Editing and Adding to the Policies, Prior Authorization/CLIA, and Managed Care Boxes
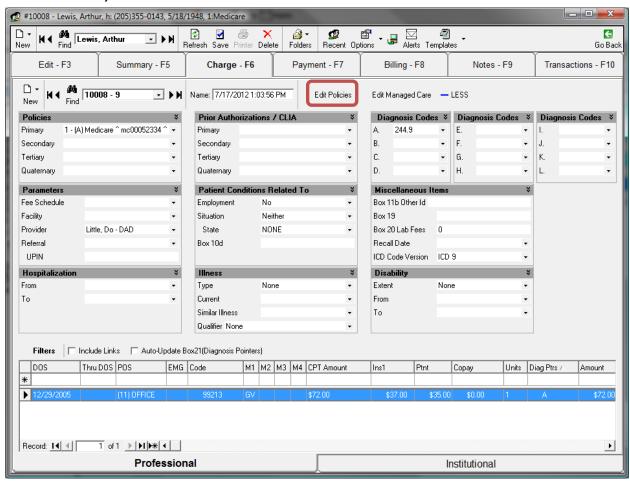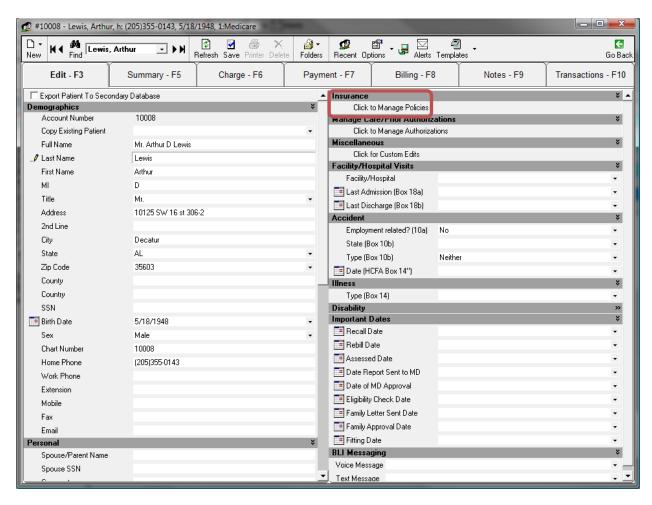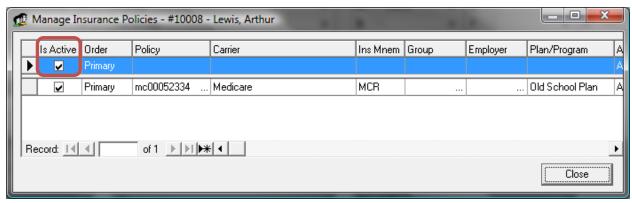
All of these boxes are found under the *Charge- F6* tab on MedLook4. Starting with the *Policies* box- there are two ways to access the *Edit Policies* window. The easiest is by clicking on the *Edit Policies* button directly above the *Prior Authorization/CLIA* box.
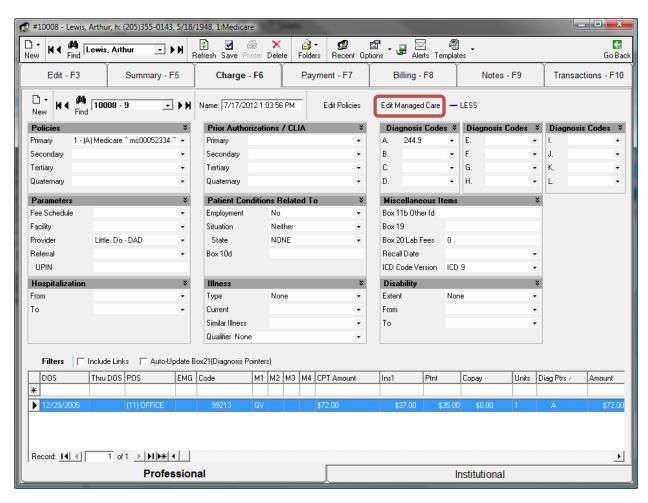
You may also access the *Edit Policies* window by clicking on the *Edit- F3* tab at the top left, and on the top right of this page you will see an *Insurance* heading and a *Click to Manage Policies* button underneath. Click this button.
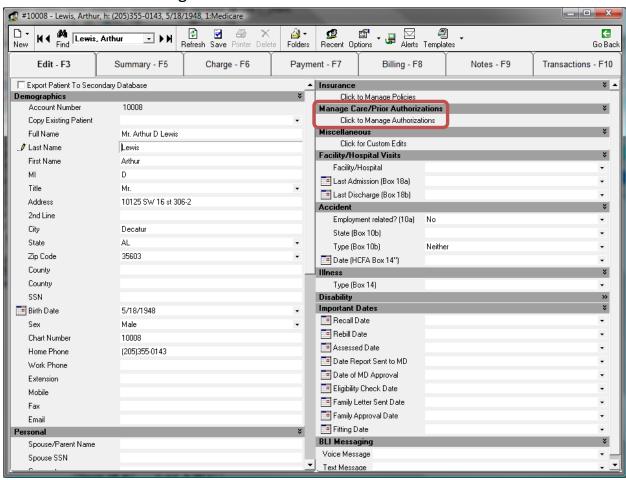
Click on the first line, and make sure the first box under the *Is Active* column is checked. Then fill in the rest of the information that you will need. Once you are finished with the information from the first line, **MAKE SURE TO PRESS ENTER**. If you do not press enter then the information will 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.

Also, you nay 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.

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.