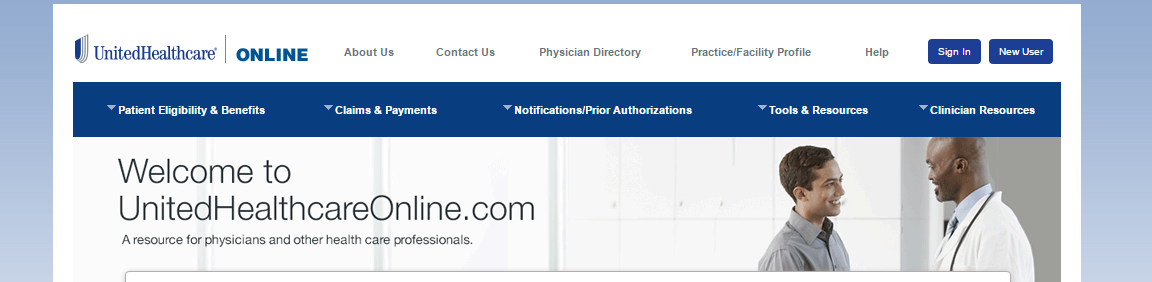
To obtain and authorization from United Health Care -UHC:

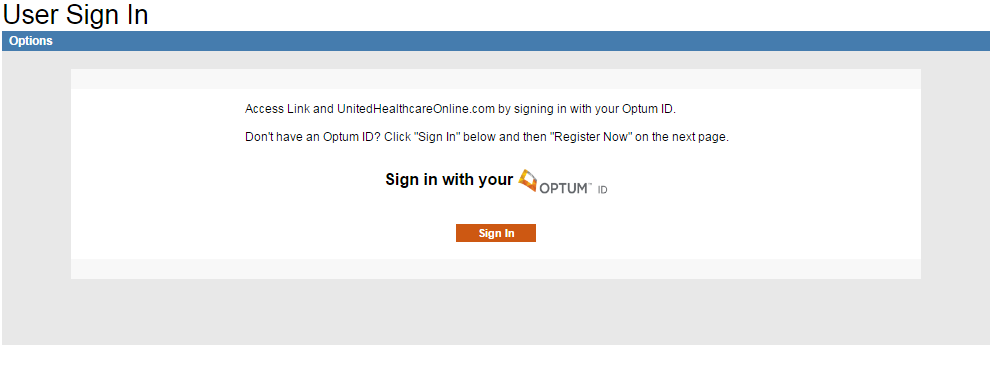
<https://www.unitedhealthcareonline.com/b2c/CmaAction.do?viewKey=PreLoginMain&forwardToken=PreLoginMain>

login: valleyelm1

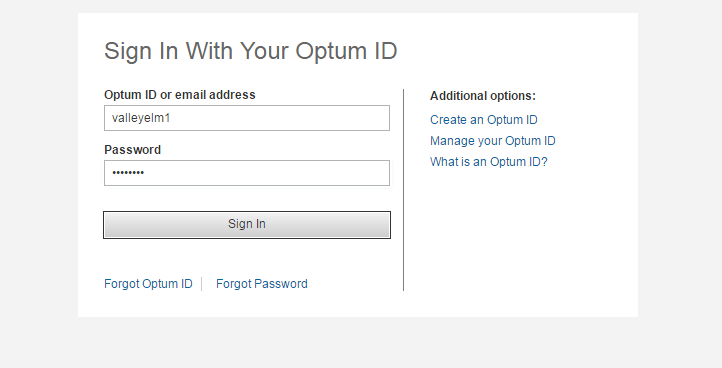
pw# Valley@7

Select Sign In (Upper right corner)

