Behavioral Health)

To begin a BH web authorization request, select:

- **Outpatient Behavioral, or**
- **Inpatient Behavioral**

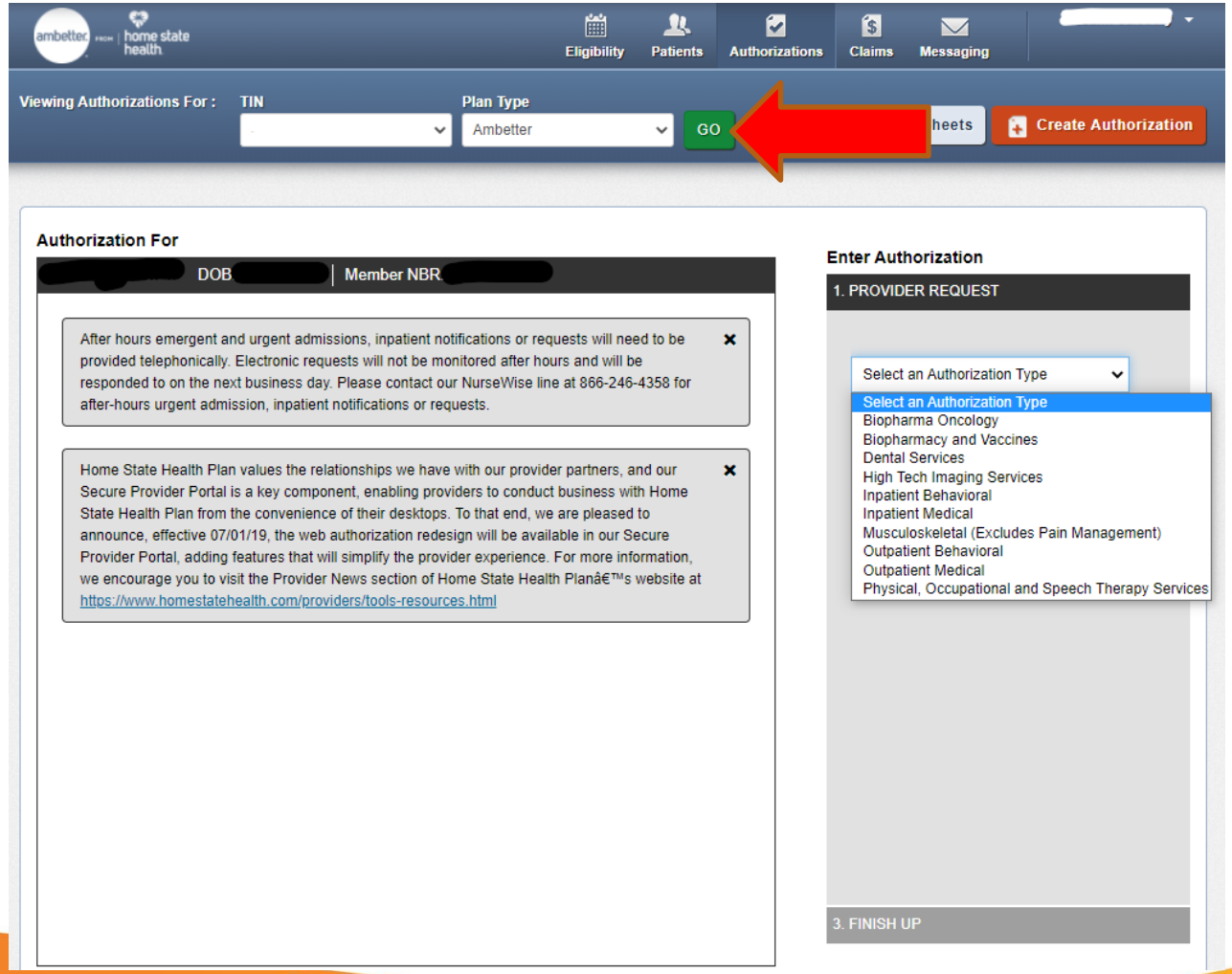


# Web Authorization Request Ambetter Medical and Behavioral Health

Web Authorization request has three sections:

