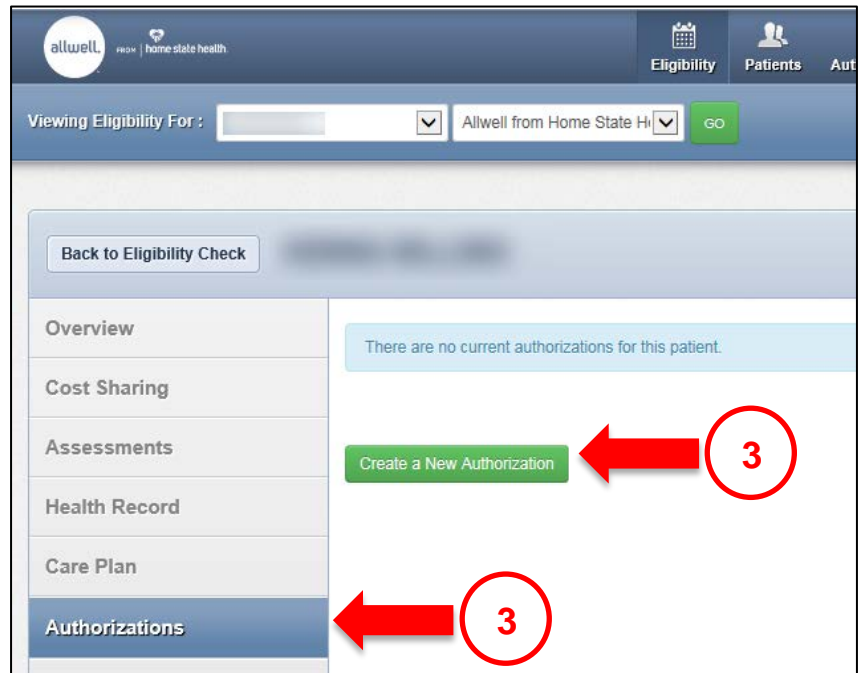


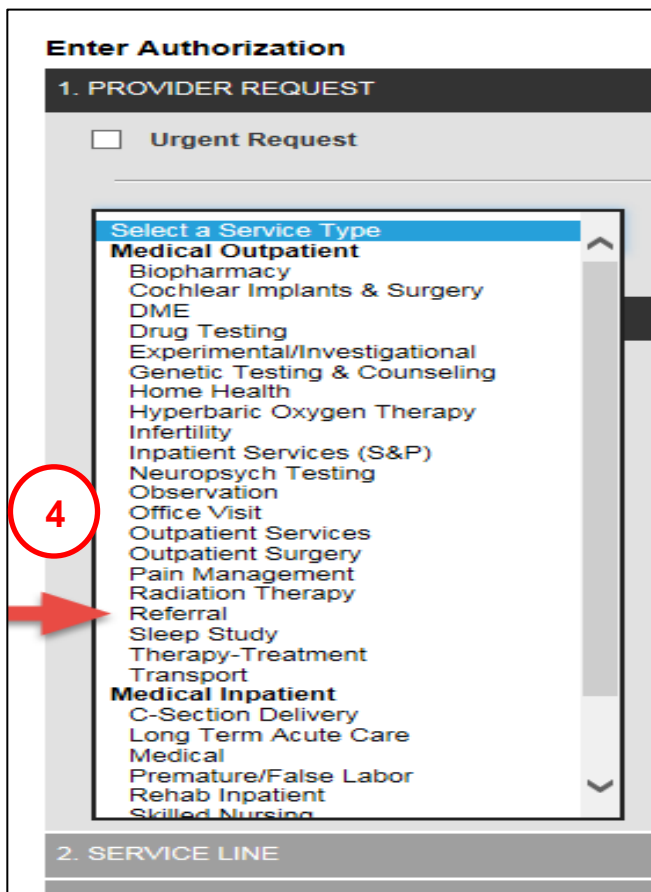


# How to Submit a Referral

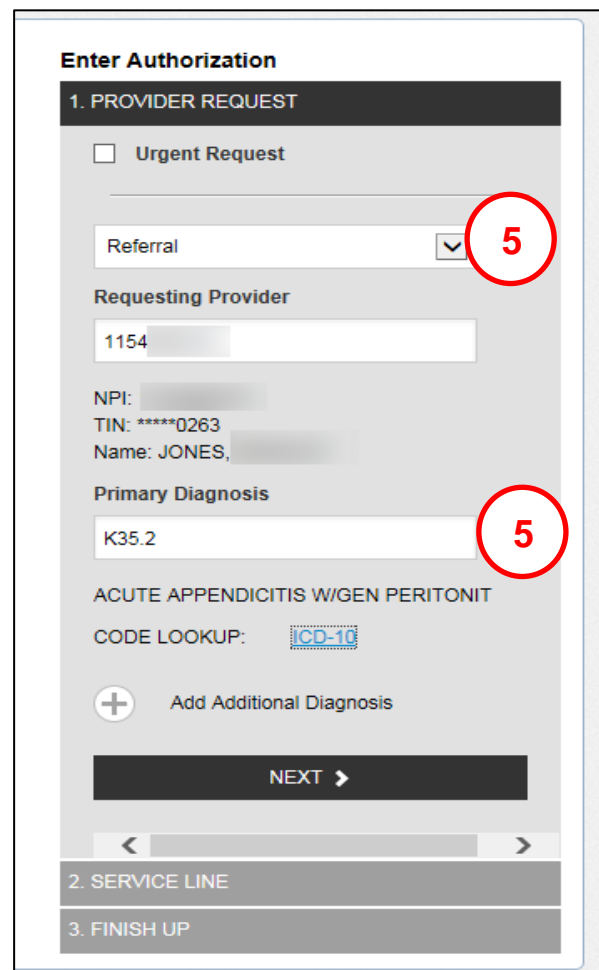
1. Log-on to Provider Portal.
2. Verify member's eligibility.
3. Click on "Authorizations" then "Create a New Authorization".



4. Scroll down the Service Type dropdown menu and select "referral"



5. Enter your information as the requesting provider and the patient's primary diagnosis. Click "next"





## How to Submit a Referral

6. Enter the servicing Provider's last name or NPI. Hit the "tab" button to initiate the provider search.

7. Select the correct Servicing Provider and continue completing the form. Be sure to click "Submit" at the end of the form and make note of the confirmation number.

**Enter Authorization**

1. PROVIDER REQUEST [EDIT](#)

2. SERVICE LINE

Now adding new service line

**Servicing Provider**

Same as Requesting Provider

Start Date - End Date

Units/Visits/Days

**Primary Procedure**

Procedure Code [CODE LOOKUP](#)

+ Add Additional Procedures

+ Add New Service Line

**NEXT >**

3. FINISH UP

**Select a Provider** X

PROVIDER NAME	PHONE NUMBER	TAX ID	NPI	SPECIALTY DESC	SELECT
THOMAS -				FAMILY PRACTICE	<a href="#">Select</a>
THOMAS -				FAMILY PRACTICE	If you need an authorization for an out-of-network provider, please contact 866-329-4701.
THOMAS -				FAMILY PRACTICE	If you need an authorization for an out-of-network provider, please contact 866-329-4701.
THOMAS				CERTIFIED CLINICAL NURSE SPECIALIST	<a href="#">Select</a>