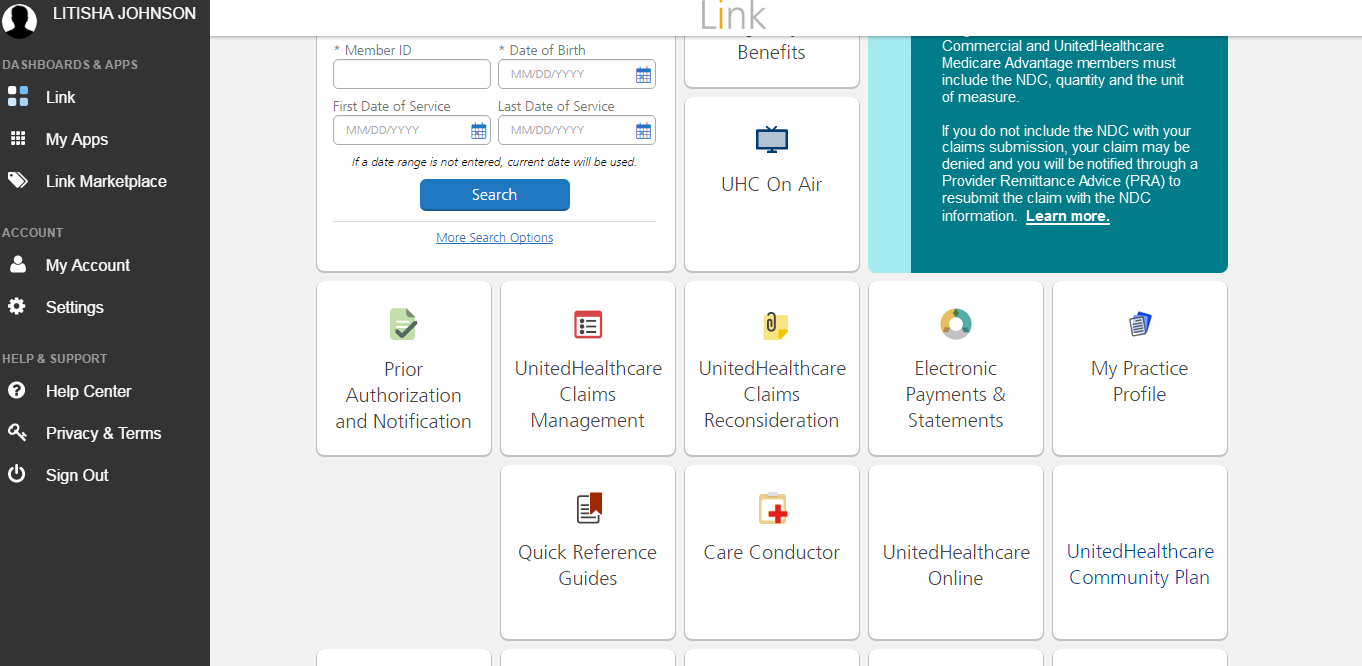




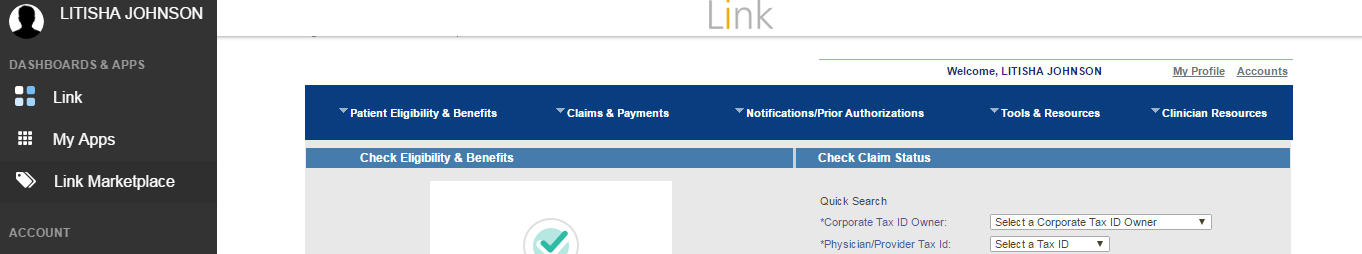
Select Sign In again



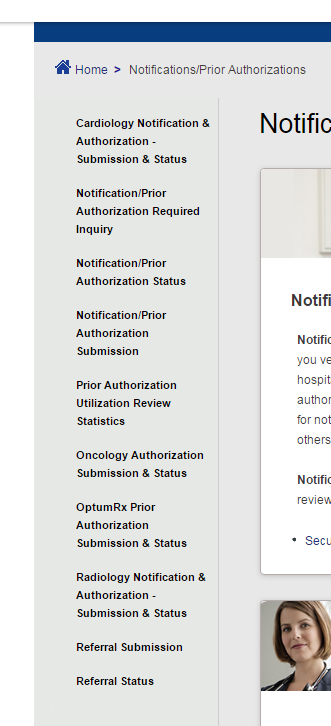
Select United Healthcare Online



On this screen, select Notifications/Prior Authorizations in the Blue Bar at the top of the screen.

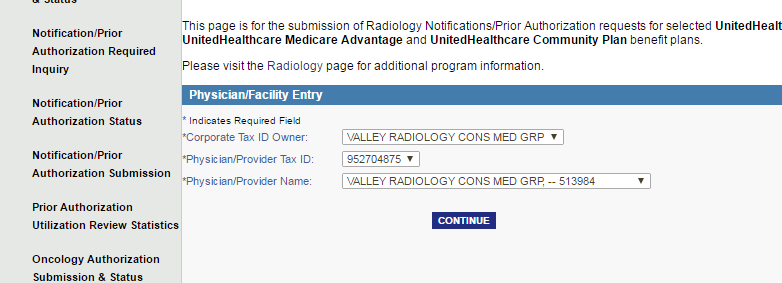


