

exa-PACS • exa-RIS

Feature Summary

Exam Authorization

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Exam Authorization

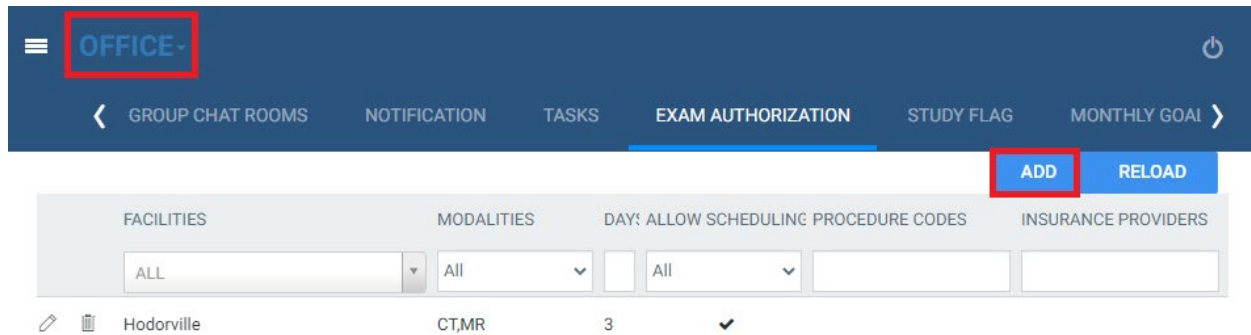
What is authorization?

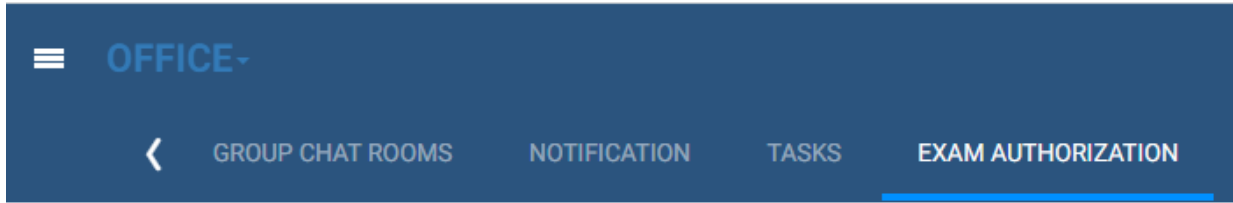
Insurance companies and other providers may require authorization. Authorization involves contacting the insurance company about a procedure, providing proof of medical necessity, and obtaining permission for the procedure in the form of an authorization number.

Configure authorization rules

Authorization rules prevent you from scheduling an exam on a date sooner than the amount of time required to obtain insurance authorization. Exa PACS/RIS automatically adds a warning (red star) to studies on the worklist that match the criteria in your rules (such as facility, modality, and procedure codes) that are awaiting authorization.

- Navigation (“burger”)  menu > **Setup** > **Office** > **Exam Authorization.**> **ADD**.





Facility * Select all current and future facilities Choose facilities **1.**

Modality * **NONE SELECTED** **2.**

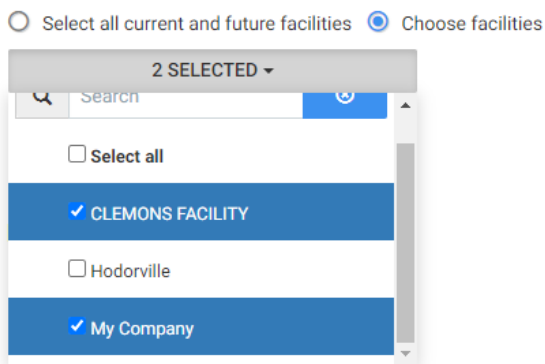
Days * **3.**

Allow Scheduling **4.**

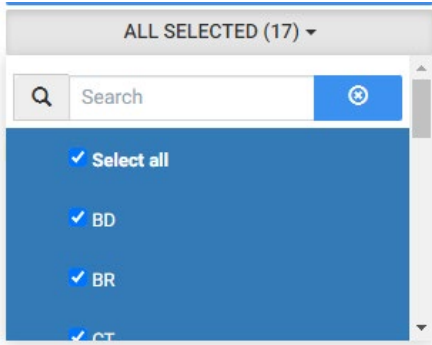
Procedure Codes **NONE SELECTED** **5.**

Insurance Providers **NONE SELECTED** **6.**

1. To select individual facilities, select **Choose facilities** and then select one or more facilities in the dropdown list.



