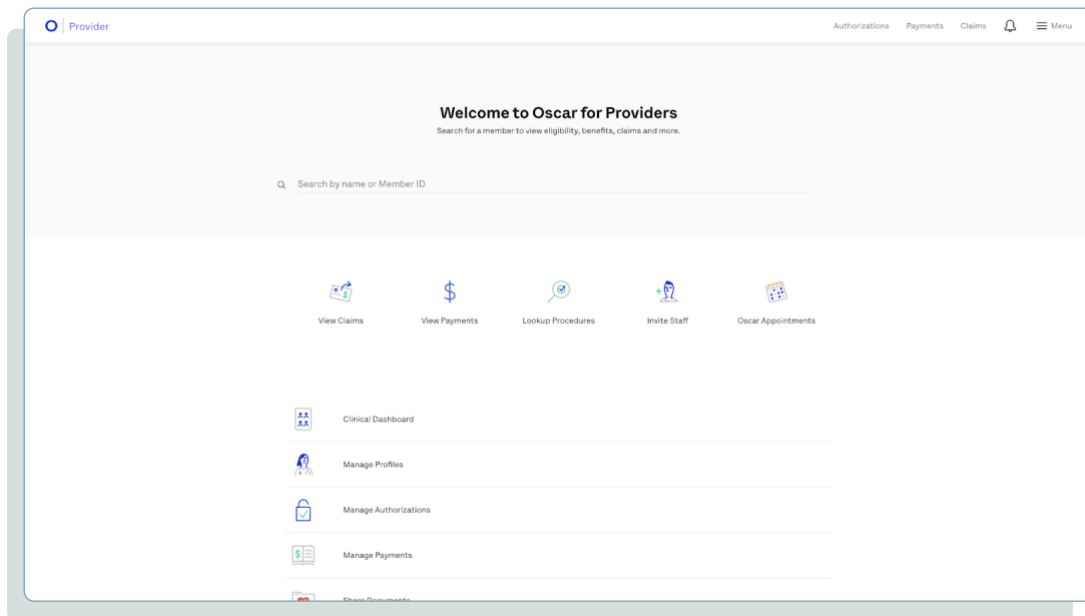# Prior Authorizations in the Portal

You can now check if an authorization is needed and submit an authorization request all in one easy flow. Check out the updated process below:
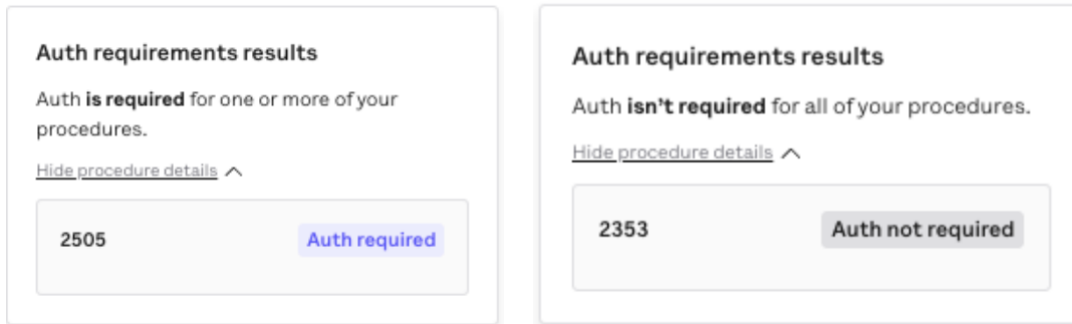
Accessing the form

No matter where you are in the portal (provider.hioscar.com), authorizations are always available in the top right corner.


Checking authorization requirements

Authorization requirements can be checked within the form to submit, and will be checked initially based on Member ID, Level of Care, Service Type, Place of Service and CPT code(s). Requirements will become more specific as additional details are populated, such as Diagnosis Codes, start date for Dates of service, Attending provider and Facility, are populated.

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Once the information is complete, you will be able to see more information on the authorization requirement.

And if the authorization needs to be submitted through either eviCore or ASH, you will be directed to their website.
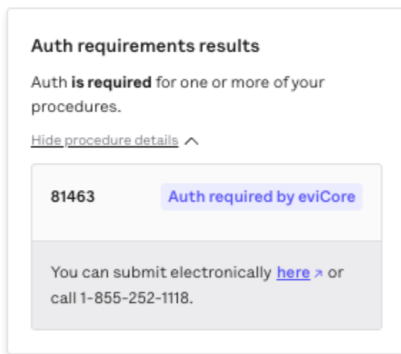
Submitting an Authorization

If an authorization is required, you can go right to the form using the "Begin auth request" button in the bottom right corner of the form. Once you confirm the procedure codes, you will be asked to fill in the following fields:

- Service timing
- Dates of service
- Requester information
- Provider and Facility Information (note, details submitted on the previous page will be pre-populated here)
- Attach documents
- Additional comments (optional)

On the last page, you will be able to view a summary of the information entered and then select "Submit request" in the bottom right corner to submit the authorization for review.