

Editing and Adding to the Policies, Prior Authorization/CLIA, and Managed Care Boxes

All of these boxes are found under the *Charge- F6* tab on MedLook4. Starting with the *Policies* box- there are two ways to access the *Edit Policies* window. The easiest is by clicking on the *Edit Policies* button directly above the *Prior Authorization/CLIA* box.

The screenshot displays the MedLook4 interface for patient #10008 - Lewis, Arthur. The 'Charge - F6' tab is active. The 'Edit Policies' button is highlighted with a red box. The interface is divided into several sections:

- Policies:** Primary: 1 - (A) Medicare ^ mc00052334 ^
- Parameters:** Fee Schedule, Facility, Provider: Little, Do - DAD, Referral, UPIN
- Hospitalization:** From, To
- Prior Authorizations / CLIA:** Primary, Secondary, Tertiary, Quaternary
- Patient Conditions Related To:** Employment: No, Situation: Neither, State: NONE, Box 10d
- Illness:** Type: None, Current, Similar Illness, Qualifier: None
- Diagnosis Codes:** A: 244.9, B, C, D, E, F, G, H, I, J, K, L
- Miscellaneous Items:** Box 11b Other Id, Box 19, Box 20 Lab Fees: 0, Recall Date, ICD Code Version: ICD 9
- Disability:** Extent: None, From, To

At the bottom, there is a table with the following data:

DDS	Thru DDS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Ptrs /	Amount
12/29/2005		(11) OFFICE		99213	GV				\$72.00	\$37.00	\$35.00	\$0.00	1	A	\$72.00

Record: 1 of 1

Professional Institutional

You may also access the *Edit Policies* window by clicking on the *Edit- F3* tab at the top left, and on the top right of this page you will see an *Insurance* heading and a *Click to Manage Policies* button underneath. Click this button.

The screenshot shows a patient record window for Arthur D Lewis. The window title is "#10008 - Lewis, Arthur, h: (205)355-0143, 5/18/1948, 1:Medicare". The window has a menu bar with options like New, Find, Refresh, Save, Printer, Delete, Folders, Recent, Options, Alerts, Templates, and Go Back. Below the menu bar are tabs for Edit - F3, Summary - F5, Charge - F6, Payment - F7, Billing - F8, Notes - F9, and Transactions - F10. The main content area is divided into several sections: Demographics, Personal, Insurance, Manage Care/ Prior Authorizations, Miscellaneous, Facility/Hospital Visits, Accident, Illness, Disability, Important Dates, and BLI Messaging. The Insurance section is highlighted with a red box, and the "Click to Manage Policies" button is visible within it. The Demographics section contains the following information:

Demographics	
Account Number	10008
Copy Existing Patient	
Full Name	Mr. Arthur D Lewis
Last Name	Lewis
First Name	Arthur
MI	D
Title	Mr.
Address	10125 SW 16 st 306-2
2nd Line	
City	Decatur
State	AL
Zip Code	35603
County	
Country	
SSN	
Birth Date	5/18/1948
Sex	Male
Chart Number	10008
Home Phone	(205)355-0143
Work Phone	
Extension	
Mobile	
Fax	
Email	

The Personal section contains the following information:

Personal	
Spouse/Parent Name	
Spouse SSN	

The Insurance section contains the following information:

Insurance	
Click to Manage Policies	

The Manage Care/ Prior Authorizations section contains the following information:

Manage Care/ Prior Authorizations	
Click to Manage Authorizations	

The Miscellaneous section contains the following information:

Miscellaneous	
Click for Custom Edits	

The Facility/Hospital Visits section contains the following information:

Facility/Hospital Visits	
Facility/Hospital	
Last Admission (Box 18a)	
Last Discharge (Box 18b)	

The Accident section contains the following information:

Accident	
Employment related? (10a)	No
State (Box 10b)	
Type (Box 10b)	Neither
Date (HCFA Box 14")	

The Illness section contains the following information:

Illness	
Type (Box 14)	

The Disability section contains the following information:

Disability	
Recall Date	
Rebill Date	
Assessed Date	
Date Report Sent to MD	
Date of MD Approval	
Eligibility Check Date	
Family Letter Sent Date	
Family Approval Date	
Fitting Date	

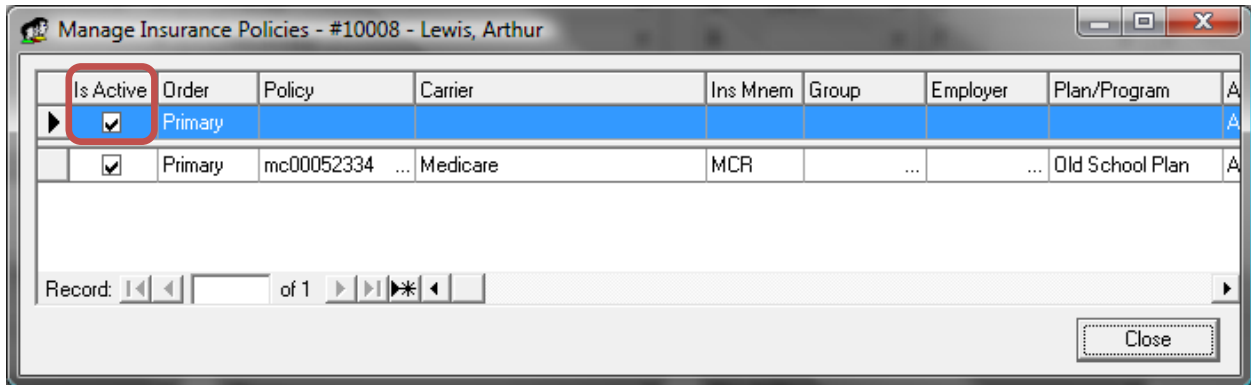
The Important Dates section contains the following information:

