## MCG Cite AutoAuth Provider Access QRG



## **REFERENCE GUIDE**

The following steps outline how providers can submit Prior Authorization requests utilizing the MCG Cite AutoAuth process. This QRG is specific to AutoAuth for **TX Marketplace Advanced Imaging**.

Step 1			
User will sign into Provider Portal using User ID and Password	Welcome to the Provider Portal!The care of business on your schedule. The portal is yours to use 24 hours a dwy, ischedute.The care of business on your schedule. The portal is yours to use 24 hours a dwy, ischedute.The care of business on your schedule. The portal is yours to use 24 hours a dwy, ischedute.The care of business on your schedule.The care of business on you	Tool	
	Provider Login       Pasword         Irgar ID       Pasword         Irgar Cla       Sign In         Orgot Your Password? Account Uniok       Sign In         Na account yet? It's simple to get one I Benjister.now       Noder alwady registered? I Benjuest Access for new user         Voider alwady registered? I Benjuest Access for new user       For technical support cell (866) 449.6848       HEAA Erivacy. Notice   Molina – Terms of Use. & Weither Stresser		
Step 2	Welcome, All Access HealthCare Provider Self Services	Jul 28 2021 8 21	
User will navigate to Service Request/Authorization drop down on left-	Member Eligibility         You have (215) new messages         Image: Calcilities of theme to view your recent Service Request/Author/Lations           > Claims         There are no announcements         Image: Calcilities of theme to view your recent Service Request/Author/Lations	Vy Favorites	
hand side of the page and select "Create Service Request/Authorization link"	Create Service	Create claim 5 Ingu	
	Construction     Quick Member Eligibility Search       Open incompleté Service     Search by Member 10       Consta Service     Consta Service       Request/Authorization Proteit     Need an Authorization ?       Consta Service     Need an Authorization ?	Claim ounloaded ams Report	
	Member     What's New     Important!     Static Message for Video Tour.     Feedback Makes a     Difference!     Static message to Survey pol	Service uest/Authoriz	
	Reports Links Forms		
	Account Tools		
Step 3 Complete authorization details as per the current method for submitting an ePortal prior authorization request	Patterie Information           This section will advantation for Hember Starch.           Last fame         First Hane           Member         Monkelpice           Adven         CPA           Monker         Monkelpice           Adven         Patterie Mathemation           Pose # (tone)         T234 Autobath Mar.           Pose # (tone)         Pose # (topic)           Convert # HALTICLAR Services         Pose # (topic)	de	
	Place of Berrivis 1' <u>Constantes</u> vegetiers (Michaeline 1' entre vegetiers) Proposed Start Date : metadyyyy Categories (Michaeline 1' entre vegetiers) Cater Type : 4 Reinders Exclude (UrgetS Expedite Within 72 Hours Cater Type : 4 Reinders Exclude Categories (Michaeline 1' entre vegetiers) Cater Type : 4 Reinders Exclude (UrgetS Expedite Within 72 Hours Cater Type : 4 Reinders Exclude Reinders Exclude Reinders (Michaeline 1' entre vegetiers) Cater Type : 4 Reinders Exclude Reinders Exclude Reinders (Michaeline 1' entre vegetiers) Cater Type : 4 Reinders Exclude Reinders (Michaeline 1' entre vegetiers) Cater Type : 4 Reinders Exclude Reinders (Michaeline 1' entre vegetiers) Reinders (M	e : 07/28/2021	
	Image: Code and diagnoses)     Procedure Description     Number of Units     Procedure Note       [Namove]     Q     Advanced Imaging Codes Only     Imaging Codes Only       [Add more grocedures)     Q     Imaging Codes Only     Imaging Codes Only	difier	
1 of 4			

