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.



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

| Workflows for this Plan Eligibility and Benefits Inquiry Claim Status Inquiry | Planned maintenance to the Care Gaps and Intensive Case Managen You may be unable to access these applications during that time. If yo your patience. | | |
|---|---|-------------|--|
| Report Inquiry | Administrative Reports | | |
| Provider Directory | Clinical Reports | | |
| Claim Submission | Financial Reports | AmeriHealth | |
| Forms & Dashboards | Member Clinical Summary Reports | Donneyly | |
| Pre-Authorization Management | | Fennisylva | |

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.

| Search Criteria | | |
|--|---|------------------------------|
| Choose the Plan All | ~ | |
| Choose a Provider Group Group Name - PIN | | ~ |
| Choose Provider Type O Requesting Provider | | |
| Service Date Range | | |
| From Service Date (MM/DD/YYYY) | | To Service Date (MM/DD/YYYY) |
| Report Format OppF | | |
| Excel/CSV | | |

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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.

| File name Authonization_Status_Summary_Rep | port_15893020812594cd0x2e0 | 4 |
|---|----------------------------|----|
| Save as type: Microsoft Excel 57-2003 Worksheet | | 2 |
| Hide Folders | Seve Cent | el |