

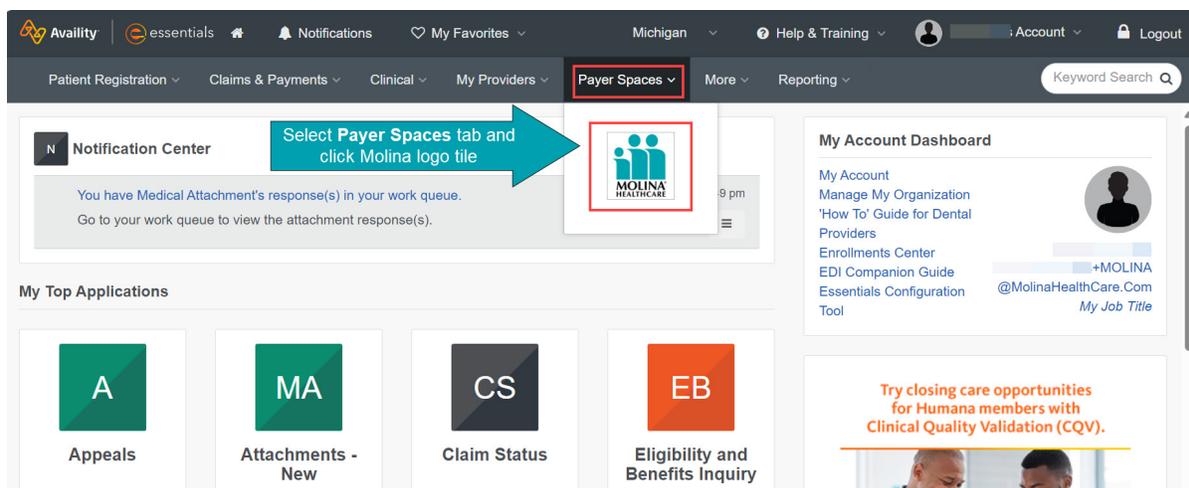
Reference guide for health care providers

How to submit auto-auth prior authorization requests in Availity: Advanced Imaging

Below are helpful steps to guide you in submitting your Advanced Imaging prior authorization requests using the MCG Cite AutoAuth process within Availity Single Sign-On (SSO).

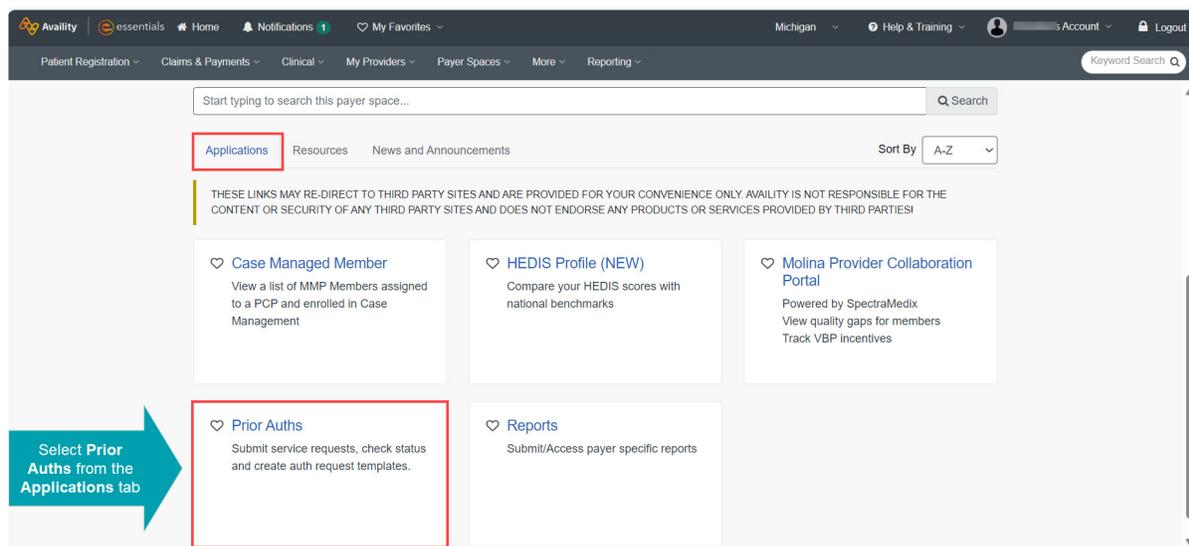
Step 1:

- Sign into Availity using your sign-in credentials.
- Once logged in, select the **Payer Spaces** tab and click on the Molina logo tile.