1. Provider Request
2. Service Line
3. Finish Up

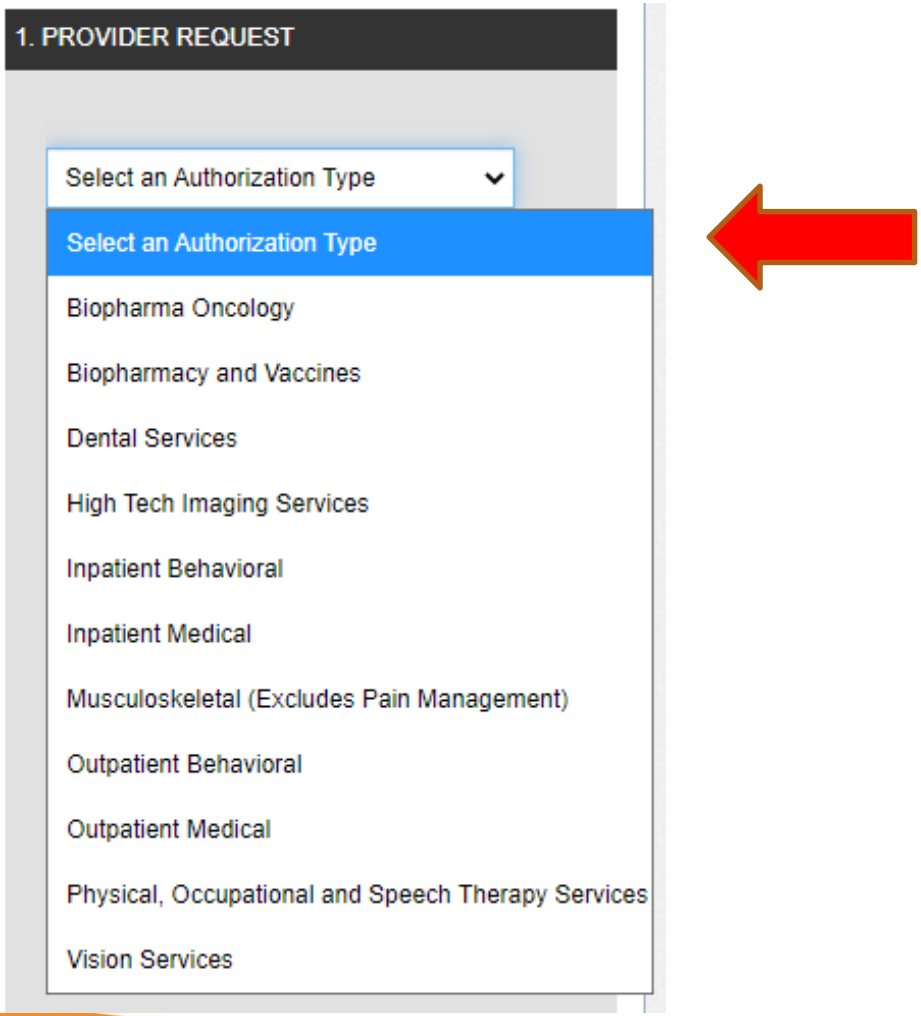
**Tip**: Use the **Tab** key (on your keyboard) to move to fields in a web authorization request



# Authorization Type – Ambetter (Medical and BH)

To begin an Ambetter web authorization request, select an Authorization Type.

Note: Select Authorization Type has all services combine to select. Medical, Behavioral Health, NIA – High Tech Services, NCH-Oncology, Turning Point-Musculoskeletal, Vision and Dental.