2. Select **NONE SELECTED**, then select one or more modalities for the authorization rule.



3. Type the minimum number of days an exam must wait for authorization before being scheduled.
4. Select **Allow Scheduling** to allow users to schedule exams before they are authorized.
5. Select **NONE SELECTED**, then select one or more procedure codes for the authorization rule.

CODE	DESCRIPTION	EXAM PREP INSTRUCTIONS	GLOBAL FEE	DURATION	FACILITY	MODALITY	MODIFIERS	SERVICE TYPE	RVU
<input type="checkbox"/>	0001F	HRT FAILURE ASSESSED	0	15	Nuckapella,Konica Minolta Healthcare Ameri				
<input checked="" type="checkbox"/>	0003F	OSTEOARTHRITIS ASSESSED	0.00	15	Nuckapella,Konica Minolta Healthcare Ameri	Radio Fluoroscopy,Computed Tom		Diagnostic X-ray	0.00
<input checked="" type="checkbox"/>	00100	ANESTHESIA SALIVARY GLANDS WITH	0	15	Nuckapella,Konica Minolta Healthcare Ameri				
<input checked="" type="checkbox"/>	00102	ANESTHESIA CLEFT LIP INVOLVING PL	0	15	Nuckapella,Konica Minolta Healthcare Ameri				
<input type="checkbox"/>	00103	ANESTHESIA EYELID RECONSTRUCTIV	0	15	Nuckapella,Konica Minolta Healthcare Ameri				
<input type="checkbox"/>	00104	ANESTHESIA ELECTROCONVULSIVE TR	0	15	Nuckapella,Konica Minolta Healthcare Ameri				
<input type="checkbox"/>	00120	ANESTHESIA EXTERNAL MIDDLE & INN	0	15	Nuckapella,Konica Minolta Healthcare Ameri				





6. Select **NONE SELECTED**, then select one or more insurance providers for the authorization rule.

CODE	NAME	PAYER ID	PROVIDER TYPE	CONTACT INFORMATION	FACILITY	MARKET	ACTIVE
<input type="checkbox"/>	4GA	AFFINITY MEDICARE ADVANTAGE	13333	Medicare Part A	PO BOX 4018,SCRANTON	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes
<input checked="" type="checkbox"/>	ABCARE	ABSOLUTE TOTAL CARE	68069	1441 MAIN ST #900,COLUMBIA	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes	
<input type="checkbox"/>	ADCON	ADMINISTRATIVE CONCEPTS INC.	22384	OLD EAGLE SCHOOL RD, STE 1005,WAYNE	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes	
<input type="checkbox"/>	ADFREE	ADVANTRA FREEDOM	25133	PO BOX 7154,LONDON	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes	
<input checked="" type="checkbox"/>	Aetna 10031	AETNA HEALTH PLAN	60054	Commercial	PO BOX 25519,RICHMOND	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes
<input type="checkbox"/>	AFFMGRP	AFFINITY MEDICAL GROUP	46594	PO BOX 71050,OAKLAND	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes	
<input type="checkbox"/>	AMBN	AMERIBEN SOLUTIONS	75137	PO BOX 7186,BOISE	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes	
<input type="checkbox"/>	AMHAD	AMERHEALTH ADMINISTRATORS	54763	720 BLAIR MILL ROAD,HORSHAM	Nuckapella,Konica Minolta Healthcare Americas,Hod	Yes	

7. Select **SAVE**.

Authorize an exam

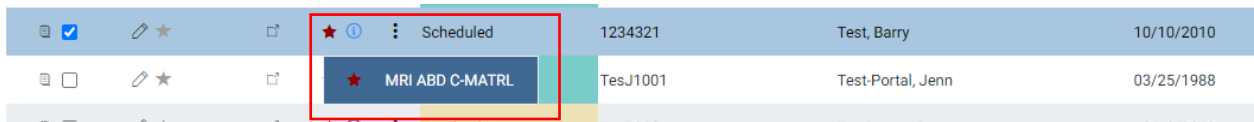
The colored stars on study rows of the worklist indicate the authorization status of the study or pre-order.