Select Radiology Notifications & Authorization -Submission and Status

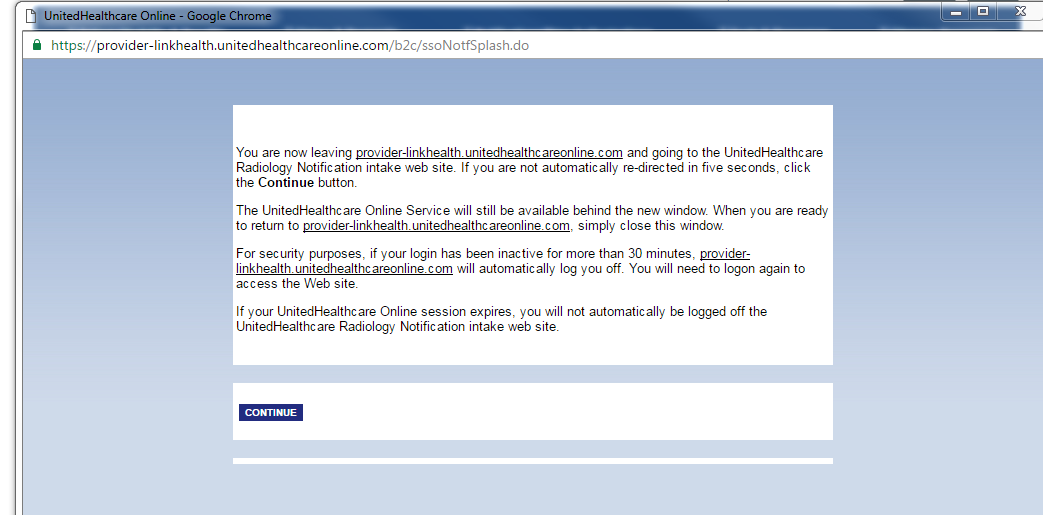


There are preselected fields in the drop downs. Corporate Tax ID Owner : Valley Radiology Cons Med Group; Physician/Provider Tax ID: 952704875; Physician/Provider Name: Valley Radiology Cons Med GRP

