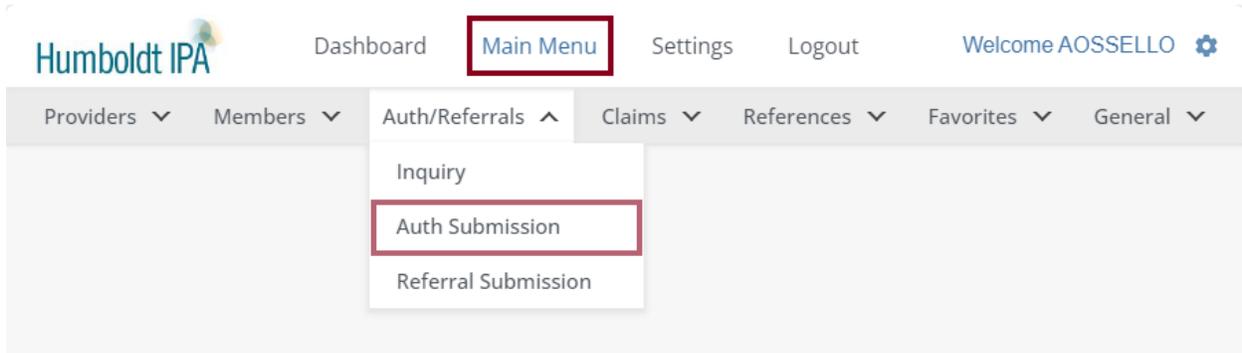
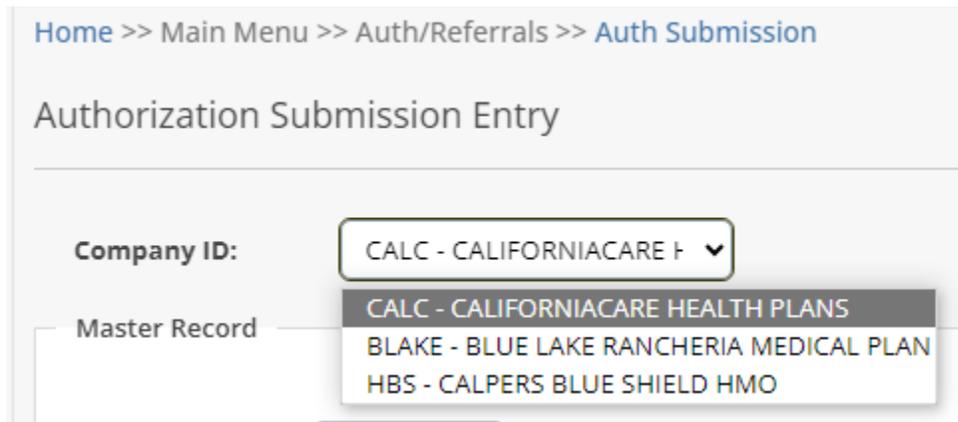


# EZ-NET Authorization Submission Guide

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



2. Select the member's health plan first, changing this later will reset the page. CaliforniaCare is Anthem Blue Cross.



3. Moving from the top of the page to the bottom, only enter the **BOLDED** fields. Use the magnifying glass  next to data fields to search for members and providers by name and/or date of birth. It is best to **only** enter the date of birth and first three letters of the last name.

For some facilities if you are unable to find the provider you may search for the facility in the "Last Name" field instead. For example, you can type "UCSF" in the last name field to select UCSF Medical Center as the requested provider. Open Door providers are entered as the overseeing physician. If you are unable to find a provider you may enter "1820" as the ID. If you

use 1820, list the name and contact information of the provider in the notes at the bottom of the request.

Master Record

Requested Date: 6/13/2024 Time: 10:26 AM Auth Action: 6/13/2024

Priority Status:  Auth Expiration: 9/11/2024

LOS: 0 Authorized Units: 0

Member ID:  Healthplan Name:

Name: Gender: DOB:

Service Area:

Requesting Provider:  The provider **ordering** the service.

Service Area:

Requested Provider:  The provider **performing** the service.

Service Area:

Facility ID:  Requested Units: 0

Place Of Service: SELECT A VALUE Certification Type:  Auth Service Pkg:

From Favorites Admit Source:

Request Category:  Facility Type Code:

Service Type:

Admit Type:

Patient Status:

Additional Master Info

4. Enter the **Diagnosis Codes** by clicking the magnifying glass next to the empty field. Click “Add Diag” to add the entered code to the request.

Diagnosis

Step 1 Step 2

Diagnosis Code:  Add Diag (Only 12 diagnosis codes allowed)

Number	Code	Version	Description	LOINC Code
✘ 1	Z33.1	10	PREGNANT STATE, INCIDENTAL	<input type="text"/>

5. Enter the **Procedure Code** by clicking the magnifying glass next to the empty field.

Service Requested

Procedure Code:  

Service Type: **PROF** 

Auth Procedure Gr  

Modifier 1: **SELECT A VALUE**   From Favorites

Modifier 2:  

Modifier 3:  

Modifier 4:  

Service  Line Rate:

Auth Qty:  Diag Ref:

Admit Date:  

Discharge Date:  

Number of Days:

Admit Type:  

Requested Qty: **1.000**

Admit Source:  

Request Category:  

Certification Type:  

Service Type:  

Facility Type Code:

To add code to request click "Add Proc" here. **Add Proc**

Additional Dtl Info	Auth Action	Auth Expiration	Auth Proc Grp	Service Type	Description	Mod1	Mod2	Mod3	Mod4	Auth Qty	Diag Ref	Admit Date	Discharge Date	Admit Type	Admit Source	Req Qty	Req Catg
---------------------	-------------	-----------------	---------------	--------------	-------------	------	------	------	------	----------	----------	------------	----------------	------------	--------------	---------	----------

6. Add any additional notes to the request. Any fax numbers you would like updates sent to should be included here. If you entered 1820 on the request, here is where you must enter the provider's name, practice name, address, phone and fax numbers, and TAX ID.

