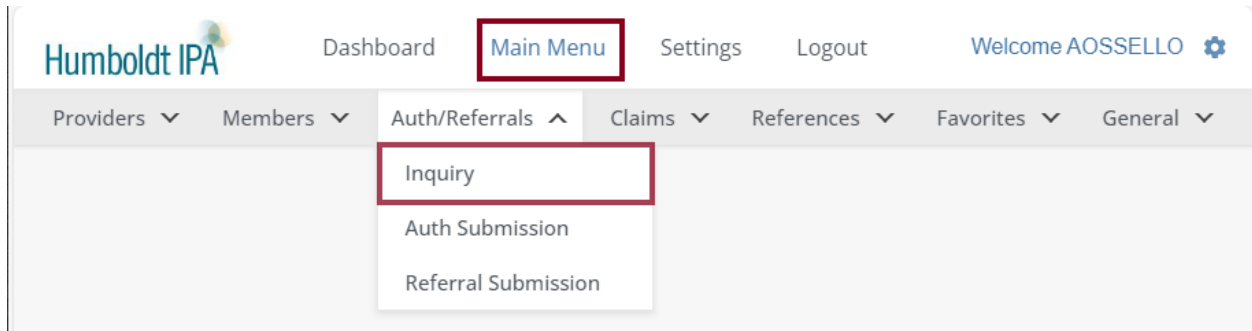
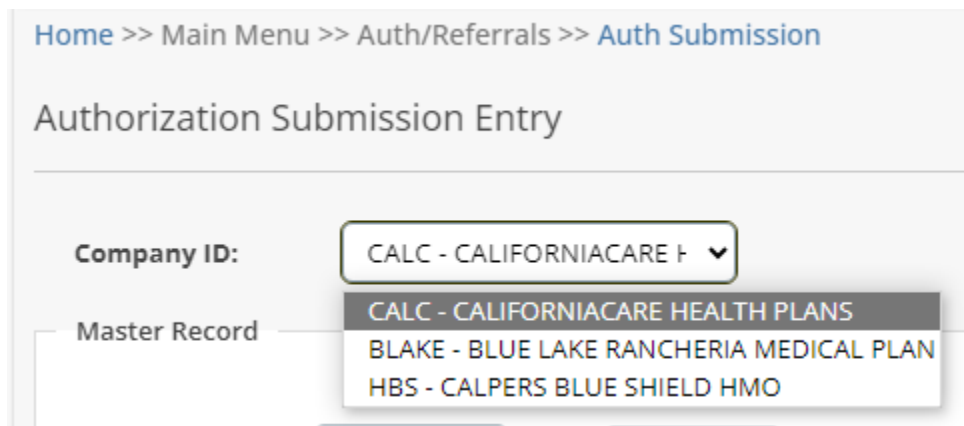


# EZ-NET Authorization Inquiry Guide

1. Click on the Main Menu tab to show the drop-down menus for authorization, claim, and EOB history searches. Under the **Auth/Referrals** drop-down menu, select **Inquiry**.



2. First select the member's health plan using the Company ID drop-down. **DO NOT** leave this as All Companies as this will omit results. CaliforniaCare is Anthem Blue Cross.



- If you know the authorization reference or tracking number you may enter that in the field under Company ID, then search. If you do not know this number, see step 4.

Auth/Referral Search ?

**ENTER YOUR SEARCH CRITERIA BELOW. ANY COMBINATION MAY BE SELECTED**

Company ID: HBS - CALPERS BLUE SHIEL **Step 1** Request Type:  Authorization  Referral  Both

Auth/Referral #: 20240613123456700001 **Step 2** Member ID:

Requested Date From:  To:  Status: NONE SELECTED

Auth Action Date From:  To:  Performing Provider:

Auth Exp Date From:  To:  Referring Provider ID:

HP Authorization #:  Auth Priority Status:

**Step 3**

Search Clear View Report

- If you do not know the authorization tracking number, click the magnifying glass next to the **empty** Member ID field.

**ENTER YOUR SEARCH CRITERIA BELOW. ANY COMBINATION MAY BE SELECTED**

Company ID: HBS - CALPERS BLUE SHIEL Request Type:  Authorization  Referral  Both

Auth/Referral #:  Member ID:  🔍

- Enter the member's date of birth, and the first 3 letters of their last name, then search.

Member Search X

Search Clear No of Records: 1 Ok Cancel

**Enter first 3 letters of last name.**

Last Name: PAT First Name:  Date Of Birth: 1/1/1960

Subscriber SSN:  Patient ID:  Subscriber MBI:

PCP ID:   Member ID: 1234567891 Address 1:

Gender: SELECT Address 2:  City:

State/Region:   Zip:

Healthplan: SELECT A VALUE

Member ID(rt-clk for det)	Member Name	Gender	Birth Date	Healthplan	Company Name	Last Name	First Name	Address 1	Address 2
1234567891	PATIENT, TEST	FEMALE	1/1/1960	CALPERS BLUE SH	HBS	PATIENT	TEST	1234 MAIN STREET	

- b. Double click the result showing the member's information to return to the auth search page. Now the member ID will be filled in. Click Search.

Auth/Referral Search ?

**ENTER YOUR SEARCH CRITERIA BELOW. ANY COMBINATION MAY BE SELECTED**

**Step 1**

Company ID:	<input type="text" value="HBS - CALPERS BLUE SHIEL"/>	Request Type:	<input checked="" type="radio"/> Authorization <input type="radio"/> Referral <input type="radio"/> Both
Auth/Referral #:	<input type="text"/>	Member ID:	<input type="text" value="123456"/> <input type="text" value="PATIENT, TEST"/>
Requested Date From:	<input type="text"/>	To:	<input type="text"/>
Auth Action Date From:	<input type="text"/>	To:	<input type="text"/>
Auth Exp Date From:	<input type="text"/>	To:	<input type="text"/>
HP Authorization #:	<input type="text"/>	Status:	<input type="text" value="NONE SELECTED"/>
		Performing Provider:	<input type="text"/>
		Referring Provider ID:	<input type="text"/>
		Auth Priority Status:	<input type="text"/>
		Sort By:	<input type="text" value="AUTH #"/>

**Step 2**

**Step 3**

5. Click the authorization number on a result to pull up all the details for a particular authorization request.