Then Continue



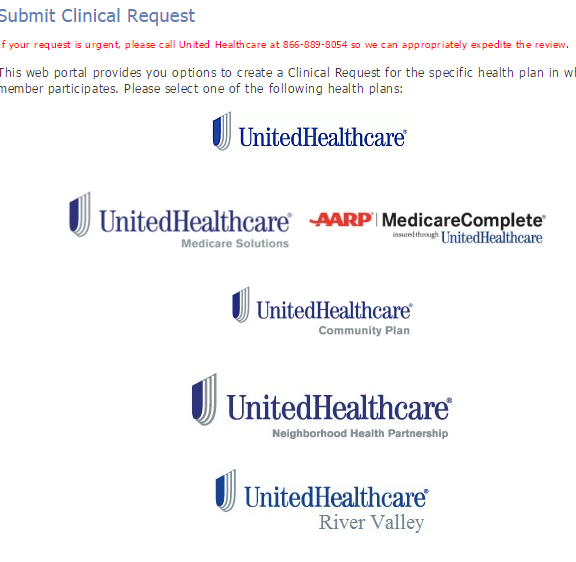
A screen should pop up letting you know that you are leaving the website. Select Continue (If that does not come up, you may have your pop up blocker on your browser



Select the link for Submit Clinical Request



Select United Healthcare (top selection)



You will enter the fax number of 760-741-7856, then enter your name for the Requestors Name



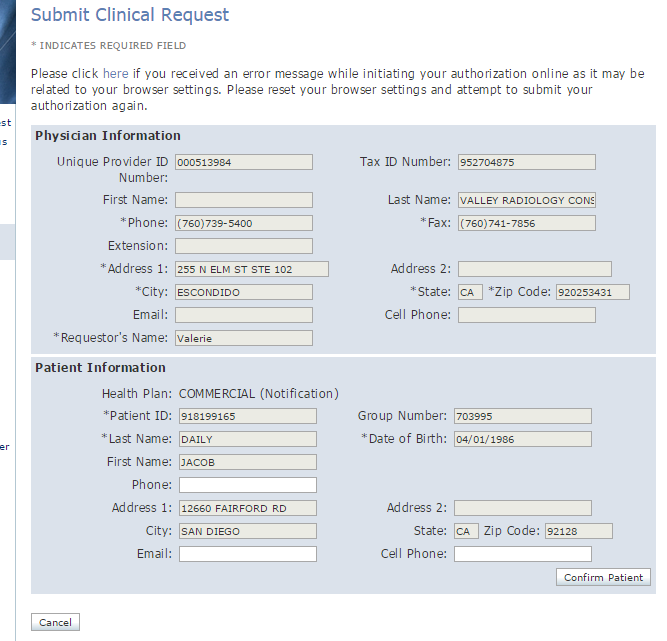
Select Confirm Patient

You will need to confirm that there are chart notes in RIS for the patient, print them.

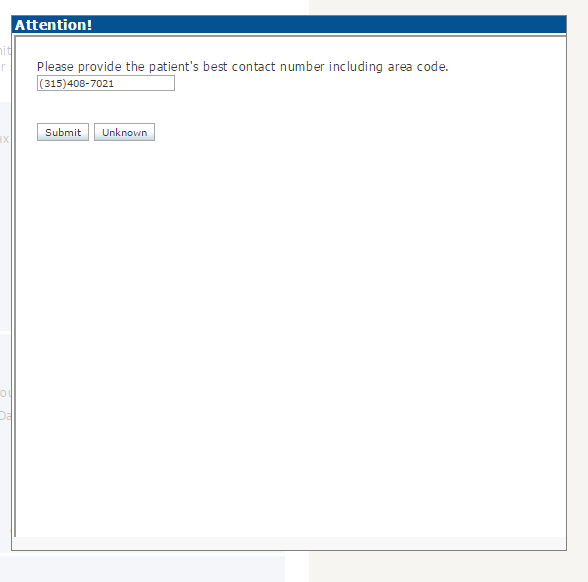
Enter the Patient ID, and Last Name and DOB