-  No Authorization
-  Needs Authorization
-  Pending Authorization
-  Authorized

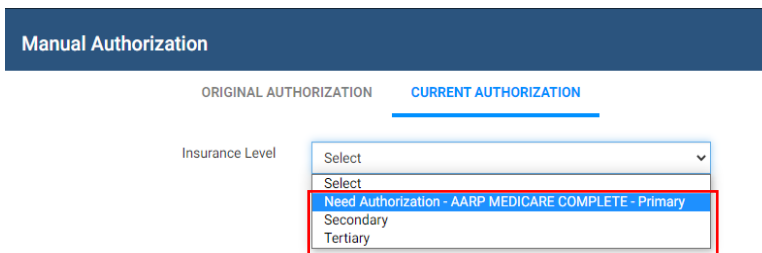
You can authorize an exam from the worklist, or from within the study itself (in the Edit Study screen).

Authorize from the worklist

1. Select the red or yellow authorization star, and then in the pop-up menu, select the study to authorize.



2. In the **Manual Authorization** screen, select the **Insurance Level** to authorize.



3. Fill in the fields in the figure below.

The screenshot shows a 'Manual Authorization' form with two tabs: 'ORIGINAL AUTHORIZATION' and 'CURRENT AUTHORIZATION'. The 'CURRENT AUTHORIZATION' tab is active. At the top right, there is a green button labeled 'Eligibility / Estimation'. The form contains the following fields:

- Insurance Level: A dropdown menu with a red star icon, currently set to 'Need Authorization - AARP MEDICARE COMPLETE - Primary'.
- Address: '950 WINTER ST, SUITE 3800, WALTHAM, MA'.
- Phone No.: '(800)393-0939'.
- Fax No.: (empty).
- Authorization No.: (empty text box).
- Referral Number: (empty text box).
- Notes: (empty text area).
- Reason: (empty text area).
- CPT Code: '74181'.
- Description: 'MRI ABD C-MATRL'.
- Expiration Date: (MM/DD/YY date picker).
- Effective Date: (MM/DD/YY date picker).
- Issue Date: (MM/DD/YY date picker).
- Accident Date: (MM/DD/YY date picker).
- Accident Type: Radio buttons for 'Employment', 'Auto Accident', and 'Other Accident'.
- Accident State: (Select dropdown menu).

At the bottom, there are three buttons: 'SAVE', 'PENDING', and 'DENIED'.

- 4. Select one of the following:
 - SAVE** Authorize the exam
 - PENDING** Change the study to Pending Authorization status
 - DENIED** Deny authorization.

Result: The color of the authorization star will change according to the status selected.

Authorize from the Edit Study screen

- 1. On the worklist, open the study or order to authorize in the **Edit Study** screen.
- 2. In the left pane, select **INSURANCE PROFILE**, and then select the insurance level to authorize.
- 3. Under **Authorization**, fill in fields and then select an authorization status button.

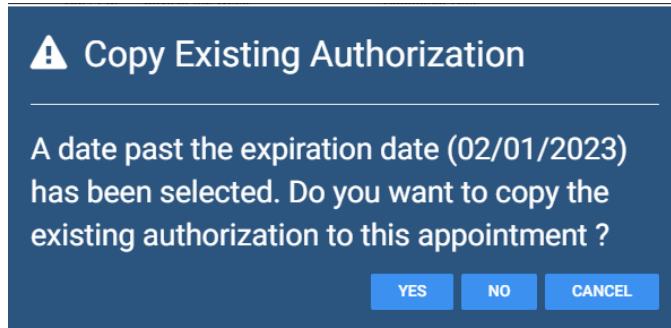
The screenshot shows the 'Edit Study' screen for a patient named 'test, BARRY (Acc#:1234321, 10/10/2010, M, 12Y)'. The left sidebar has a menu with 'INSURANCE PROFILE' highlighted in red. The main content area is divided into sections:

