



JOHNS HOPKINS

M E D I C I N E

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HEALTHCARE

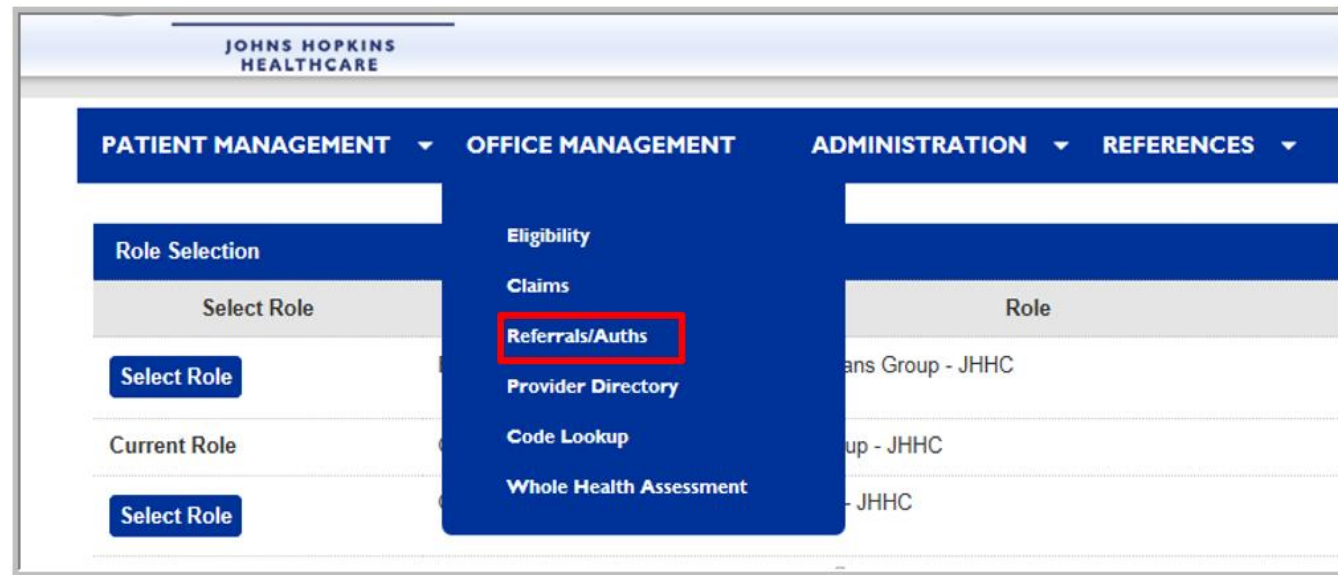
# Johns Hopkins HealthCare LLC

How to Check Authorization Status in HealthLINK

Presented by: Johns Hopkins HealthCare Provider Relations Department

# Step One

- Go to the Office Management tab from your HealthLINK home page and choose Referrals/Auths.



# Step Two

- If inquiring on a specific member, enter the member ID number and the date range, then click Search.

Note: To see ALL authorizations within a specific date range, enter only the date range and click Search.

The screenshot shows a search interface titled "Status" with a "Help" icon. The main heading is "Search by any combination". The form is divided into several sections:

- Patient:** A dropdown menu set to "(None)".
- Requesting Provider:** A dropdown menu set to "No Referred By List".
- Servicing Provider:** A dropdown menu set to "No Referred to List".
- Request Number:** An empty text input field.
- Requested Service:** A section with four checked checkboxes: "Specialist", "Outpatient", "Admission", "Transportation", and "Home Care".
- Start Date:** A date picker set to "01/01/2016".
- End Date:** A date picker set to "11/28/2018".
- Service Request Status:** A section with five checked checkboxes: "Pended", "Approved", "Denied", "No Action Required", and "Rejected".
- Sort:** A dropdown menu set to "Select Sort" and a checked checkbox for "Ascending".

At the bottom left, there are two buttons: "Search" and "Clear".



# Step Three

- A list of the member's authorizations will appear. To view the approved CPT codes and units, click on the appropriate Service Request number.

Service Request Search Results								Help 
Request Service Number	Status	Patient	Service Request Type	Requested Service	Requesting Provider	Servicing Provider	Start Date	End Date
<a href="#">T20160111-000026</a>	Approved (11 May 2016)	Doe, John test110000001	Outpatient	MEDICAL	<a href="#">JOHNS HOPKINS HOSPITAL</a>	<a href="#">SWINNEN, LODE</a>	12 Jan 2016	12 Feb 2016
<a href="#">T20160112-000004</a>	Approved (26 Jan 2016)	Doe, John test110000001	Outpatient	MEDICAL	<a href="#">JOHNS HOPKINS HOSPITAL</a>	<a href="#">SWINNEN, LODE</a>	12 Jan 2016	12 Jul 2016
<a href="#">T20160113-000038</a>	Approved (5 Apr 2017)	Doe, John test110000001	Outpatient	MEDICAL	<a href="#">SWINNEN, LODE</a>	<a href="#">SWINNEN, LODE</a>	13 Jan 2016	14 Dec 2016



# Step Four

- The authorization detail will display.

<b>Requested Service</b>	Outpatient: OUTPATIENT DIAGNOSTICS		<b>Units</b>	<b>Approved</b>
<b>Procedure Code</b>	76805 76816 76820 76821 76825 76826 76827 76828			80
<b>Start Date</b>	3 Jul 2018	<b>End Date</b>	13 Oct 2018	
<b>Level of Service</b>			<b>Release of Information</b>	
<b>Remarks</b>				
<b>Procedures and Services</b>				
<b>Status</b>	<b>Reason</b>	<b>Follow-up Action</b>	<b>Description</b>	
Approved (6 Jul 2018)			OUTPATIENT DIAGNOSTICS	
Approved 17 Nov 2018			76805 (10) Ultrasound, pregnant uterus, real time with image documentation, fetal and maternal evaluation, after first trimester (> or = 14 weeks 0 days), transabdominal approach; single or first gestation	
Approved 17 Nov 2018			76816 (10) Ultrasound, pregnant uterus, real time with image documentation, follow-up (eg, re-evaluation of fetal size by measuring standard growth parameters and amniotic fluid volume, re-evaluation of organ system(s) suspected or	

