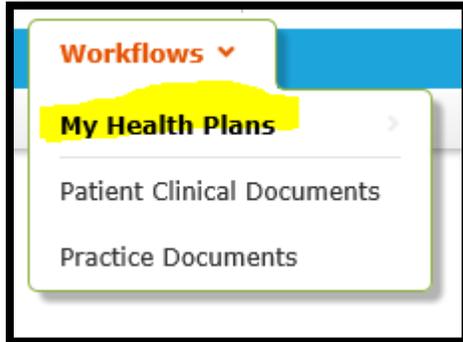# NaviNet® Authorization Search
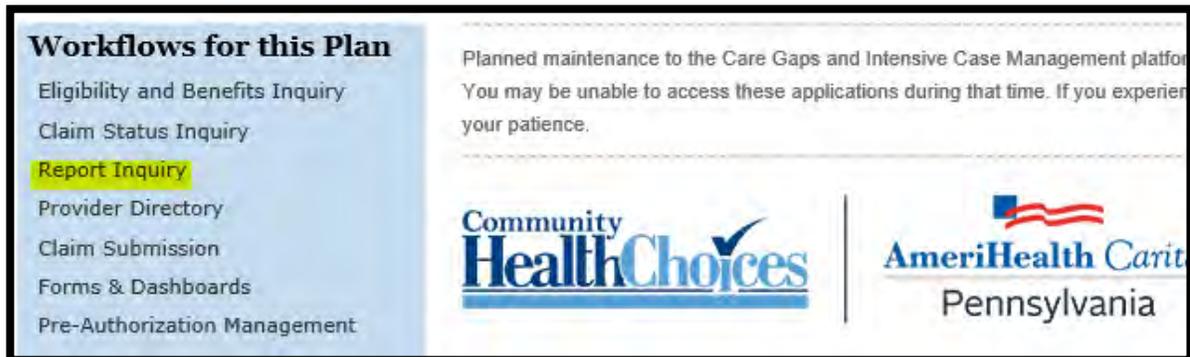
1. Once you have logged in to NaviNet, locate the **Workflows** menu at the top left of your screen. Click on **My Health Plans.**

