Cite Auto Auth Desk Guide for Providers

Enter all the required fields in Qualitrac.

Authorization Request (Case Id : 2283)						
Date Request Received 06/28/2019 08:41 am	Review Type Acute Medical Surgical (Outpatient)	Place of Service Ambulatory Surgical Center	Type of Service Surgical			
Timing Prospective	Request ID 2295					
Dates of Service						
Service Start Date *	Service End Date *					
07/02/2019	07/02/2019					

Click on the "+Add" button on the right to add the providers and facility.

Ordering Provi	der *					+ Add
Name	NPI	Туре	Address	Phone	Primary Taxonomy	Action
No Ordering Provider Supplied						
Treating Physi	cian *					+ Add
Name	NPI	Туре	Address	Phone	Primary Taxonomy	Action
			No Tre	eating Physician Supplied		
Treating Facility						+ Add
Name	NPI	Туре	Address	Phone	Primary Taxonomy	Action
			No T	reating Facility Supplied		

Add the principal diagnosis and procedure code(s).

Diagno	sis									+ Add
	Seq.	Code	Description		Final Dx		POA	NOS		Action
	1	J34.2	DEVIATED NASAL SEPTUM		0					Û
Proced	lures									+ Add
Seq.	Code	Description	1	NOS	Mod. 1	Mod. 2	Qty.	Frequency	Cost	Action
1	30520	SEPTOPLAS	TY/SUBMUCOUS RESECJ W/WO CARTILAGE GRF				1 unit(s)			Û

Attach documentation if applicable.

ocumentation					+ Ad
				5	Search:
Name	Category	topic	Date Added data available in table	Uploaded By	Action
File U	Jpload				×
0 F	File Upload I • Extensions: . • Size: Less tha	Restrictions pdf, .doc, and .doc: an or equal to 300 N	х ИВ		
		Drop a file here o	r Click here t	o Upload	
File N	lame		Size	Remove	
Name	*		17 KB		
blank	k document				
Catego	ory *				
Clini	ical				•
Topic *	Ŕ				
Prog	gress Notes				v
				Close	Upload

Hit continue:

This will bring you to the Authorization Request page in MCG:



Click on the Document Clinical Button:

Procedure Code: 30520 (CPT/HCPCS)			
Requested Units: 1			
Description : REPAIR OF NASAL SEPTUM			
Guideline Title	Product	Code	Action
Guideline Title Migraine Headache, Surgical Treatment	Product AC	Code A-0578	Action add
Guideline Title Migraine Headache, Surgical Treatment Septoplasty	Product AC AC	Code A-0578 A-0182	Action add add

Choose the appropriate Guideline Title and click "add":



Check mark all the clinical indications that apply.



🖹 Conti



Enter clinical notes when applicable by clicking on the icon next to the clinical indication.

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Enter your note and click on add.

t 🕑	Indication Note	×	
ame : QUAC			
57 Type:	Please provide indication notes		
-10 Diagnos	250 characters left for notes		
PT/HCPCS)	Add Cancel		
ASAL SEPTU		4	

For Inpatient Admissions, if the guideline selected has both Admission and Continued stay clinical indications you must add both for the auto auth to work. If the clinical indications included in the Admission or Continued stay criteria are not met on the initial concurrent submission, the review will be pended for a nurse to review. If the clinical indications are met for both the Admission and the Continued stay, the auto auth rule will run and the review will be approved.



When you click on the Admission check box it will open the clinical indications that will approve the admission and the Goal Length of Stay (GLOS) assigned to the MCG criteria:



Next click on the Continued Stay check box and it will open the clinical indications for the Continued stay beyond the GLOS:

🔲 Strict or protective (eg, laminar flow) isolation 🇹
🔲 Other condition, treatment, or monitoring requiring inpatient admission 🗹
Continued Stay is indicated if one or more of the following is met
Continued high fever, mental status change=Anticipate broadened antibiotic coverage, repeat cultures, and possible lumbar puncture.=Expect brief stay extension. 🗹
Necrotizing soft tissue infection•Early intervention with tissue fasciotomy or debridement, broad spectrum antibiotics, and fluid resuscitation is required.•Expect moderate to prolonged stay extension.
Sepsis or continued Hemodynamic instability•Anticipate ICU care, broadened antibiotic coverage, repeat cultures, and possible lumbar puncture.•Expect brief stay extension. G
🔲 Bacteremia=Expect brief stay extension. 🗹
🔲 Delay in improvement of lesion=Stay extension varies. 🗹
🔲 Buccal cellulitis in unimmunized patient=Expect minimal stay extension to ensure negative CSF and blood culture results. 🗹
Save Cancel
Submit Request Cancel Request Cancel Request

After choosing all the clinical indications that apply click on the Save and this will bring up the next screen which includes the disclaimer.



This system provides access to MCG evidence-based guidelines; however the determinations made using this system are directed by the health plan, based on a number of factors.

Click on Submit Request and you will be prompted to enter your username under the User Attestation.

User Attestation	
I certify that the submitted information is true, accurate and complete to the best of my knowledge. that the submitted information is supported within the patient's medical record. that I understand that any deliberate misrepresentation of any information in this medical review may subject me to liability under civil and criminal laws. that I understand an approval of a medical authorization request by Telligen does not guarantee payment for services. I agree to notify all involved parties of the outcome of this authorization request. Acknowledging User*	
Enter usemame	
	Submit

Then click on Submit

You will be prompted to enter any applicable comments and click on Submit again.

Submit Review	×	a <u>Mar</u>
Comments Comments		Uploaded By
Car	ncel Submit	

Scroll to the bottom of the page to see the Review Outcome:

Outcomes			
(HCPCS) 30520 - SEPTOPLASTY/SUBMUCOUS RESECJ W/WO CARTILAGE GRF			
Requested			
Jutcome			
luthorization Number			
Start Date 07/02/2019			
Ind Date 07/02/2019			
Aodifier 1			
Aodifier 2			
Jnits			
Jnits Qualifier unit(s			
irequency			
Frequency Qualifier			

Click on the Final Recommendation tab to see if it was auto approved and the Authorization Number:

Outcomes	Review Outcome: Appro					
(HCPCS) 30520 - SEPTOPLASTY/SUBMUCOUS RESECJ W/WO CARTILAGE GRF						
Requested	Final Recommendation					
Outcome Auto Approv	ed Letter Rationale:					
Authorization Number 2	01					
Start Date 07/02/20	19					
End Date 07/02/20	19					
Modifier 1						
Modifier 2						
Approved	1					
Denied	0					
Units Qualifier Unit	(5)					
Frequency						
Frequency Qualifier						
Total Cost						
Modifier 1 Modifier 2 Approved Denied Units Qualifier Units Qualifier Frequency Qualifier Total Cost	1 0 (5)					