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HEALTHCARE

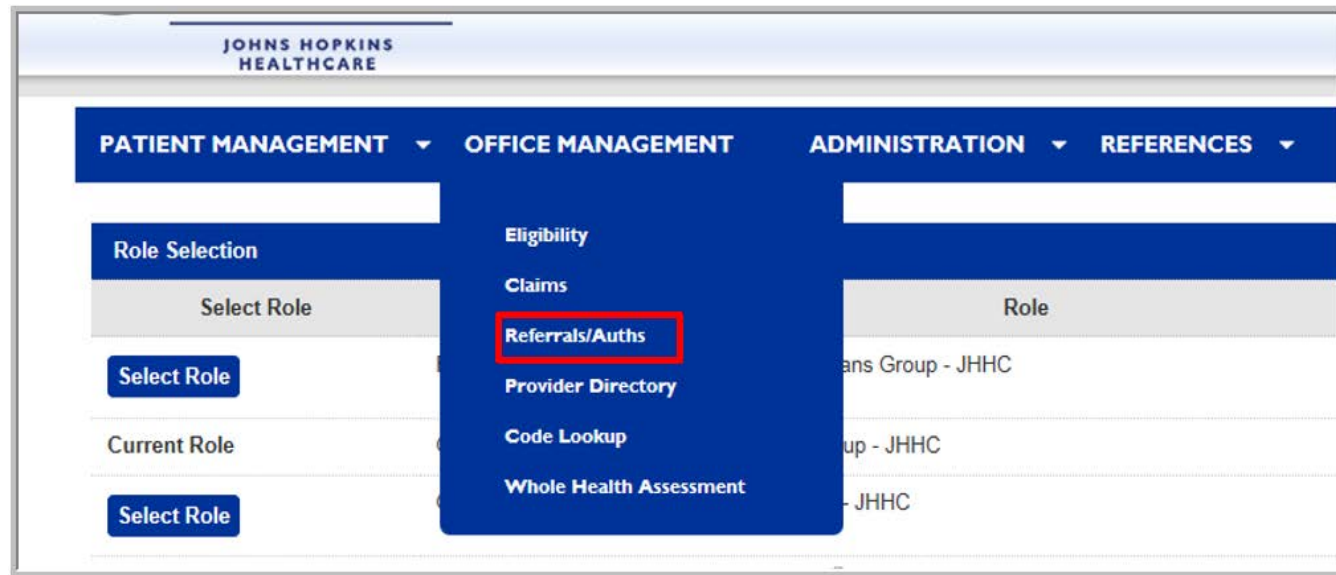
Johns Hopkins HealthCare LLC

How to Check Authorization Status in HealthLINK

Presented by: Johns Hopkins HealthCare Provider Relations Department

Step One

- Go to the Office Management tab from your HealthLINK home page and choose Referrals/Auths



Step Two

- If inquiring on a specific member, enter the member ID number and the date range, then click Search

Note: To see **ALL** authorizations within a specific date range, enter only the date range and click Search

The screenshot shows a search interface with the following fields and options:

- Patient:** (None) [v]
- Requesting Provider:** No Referred By List
- Servicing Provider:** No Referred to List
- Request Number:** []
- Requested Service:** Specialist Outpatient Admission Transportation Home Care
- Start Date:** 01/01/2016 [calendar icon]
- End Date:** 11/28/2018 [calendar icon]
- Service Request Status:** Pending Approved Denied No Action Required Rejected
- Sort:** Select Sort [v] Ascending

Search options on the right:

- Last Name
- Member ID (Test110000001)
- Last Name (Last Name Example - Smith, John)
- Last Name (Last Name Example - Smith, John)
- Specialty Type [v]

Buttons: Search, Clear



Step Three

- A list of the member's authorizations will appear
- To view the approved CPT codes and units, click on the appropriate Service Request number

Service Request Search Results									Help 
Request Service Number	Status	Patient	Service Request Type	Requested Service	Requesting Provider	Servicing Provider	Start Date	End Date	
T20160111-000026	Approved (11 May 2016)	Doe, John test110000001	Outpatient	MEDICAL	JOHNS HOPKINS HOSPITAL	SWINNEN, LODE	12 Jan 2016	12 Feb 2016	
T20160112-000004	Approved (26 Jan 2016)	Doe, John test110000001	Outpatient	MEDICAL	JOHNS HOPKINS HOSPITAL	SWINNEN, LODE	12 Jan 2016	12 Jul 2016	
T20160113-000038	Approved (5 Apr 2017)	Doe, John test110000001	Outpatient	MEDICAL	SWINNEN, LODE	SWINNEN, LODE	13 Jan 2016	14 Dec 2016	



Step Four

- The authorization detail will display

Requested Service	Outpatient: OUTPATIENT DIAGNOSTICS		Units	Approved
Procedure Code	76805 76816 76820 76821 76825 76826 76827 76828			80
Start Date	3 Jul 2018	End Date	13 Oct 2018	
Level of Service			Release of Information	
Remarks				
Procedures and Services				
Status	Reason	Follow-up Action	Description	
Approved (6 Jul 2018)			OUTPATIENT DIAGNOSTICS	
Approved 17 Nov 2018			76805 (10) Ultrasound, pregnant uterus, real time with image documentation, fetal and maternal evaluation, after first trimester (> or = 14 weeks 0 days), transabdominal approach; single or first gestation	
Approved 17 Nov 2018			76816 (10) Ultrasound, pregnant uterus, real time with image documentation, follow-up (eg, re-evaluation of fetal size by measuring standard growth parameters and amniotic fluid volume, re-evaluation of organ system(s) suspected or	