2. Select your health plan: AmeriHealth Caritas PA Community HealthChoices.
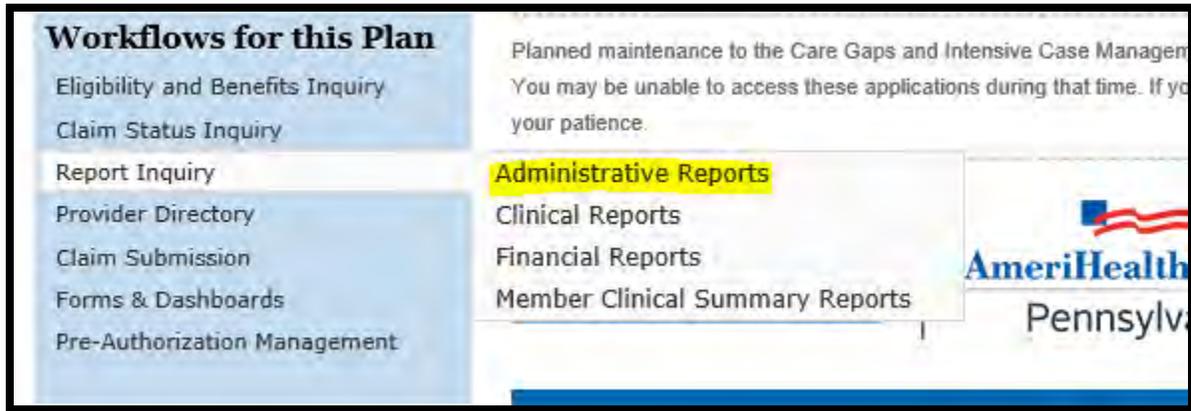

3. At the top left of your screen you will find **Workflows for this Plan**. Click **Report Inquiry**.
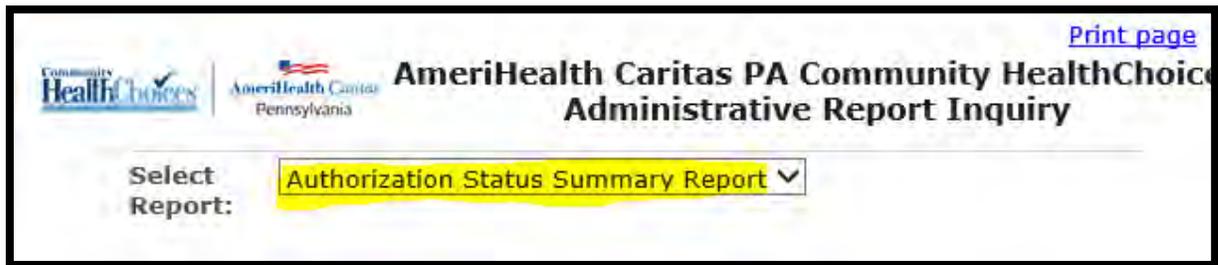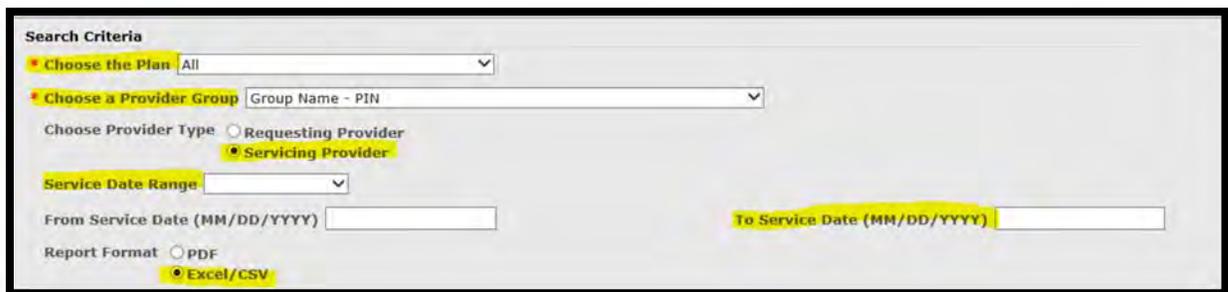
NaviNet® Authorization Search

4. Click the **Administrative Reports** option under this menu.

5. Select the **Authorization Status Summary Report** on the next screen.

6. Fill in the required * fields. For Choose the Plan, select **All**. For Choose Provider Type, select the **Servicing Provider** option. For Report Format, select **Excel/CSV or PDF**. Selecting Excel/CSV is preferable as this format will allow you to sort results.

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7. You will see a pop-up on your screen. Click the **Save as** option.
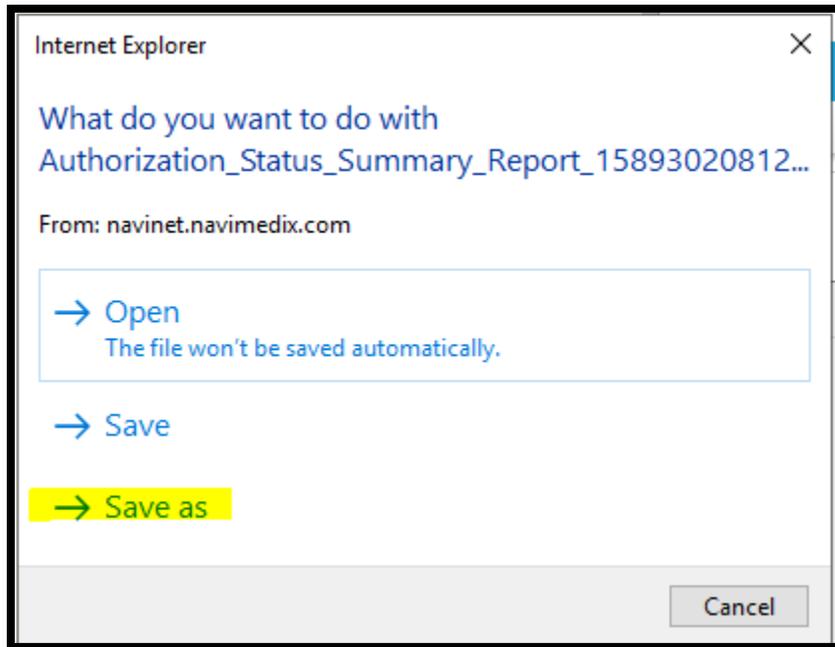
8. Save your file as an **Excel Worksheet.**