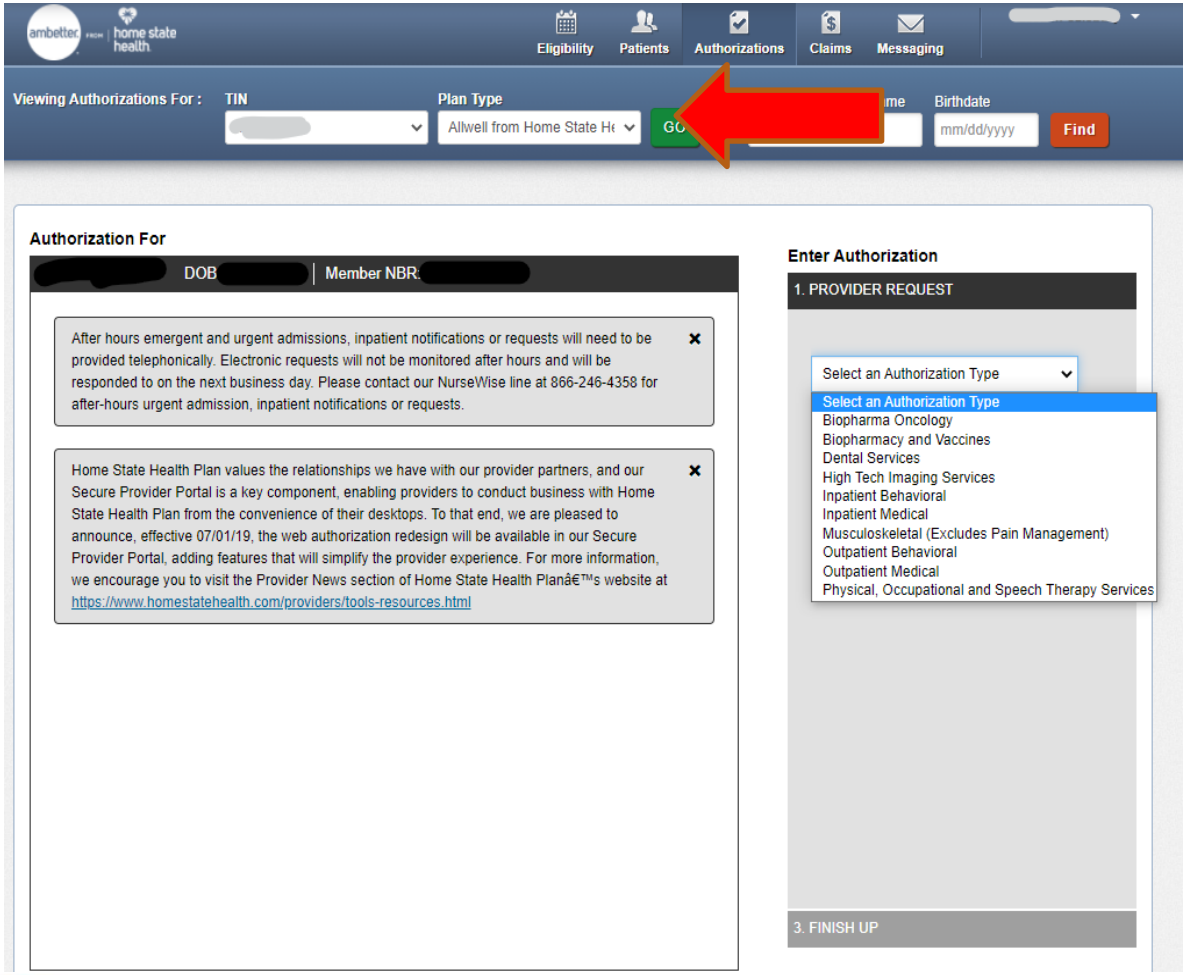
# Web Authorization Request Allwell Medical and Behavioral Health

Web Authorization request has three sections:

1. Provider Request
2. Service Line
3. Finish Up

Allwell has Medical and BH combined in the Authorization Type selection effective 2/25/2021. Will need to fax BH Auths prior to 2/25/2021.