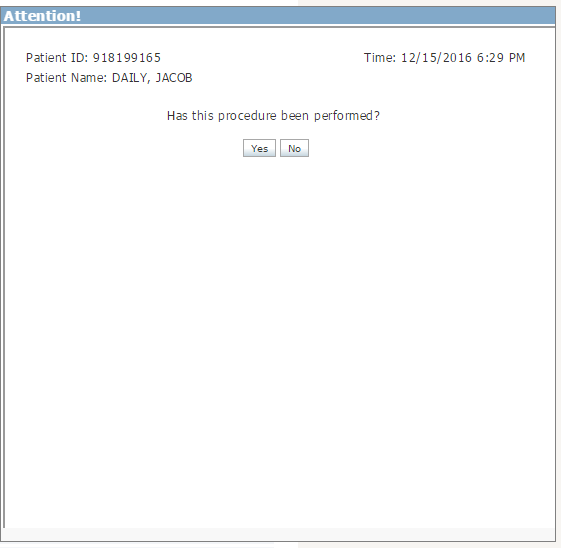
Select Confirm Patient



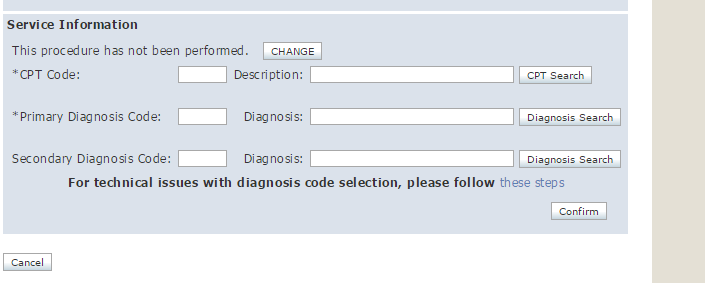
Add patients phone number in the next pop up box



Then answer the question if Procedure has been performed



Enter in the CPT and Diagnosis (Primary), then select Confirm

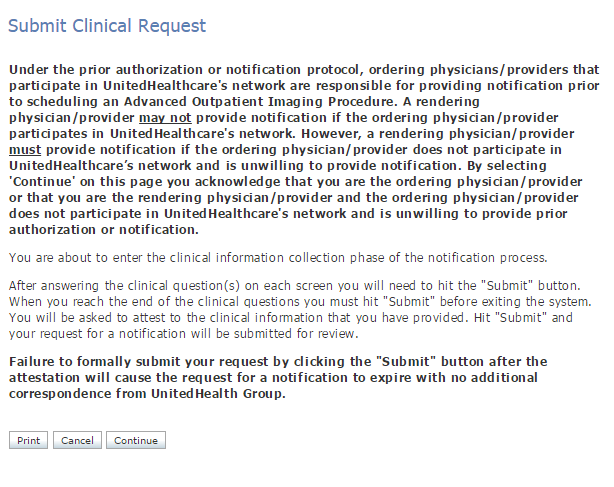


Enter the CPT Code, then hit tab. Say ok to pop up box, then select CPT Search, the Description field will auto populate.

Enter the Primary Diagnosis Code, then select Diagnosis Search

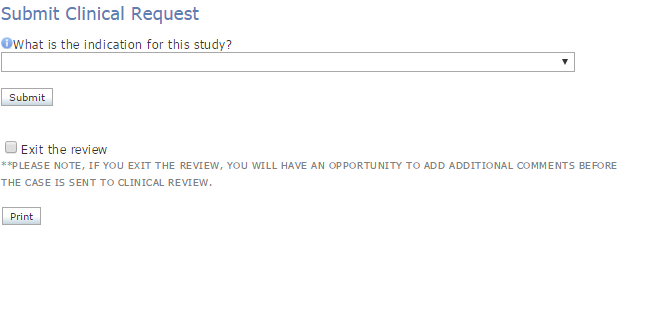
Confirm

Then select Proceed (this will start the auth request)



