Authorization
This section allows the provider and office staff to request, check which codes require prior authorization and view the authorization status of their members.

Authorization Requests
This function is currently not available for users. Providers and their office staff are required to contact the Medical Management department to request authorizations of services for our members.

Authorization Requests

On line Authorization feature is coming soon. In the interim, to request prior authorization, please contact Affinity's Medical Management Department by calling 1-866-247-5678.

Click here to return to your Home page.
**Codes Requiring Prior Authorization**

This page allows users to confirm which procedure codes require prior authorization based on the selection criteria of medical vs. hospital and place of service.

**Codes Requiring Prior Authorization – Search**

The following sections and fields are required to be entered to conduct a search:

**Member Information Section**
1. Member ID
2. Line of Business
   OR
3. First Name
4. Last Name
5. Date of Birth

**Servicing Provider Information Section**
1. Provider ID
   OR
2. First Name
3. Last Name

**Service Information Section**
1. CPT/HCPS Code
2. CPT/HCPS Code Description
3. Outpatient Medical/Hospital
4. Place of Service
Codes Requiring Prior Authorization – Results Page
This page provides the results of the search conducted notifying the user if authorization is required or not.

The following fields are displayed in the search results section:
1. Member ID
2. Member Name
3. DOB – Date of Birth
4. LOB – Line of Business
5. Servicing Provider ID
6. CPT/HCPS Code
7. Outpatient Medical/Hospital
8. Place of Service
9. Authorization Required – “Yes” or “No” response
**View Authorization Status**
This page provides the details and status of the medical services requested under a authorization.

**View Authorization Status – Search**
The user is required to do the following:

1. Enters the authorization number
2. Clicks on “Search”
3. Authorization Results Page is displayed

**View Authorization Status – Results Page**
The following fields are displayed:

1. Authorization Number
2. Service Code
3. Requested Units
4. Approved Units
5. Service From Date
6. Service To Date
7. Decision Status = Approved, Denied, Pending or Partial Approval