View a Client's Authorization History

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About

A client's Authorization history can be easily viewed from a Note, Face Sheet, or ITP that contains the Authorization Tracker.

View Authorization History

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

Procedure	Authorized	Used	Remaining	Effective Date	Expire Date	Auth #	
+ 90840 CRISIS ADDTL	3 Units	0 Units	3 Units	6/15/2021	6/30/2021	0101010101	C
Add a New Authorization View Authorization History							

5. The Authorization History is displayed.

Procedure	Authorized	Used	Remaining	Effective Date	Expire Date	Auth #	
+ 90840 CRISIS ADDTL	3 Units	0 Units	3 Units	6/15/2021	6/30/2021	0101010101	C
History:							
90791 INITIAL	12 Visits/Days	1 Visits/Days	11 Visits/Days	5/7/2021	8/7/2021	123456789	C
Total Units Used:		0					
Close History							

6. Click **Close History** to collapse the history view.