

Discontinue an Authorization

Last Modified on 07/07/2021 8:44 am EDT

About

Active Authorizations can be discontinued in the Authorization Tracker.

Discontinue an Authorization

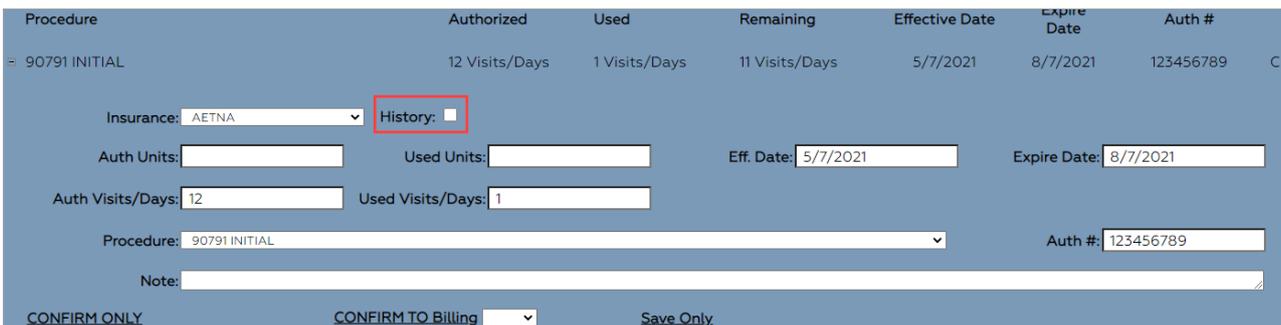
1. Navigate to a **Note**, **Face Sheet**, or **ITP** from the Main Menu.
2. Search for the client if the client is not already displayed.
3. Click the **plus sign** next to the Authorization you want to discontinue.



Procedure	Authorized	Used	Remaining	Effective Date	Expire Date	Auth #
90832,90834,90837,90846,90847 HALF INDIVIDUAL, INDIVIDUAL, INDIVIDUAL EXTENDED,FAMILY WITHOUT CLIENT AND FAMILY	12 Visits/Days	0 Visits/Days	12 Visits/Days	5/7/2021	8/7/2021	123456789

[Add a New Authorization](#) [View Authorization History](#)

4. Select the **History** checkbox.



Procedure	Authorized	Used	Remaining	Effective Date	Expire Date	Auth #
90791 INITIAL	12 Visits/Days	1 Visits/Days	11 Visits/Days	5/7/2021	8/7/2021	123456789

Insurance: AETNA **History:**

Auth Units: Used Units: Eff. Date: 5/7/2021 Expire Date: 8/7/2021

Auth Visits/Days: 12 Used Visits/Days: 1

Procedure: 90791 INITIAL Auth #: 123456789

Note:

CONFIRM ONLY **CONFIRM TO Billing** **Save Only**

5. Click **Save Only**.
6. Refresh the window. The Authorization is removed from view and can be viewed in the client's Authorization History.