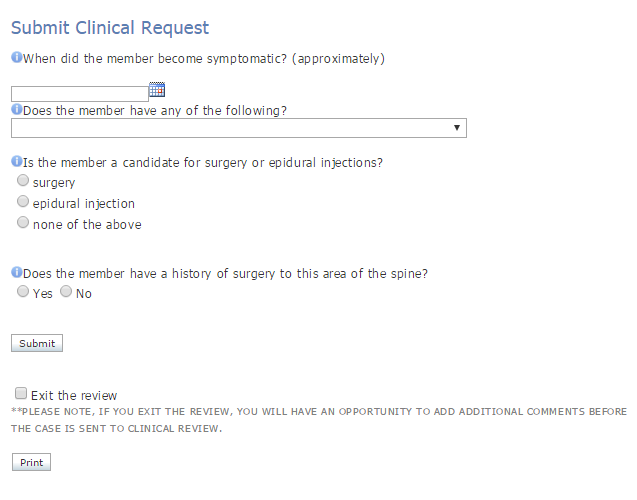
Select Continue

Select the indication for this study, use the drop down

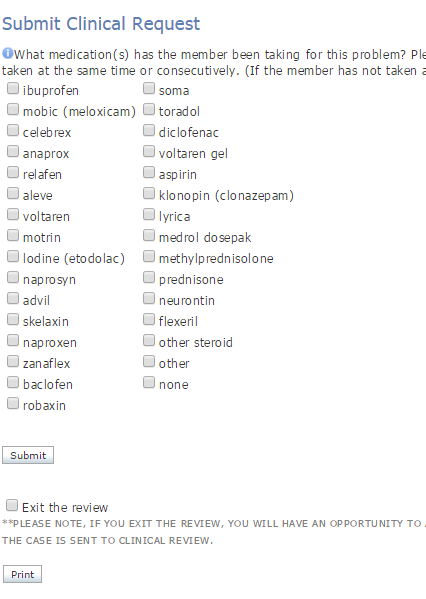


Press Submit

Enter all information requested. Use chart notes to obtain information

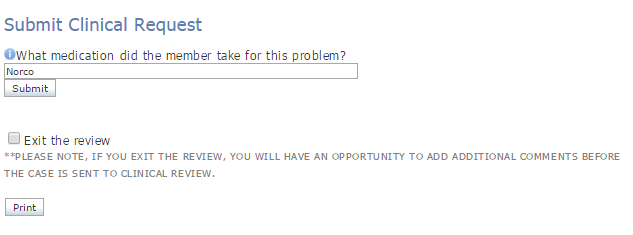


Select all medications that the patient is using



If medication patient is taking is not listed, then select Other, then submit

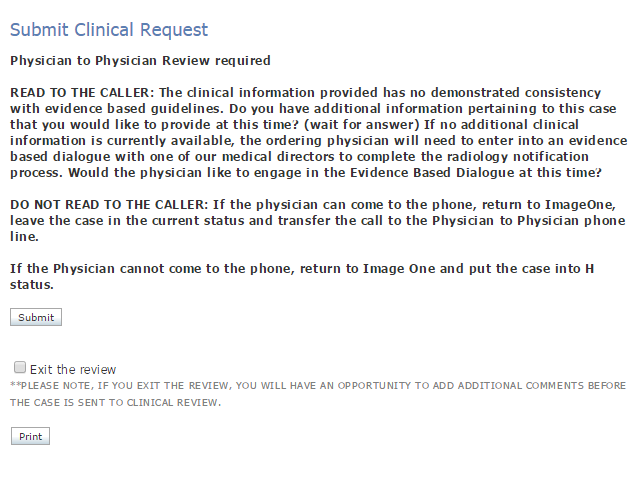
Then enter the type of medication, then submit



Enter the number of Days that patient have been taking medication (see chart notes). Select WORSE for symptoms.

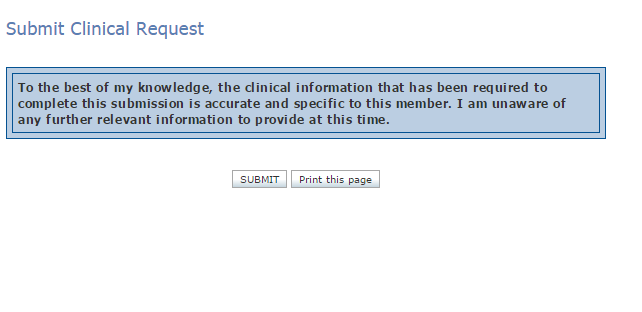
Submit

This message indicates that a Physician to Physician Review is requested.



We will need to contact ref doc and let them know of this. We must supply the case number so the doctor can contact UHC to go over case with UHC doctor.

Select Submit to this next screen



This is the case number that is to be provided to ref doctor.