Important Dates	
Recall Date	
Rebill Date	
Assessed Date	
Date Report Sent to MD	
Date of MD Approval	
Eligibility Check Date	
Family Letter Sent Date	
Family Approval Date	
Fitting Date	

The BLI Messaging section contains the following information:

BLI Messaging	
Voice Message	
Text Message	

Click on the first line, and make sure the first box under the *Is Active* column is checked. Then fill in the rest of the information that you will need. Once you are finished with the information from the first line, **MAKE SURE TO PRESS ENTER**. If you do not press enter then the information will not be saved. More policies can be added as well- be sure that the *Is Active* box is checked.



Moving on, we will move on the *Prior Authorizations* box under the *Charge- F6* tab. Again, there are two ways to access the *Edit Authorizations* window. The easiest way to access this is by clicking on the *Edit Managed Care* button directly above the first *Diagnostic Codes* box.

The screenshot shows a software window titled "#10008 - Lewis, Arthur, h: (205)355-0143, 5/18/1948, 1:Medicare". The interface includes a menu bar with options like New, Find, Refresh, Save, Printer, Delete, Folders, Recent, Options, Alerts, and Templates. Below the menu bar are tabs for Edit - F3, Summary - F5, Charge - F6 (selected), Payment - F7, Billing - F8, Notes - F9, and Transactions - F10. The main area contains several form sections: Policies, Parameters, Hospitalization, Prior Authorizations / CLIA, Patient Conditions Related To, Illness, Diagnosis Codes (A-L), Miscellaneous Items, and Disability. The "Edit Managed Care" button is highlighted with a red box. Below the forms is a "Filters" section with checkboxes for "Include Links" and "Auto-Update Box21(Diagnosis Pointers)". A table displays a single record with the following data:

DOS	Thru DOS	POS	EMG	Code	M1	M2	M3	M4	CPT Amount	Ins1	Ptnt	Copay	Units	Diag Ptrs /	Amount	
12/29/2005		(11) OFFICE		99213	GV				\$72.00		\$37.00	\$35.00	\$0.00	1	A	\$72.00

At the bottom of the window, there are radio buttons for "Professional" and "Institutional".

Also, you may access the *Edit Authorizations* window by clicking on the *Edit- F3* tab at the top left, and once on this page, you will see at the top right is the *Insurance* heading. Underneath the *Insurance* heading is the *Manage Care/Prior Authorizations* heading. Click on the *Click to Manage Authorizations* button underneath this heading.

The screenshot shows a patient record window for Arthur D Lewis. The window title is "#10008 - Lewis, Arthur, h: (205)355-0143, 5/18/1948, 1:Medicare". The top menu bar includes options like New, Find, Refresh, Save, Printer, Delete, Folders, Recent, Options, Alerts, Templates, and Go Back. Below the menu bar are tabs for Edit - F3, Summary - F5, Charge - F6, Payment - F7, Billing - F8, Notes - F9, and Transactions - F10. The main content area is divided into two panes. The left pane is titled "Demographics" and contains fields for Account Number (10008), Full Name (Mr. Arthur D Lewis), Last Name (Lewis), First Name (Arthur), MI (D), Title (Mr.), Address (10125 SW 16 st 306-2), City (Decatur), State (AL), Zip Code (35603), County, SSN, Birth Date (5/18/1948), Sex (Male), Chart Number (10008), Home Phone ((205)355-0143), Work Phone, Extension, Mobile, Fax, and Email. The right pane is titled "Insurance" and contains several sections: "Click to Manage Policies", "Manage Care/Prior Authorizations" (highlighted with a red box), "Click to Manage Authorizations", "Miscellaneous", "Click for Custom Edits", "Facility/Hospital Visits", "Accident", "Illness", "Disability", "Important Dates", and "BLI Messaging". The "Important Dates" section includes fields for Recall Date, Rebill Date, Assessed Date, Date Report Sent to MD, Date of MD Approval, Eligibility Check Date, Family Letter Sent Date, Family Approval Date, and Fitting Date. The "BLI Messaging" section includes fields for Voice Message and Text Message.

Click on the first line and make sure the box under the *Active* column is checked. Then fill in any information that is needed. Once all needed information is typed in, **MAKE SURE TO PRESS ENTER**. If you do not press enter then the information will not be saved.

Active	Authorization	Start Date	Ending Date	Total	Remaining	Policy	Category	CPT Codes
<input checked="" type="checkbox"/>								

Record: of 0

Close