- PATIENT INFORMATION:** Sex (M), Country (United States), Address Line 1 (101 main st), Address Line 2 (empty), City/State/ZIP (lake charles, SC, 12321, ZIP Plus).
- Work Phone:** (empty), **Home Phone:** (empty).
- Authorization:** Study CPT (74181 (MRI ABD C-MATRL)), Referral Number (empty), Notes (empty), Reason (empty), Authorization No. (empty), Expiration Date (MM/DD/YY date picker), Effective Date (MM/DD/YY date picker), Issue Date (MM/DD/YY date picker), Accident Date (MM/DD/YY date picker), Accident Type (radio buttons for 'Employment', 'Auto Accident', 'Other Accident'), Accident State (Select dropdown menu).
- Diagnosis Code:** 1)A00.0-Cholera due to Vibrio cholerae 01, biovar cholerae.

At the bottom right of the authorization section, there are three buttons: 'SAVE', 'PENDING', and 'DENIED'.

Rescheduling exams

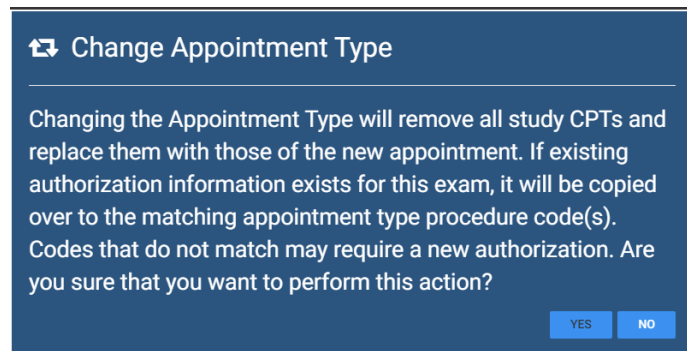
When rescheduling an exam, if authorization is past due, a pop-up window appears prompting you whether to copy authorization to the rescheduled exam.



- To copy authorization, select **YES**.
Result: The authorization expiration date changes to the rescheduled appointment date.
- To not copy authorization, select **NO**.
Result: The authorization status changes to Reauthorization Needed.

Changing appointment types

If you change the appointment type of an exam to another appointment type that has one or more of the same CPT codes as the original, a pop-up window appears prompting you whether to copy authorizations. If the CPT codes are not the same, the exam requires new authorization.



1. Select **YES** to change the appointment type.
Result: If all CPT codes are the same, the authorization status remains as Authorized.
2. If at least one CPT code is not the same, a screen appears where you can copy individual authorizations.
3. Select the **COPY** button of a CPT code to authorize on the left side, and select the copy destination CPT code on the right side.
2. Select **SAVE** to save and continue copying, or **SAVE & CLOSE** to save and exit.

Authorization ✕

Existing Authorization information exists for this exam. Select the updated appointment type procedure codes that you wish to copy the authorization information over to.

SAVE & CLOSE **SAVE** **DONE**

EXISTING APPOINTMENT TYPE CPT CODES			NEW APPOINTMENT TYPE CPT CODES		
CODE	DESCRIPTION	AUTHORIZATION NO.	CODE	DESCRIPTION	AUTHORIZATION NO.
73723	MRI ANY JT LOWER EXTREM W/O & W/CONTRAS	111111111	<input checked="" type="checkbox"/> 74183	MRI ABDOMEN W/O & W/CONTRAST MATERIAL	
A9575	Injection, gadoterate meglumine, 0.1 ml	1111111	<input type="checkbox"/> 72197	MRI PELVIS W/O & W/CONTRAST MATERIAL	
			<input type="checkbox"/> A9575	Injection, gadoterate meglumine, 0.1 ml	