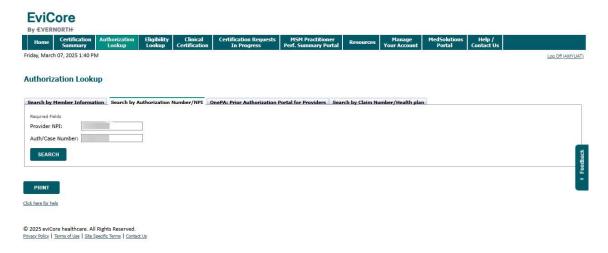




Facility Change Enhancement for Complete & Approved Cases on Carrier's Web

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

Start by performing an authorization lookup:

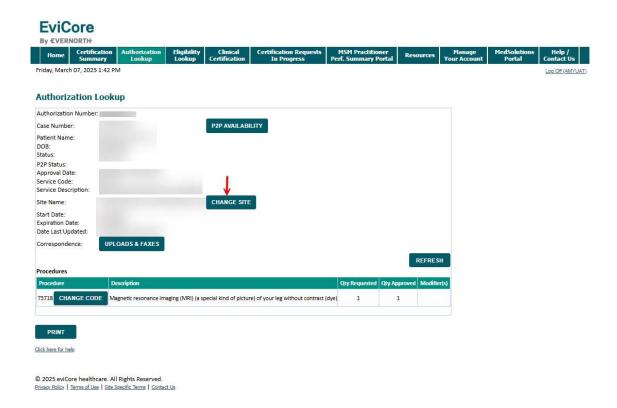


Once the case info is displayed, click the change site button:









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



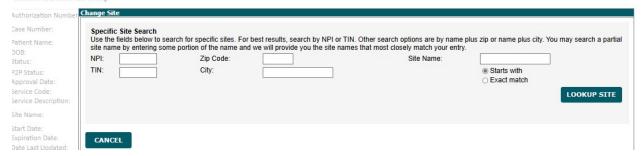
The site will then display the facility search page. Searching the facility by the NPI is the easiest search option:



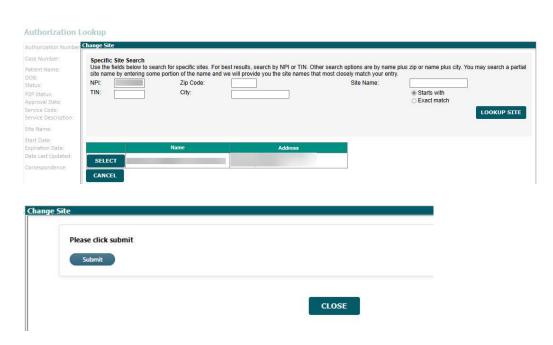




Authorization Lookup



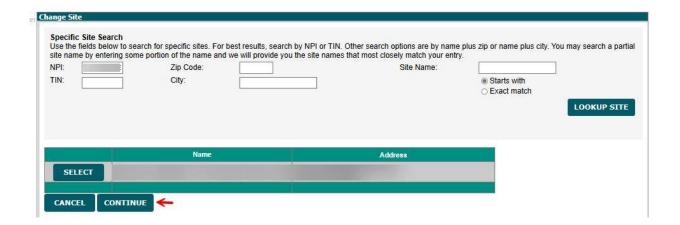
Facility search info will populate below. Once the information has been verified as correct click the select button. Then click submit on the next pop up & continue on the last verification screen:



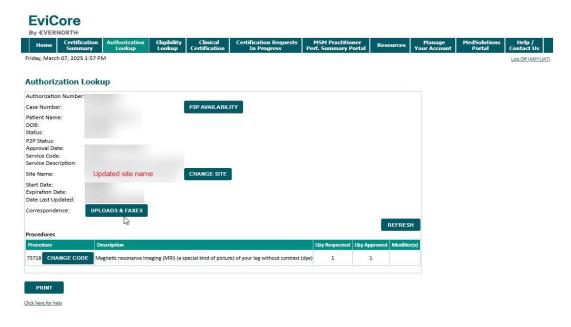








As soon as the update is completed, the fields on the authorization summary will change to reflect the new site. (Refresh the page if needed)









Updated view from certification summary page:



