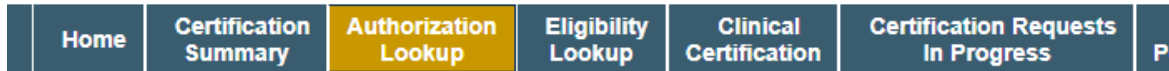


# Facility Change Enhancement for Complete & Approved Cases on Carrier's Web

Currently, this feature is only available to the user that submitted the authorization request.

Start by performing an authorization lookup:



Thursday, December 07, 2023 3:42 PM

## Authorization Lookup

Search by Member Information

Search by Authorization Number/ NPI

Required Fields

Provider NPI:

Auth/Case Number:

SEARCH

Once the case info is displayed, click the change site button:



Thursday, December 07, 2023 3:48 PM

Log Out (AMYINTG)

## Authorization Lookup

Authorization Number: [REDACTED]

Case Number: [REDACTED]

Patient Name: [REDACTED]

DOB: [REDACTED]

Status: [REDACTED]

P2P Status: [REDACTED]

Approval Date: [REDACTED]

Service Code: [REDACTED]

Service Description: [REDACTED]

Site Name: [REDACTED]

Start Date: [REDACTED]

Expiration Date: [REDACTED]

Date Last Updated: [REDACTED]

Correspondence: [REDACTED]

P2P AVAILABILITY

CHANGE SITE

UPLOADS & FAXES

REFRESH

### Procedures

| Procedure | Description   | Qty Requested | Qty Approved | Modifier(s) |
|-----------|---|---------------|--------------|-------------|
| 72148     | Magnetic Resonance Imaging (MRI) Lumbar Spine without Contrast, a special picture study of the lower part of the spine without injected dye | 1             | 1            |             |

PRINT

[Click here for help](#)

OR –this functionality can also be accessed from the certification summary tab:

The site will then display the facility search page. Searching the facility by the NPI is the easiest search option:

Facility search info will populate below. Once the information has been verified as correct click the select button. Then click submit on the next pop up:

**Change Site**

Please click submit

**SUBMIT**

**CLOSE**

Next it will prompt the user to enter an email for the new facility, or you can skip this step by clicking continue. This allows us to send an e-notification to that user as well. If a mistake was made during the search, you also have the option to go back to the facility search page again.

**Change Site**

Selected Site: [REDACTED]

**FIND NEW SITE**

Site Email (optional)

**CANCEL** **CONTINUE**

As soon as the update is completed, the fields on the authorization summary will change to reflect the new site. (Refresh the page if needed)

**Authorization Lookup**

Authorization Number: [REDACTED]

Case Number: [REDACTED] **P2P AVAILABILITY**

Patient Name: [REDACTED]

DOB: [REDACTED]

Status: [REDACTED]

P2P Status: [REDACTED]

Approval Date: [REDACTED]

Service Code: [REDACTED]

Service Description: [REDACTED]

Site Name: **Updated site name** [REDACTED] **CHANGE SITE**

Start Date: [REDACTED]

Expiration Date: [REDACTED]

Date Last Updated: [REDACTED]

Correspondence: **UPLOADS & FAXES**

**REFRESH**

**Procedures**

| Procedure                | Description   | Qty Requested | Qty Approved | Modifier(s) |
|--------------------------|---|---------------|--------------|-------------|
| 72148 <b>CHANGE CODE</b> | Magnetic Resonance Imaging (MRI) Lumbar Spine without Contrast, a special picture study of the lower part of the spine without injected dye | 1             | 1            |             |

**PRINT**

[Click here for help](#)

View from certification summary page:

### Certification Summary

Search For: All Other Programs

Search:   

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| Case Number | Member Last Name | Ordering Provider Last Name | Ordering Provider NPI | Status | Case Initiation Date | Procedure Code | Service Description | Site Name         | Change Site            | Expiration Date | Correspondence                      | Upload Clinical | P2 |
|-------------|------------------|-----------------------------|-----------------------|--------|----------------------|----------------|---------------------|-------------------|------------------------|-----------------|-------------------------------------|-----------------|----|
|             | x                | x                           | x                     |        |                      | x              |                     |                   |                        |                 |                                     |                 |    |
|             |                  |                             |                       |        |                      |                |                     | Updated site name | <a href="#">Change</a> | 06/03/2024      | <a href="#">Uploads &amp; Files</a> |                 |    |
|             |                  |                             |                       |        |                      |                |                     |                   | <a href="#">Change</a> | 05/28/2024      | <a href="#">Uploads &amp; Files</a> |                 |    |

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