**Tip**: Use the **Tab** key (on your keyboard) to move to fields in a web authorization request.

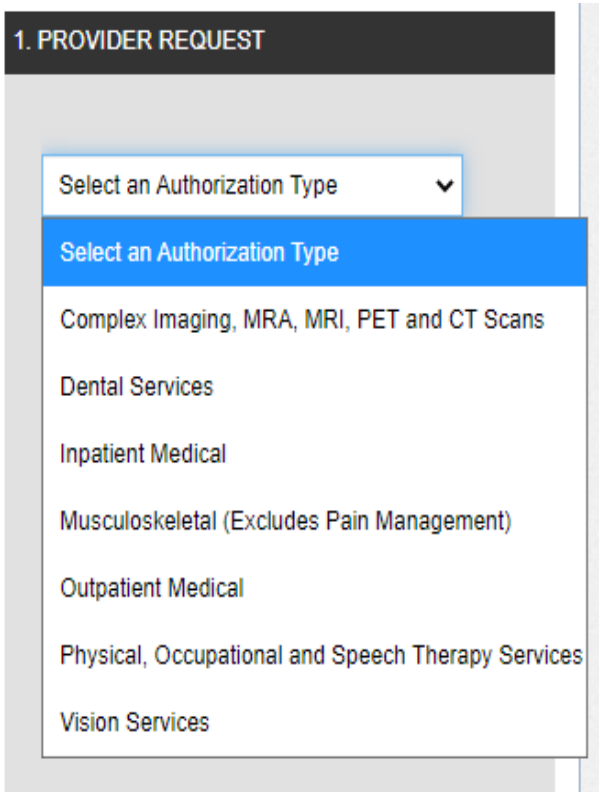


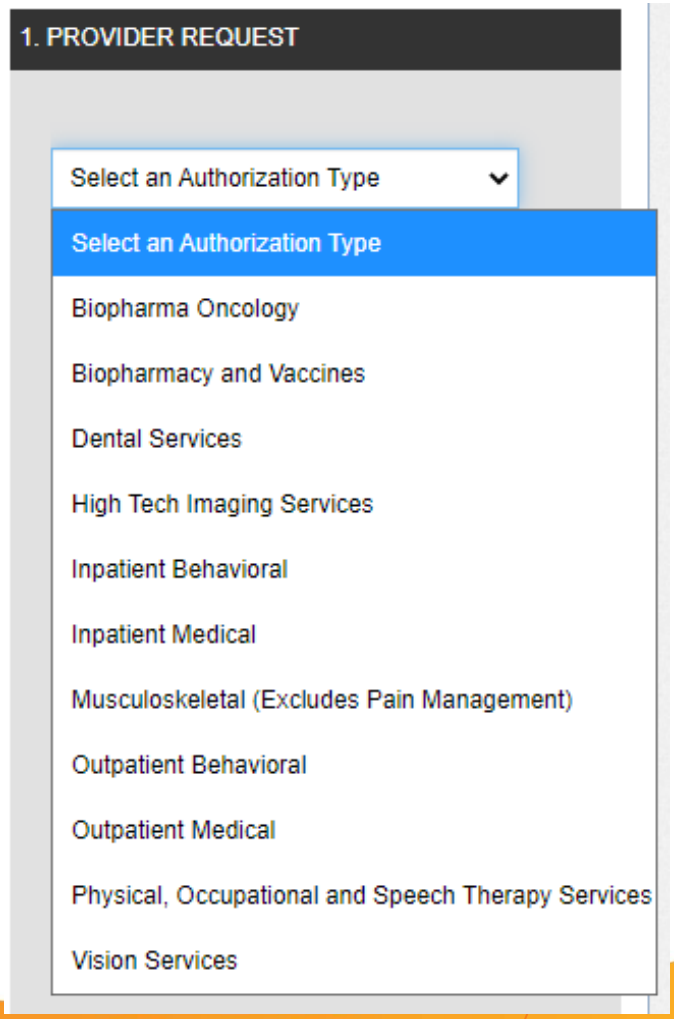
# Authorization Type – Allwell (Medical)

To begin an Allwell web authorization request, select an Authorization Type.

Note:
Select Authorization Type has all services combine to select. Medical, Behavioral Health, NIA – High Tech Services, NCH-Oncology, Turning Point-Musculoskeletal, Vision and Dental.

Current through 2/24/2021




Effective 2/25/2021