Auth Notes

[\(Click to Enlarge Notes\)](#)

DR. JOHN DOE, UCSF - NEUROLOGY  
 505 PARNASSUS AVENUE, SAN FRANCISCO, CA 94143  
 PH: 415-514-3355 FX: 415-353-3355  
 TAX ID: 123456789

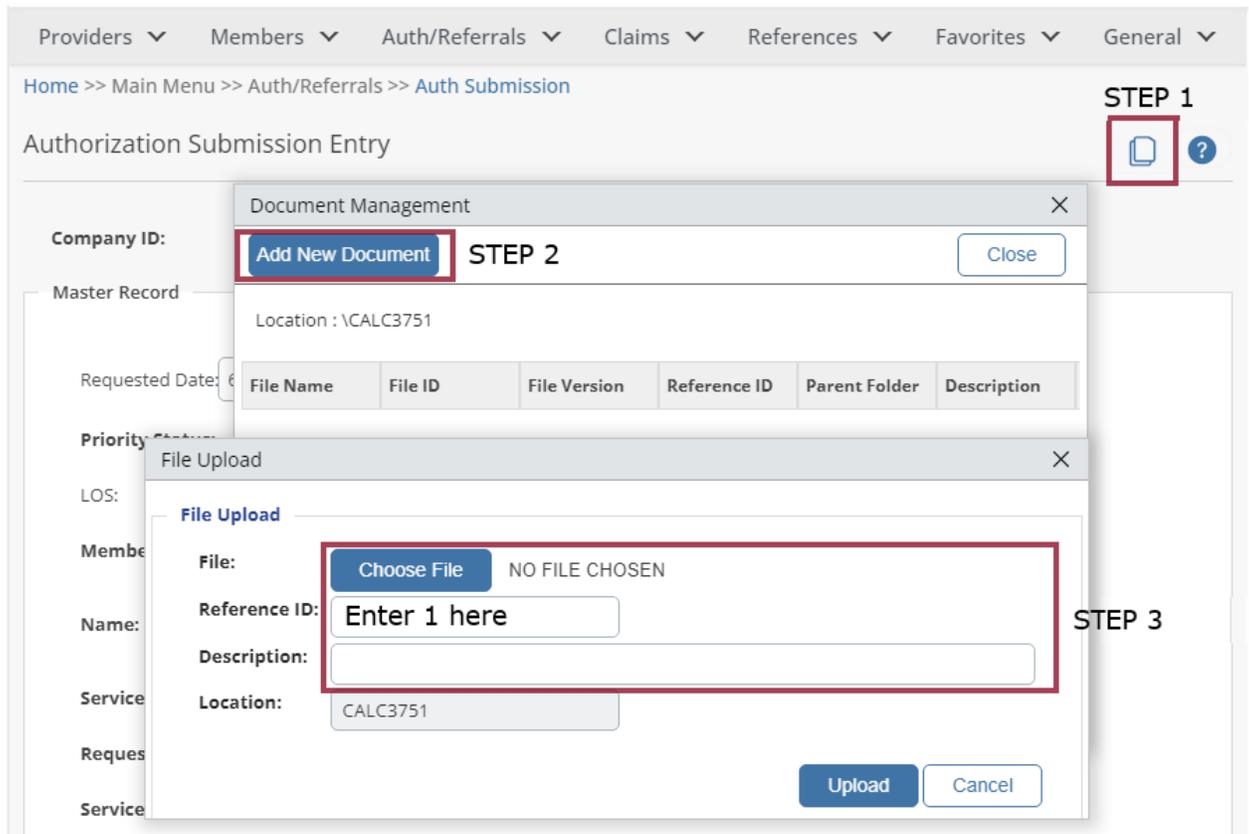
7. Every authorization must have documentation supporting the request included with it. If you plan to fax this information instead of uploading it, you must upload something indicating documentation will be faxed. To avoid having your request cancelled, ensure this information is sent within the day the authorization was submitted. Please only attach the documentation minimally necessary to support the request.

**CLINICALS MUST BE UPLOADED IN THE ORIGINAL EMR FORMAT.**

To upload documentation to your request, scroll to the top of the page and select the  button.

This will bring up the Document Management window. Select “Add New Document” to bring up the File Upload window.

Click “Choose File” to select a document from your device. Enter “1” in the Reference ID field, then add a short description of the content of the document. Finally click “Upload”.



The screenshot shows a web application interface for 'Authorization Submission Entry'. At the top, there are navigation tabs: Providers, Members, Auth/Referrals, Claims, References, Favorites, and General. The breadcrumb trail is 'Home >> Main Menu >> Auth/Referrals >> Auth Submission'. A 'STEP 1' label is next to a document icon button. A 'Document Management' window is open, showing 'Add New Document' (STEP 2) and a table with columns: File Name, File ID, File Version, Reference ID, Parent Folder, and Description. Below this, a 'File Upload' window (STEP 3) is open, containing a 'File Upload' section with a 'Choose File' button, 'Reference ID: Enter 1 here', a 'Description' field, and a 'Location' field with the value 'CALC3751'. 'Upload' and 'Cancel' buttons are at the bottom.

8. Finally, click “Submit Request” at the bottom of the form to submit the authorization request. You will be taken to a screen that shows the tracking number for your authorization. Make note of this number so you may refer to it later.