Step 4	
<ul> <li>Once all qualifying AutoAuth criteria is met, "Continue to MCG" button will populate. Qualifying criteria consists of:</li> <li>TX Provider</li> <li>TX Marketplace member</li> <li>Place of service: Outpatient</li> <li>Only Advanced Imaging Procedure codes</li> <li>Supporting clinical documentation attached</li> </ul>	Attachments         Select Attachment Type for each file         Type of Attachment : * [77-Segued Data for Verfication         Supported file formats are 200; TTE, 2x0; BHP and GIS; Upload 3, file at a time and confine uploading uell you abuild not exceed 128 Wh.         Clancel NoteX/canneeds         Meensfra:    (Remarks:
Step 5	🖞 Auto Authorization - Work - Microsoft Edge - 🗆 🗙
	https://molinacorpapistage.carewebqi.com/Narwhal/#/AuthorizationRequest/4677/1/8225
Upon selecting "Continue to MCG" the MCG Authorization Request screen will pop up in a new window on top of the service authorization request screen User will select "Document Clinical"	Authorization Request Submit Request Submit Request Patient : 12345678 Name : Member, Marketplace DOB : 07/28/1964 Gender : Male Patient : 12345678 Name : Member, Marketplace DOB : 07/28/1964 Gender : Male v show more Authorization : EPS-MCG2120990011 Type : Procedure Pre-authorization Status : NoDecisionYet v show more Diagnosis Codes : C34.90(ICD-10 Diagnosis) primary Procedure Codes : 78811 (CPT/HCPCS) primary
	Geographic Regions All CPT/HCPCS) Requested Units: 1 Description : PET IMAGING LIMITED AREA CHEST HEAD/NECK Submit Request Cancel Request   Back

	Diagnosis Codes : C34.90(ICD-10 Diagnosis) primary
Step 6	Procedure Codes : 78811 (CPT/HCPCS) primary
User will select boxes next to each indication that member meets and add any additional notes as they apply. Once all applicable indications are checked, user will select save	<form></form>
Step 7	✓ Submit Request ★ Cancel Request ← Back     ✓     Authorization Request     ✓     Request     Form     Clinical     Ocument     ✓     3
User will then select Submit Request	Submit Request
	Patient       1245678       Name: Member, Marketplace       DDB:       27284198       Gender: Male         Patient       1245678       Name: Member, Marketplace       DDB:       27284198       Gender: Male         Patient       1245678       Name: Member, Marketplace       DDB:       Type: Procedure Pre-authorization         Marketplace       Catcher Status:       Image: Status:       Image: Status:       Image: Status:       Image: Status:         Geographic Regions       All       Image: Status:       Imag

Step 8	🖬 https://provideru03.molinahealthcare.com/ServiceRequest/MCGAutoAuthSubmitRequ 🛵 🗖 🗙
	https://provideru03.molinahealthcare.com/ServiceRequest/MCGAutoAuthSubmitRequest?i
Once request is submitted user will be prompted to close the pop-up window to complete the service request submission	Please close this popup by clicking on (X) to proceed with Service Request Submission.
Step 9	
	Service Request/Authorization Form For Medicare Part 8 drug provider administered drug therapies, please direct Prior Authorization reguests to Novologix for submission. For a list of codes requiring Prior Authorization, please refer to the Prior Authorization (Novo) 1.0 run ay access the Novologix portal via this SSD link here or fax in a prior authorization at 800-391-6137
Once pop up window is closed user will	the Prior Automatication Lookup 1 out. You may access the Novologic partial via this SSU link net of rax in a prior automation at GoU-S31-OK37 Submittal Tracking Number: 2119400005 Add another Service Request/Authorization for the Member
receive confirmation message with the	EpisodeID: EPS-00003395
following details:	Authorization Status : APPROVED
<ul> <li>Tracking number</li> </ul>	Based on the information provided, your request for services has been approved. However, Prior Authorization is not a guarantee of payment for services. Payment is dependent on member eligibility at the time of service, benefit coverage and limitations, provider agreements, and submission of accurate claims.
MCG Episode ID	Espand to view Manage And Use Templates
Authorization status (Approved or	Service Request/Authorization Form
In Review)	For Medicare Part B drug provider administered drug therapies, please direct Prior Authorization reguests to Novologix for submission. For a list of codes requiring Prior Authorization, please refer to the Prior Authorization Lokup Tool. You may access the Novologix portal via this SSD link here or fax in a prior authorization at 800-391-6437
	Submittal Tracking Number: 2119490000 Add another Service Request/Authorization for the Hember EpisodelD : EPS-00003385
	Authorization Status : IN REVIEW
	Your request has been received. You must wait for approval before performing services.
	Equand to view Manage And Use Temptates
Step 10	
If Approved, provider can proceed with service requested.	
If In Review, the request will undergo the current internal review process and provider will be notified of decision using the current notification process	