Step 2:

- Go to the **Applications** tab and select **Prior Auths**.



Step 3:

- Enter your payer information, including your Tax ID.
- Select **Continue**.

The screenshot shows the 'Prior Auths' form in the Avality system. The form includes the following fields:

- Organization: Molina Healthcare Inc
- NPI (optional): Enter NPI...
- Tax ID: Select TIN... (Note: Your Tax ID is required before you continue)
- State: Michigan
- Medicare: No
- Provider ID: Enter required fields first...
- Service Request/Authorization Option: Service Request/Authorization Status Inquiry

A blue arrow points to the 'Continue' button with the text: 'Click Continue upon entering required information'.

Step 4:

You will be taken to a third-party site, including SSO to a legacy provider portal's plug-in.

- Select **Submit**.

The screenshot shows the 'Create Service Request/Authorization' page. The page displays a warning message:

You are about to be re-directed to a third-party site away from Avality's secure site, which may require a separate log-in. Avality provides the link to this site for your convenience and reference only. Avality cannot control such sites, does not necessarily endorse and is not responsible for their content, products, or services. You will remain logged in to Avality.

Below the message are 'Cancel' and 'Submit' buttons. A blue arrow points to the 'Submit' button with the text: 'Click Submit to be logged into the third-party or Molina-hosted functionality via SSO'.

Step 8:

- Select **Submit Request** button.

The screenshot shows the 'Authorization Request' form in the MCG system. At the top, there are three progress indicators: 'Request Form' (green checkmark), 'Document Clinical' (green checkmark), and 'Submit Request' (orange circle with the number 3). The form fields include Patient information (ID, Name, DOB, Gender), Address, Line of Business, Benefit Plan, and Eligibility. Below this, there are fields for Authorization ID, Type (Procedure Pre-authorization), Status (NoDecisionYet), Diagnosis Codes, and Procedure Codes. A 'Geographic Regions' dropdown is set to 'New Mexico'. A procedure code '70336 (CPT/HCPCS)' is entered, with 'Requested Units: 1' and 'Description: MRI TEMPOROMANDIBULAR JOINT'. At the bottom right, the 'Submit Request' button is highlighted with a red box, and a blue arrow points to it with the text 'Select Submit Request'. Other buttons include 'Cancel Request' and 'Back'. A note at the bottom states: 'This system provides access to MCG evidence-based guidelines; however the determinations made using this system are directed by the health plan, based on a number of factors.'

Step 9:

- Your Service Request will be submitted.
- Your submittal **Tracking Number** and **Authorization Status** will auto-populate.

The screenshot shows the 'Service Request/Authorization Form' in the MCG system. It includes a header 'Easy to use online outpatient authorization look up now available!' and a 'Gold Card Status Lookup Tool'. The main section is titled 'Service Request/Authorization Form' and contains the following text: 'Referrals from PCP's to contracted specialists do not require Prior Authorization. All requests for services provided by out-of-network providers require Prior Authorization. Authorization may not be available for inquiry immediately after submission. Please allow a few minutes for processing.' Below this, the 'Submittal Tracking Number' and 'EpisodeID' fields are auto-populated. The 'Authorization Status' is 'APPROVED'. A blue arrow points to these fields with the text 'Auto-populated Submittal Tracking Number and Authorization Status'. At the bottom, there is a 'Member Search' button and a red text prompt: 'PRINT THIS PAGE FOR APPROVAL CONFIRMATION'.