

How to Submit Authorizations Electronically

We heard you! New features now available when submitting authorizations electronically

Instructions for submitting authorizations online via Availity

- 1 Log in to [Availity.com](https://www.availity.com)
- 2 Click **Patient Registration | Authorization & Referrals** in the top left of the screen
- 3 The **Authorization & Referrals** page displays
- 4 Click **Auth/Referral Inquiry or Authorizations** to begin an electronic authorization request

For detailed step-by-step instructions on submitting authorizations electronically, please review the CareAffiliate User Guide on [Availity.com](https://www.availity.com).

Why should you submit authorizations electronically?

Submitting authorizations online is faster, easier and offers many additional features not available when submitting via fax:

- **Immediate confirmation** of a successful authorization submission
- A **reference number** for each authorization
- Ability to **view the status** of an authorization
- **Automatic approval** for services that only need a network validation (Level 1 review)*

NEW! Enhancements to electronic authorization submission portal

- Search criteria includes a **message informing you whether or not an authorization is required** based on the procedure code
- **Simplified Request Types** list for quicker selection
- Ability to **upload additional clinical documentation** after submitting an authorization request
- Ability to **view determination letters** from the **Message** tab
- Ability to submit **clinical documentation** for concurrent review

*Auto approvals generated only when the requesting and servicing provider are contracted (in-network) with Bright Health.

For more information on Bright Health's Utilization Management program, visit [Availity.com](https://www.availity.com) or [brighthealthplan.com](https://www.brighthealthplan.com)