

How to View Authorizations in Magellan's Authorization System

1. After logging into Avality and getting into the Authorization of a member via Magellan's Authorization System, make sure you are on the member's **Dashboard**.

The screenshot shows the Magellan Stage ProAuth interface. The top navigation bar includes 'Magellan', 'Stage ProAuth', and a 'PROVIDER FILTER (0/121)' button. The left sidebar has a 'Dashboard' link highlighted with a red arrow. The main content area features a search filter section with fields for Member ID, Authorization Number, Diagnosis Type (set to Medical), Date of Service From Date (10/31/2024), Date of Service To Date, Inpatient Service Types, and Service/Procedure Service Type. There are checkboxes for 'Include Closed' and 'Requested By Me', and 'FILTER' and 'RESET' buttons. Below the filters are two summary tables: 'Inpatient Authorizations Summary' and 'Service / Procedure Authorizations Summary', both showing 'No records found'.

2. On the upper right corner of the dashboard, **CLICK** on the Provider Filter button.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'PROVIDER FILTER (0/121)' button in the top right corner of the dashboard.

3. Check all boxes under your entire group including all individual providers within your group, if any. **CLICK** 'Apply Filter'.

PROVIDER FILTER (0/7121) Christine J Worden Help About

+ Advanced Search Search by NPI

Location OON

Provider ID	Tax ID	NPI
Type	Servicing address	
Group		
Specialties		
Psychiatry		
Women's Issues		
Obsessive Compulsive Disorders		
Military Veterans		
EAP Return to Work Consultation		
EAP Management/Supervisor Consultation		
Life Coaching		
Younger Child (0-5)		
Comorbid Diabetes		
PTSD		
Older Child (6-12)		
EAP Formal/Mandatory Referral		
Hindu Counseling		
EAP Assessment & Referral		
Depressive Disorders		
Nurse Practitioner-Psychiatry		
Autism Spectrum Disorder		
Substance Abuse Disorders		
Christian Counseling		
Adoption		
Psychiatry Child/Adolescent		
Marriage/Family Therapy		
EAP CISM		
Comorbid Cancer		
Fitness-for-Duty		
Psychological Testing		
Unassigned		
Unassigned		
Jewish Counseling		
Latter-day Saints Counseling		
EAP Wellness/Supervsr Training		
Bipolar Disorder		
Comorbid Child Medical Condtns		

1 2 3 4 5 100

APPLY FILTER RESET

4. Make sure the Provider Filter button is green. **Remove the Date of Service From and To Date fields**. Change the Diagnosis Type to Behavioral Health and then **CLICK 'FILTER'**.

The screenshot shows the Magellan Stage ProAuth dashboard. At the top left, the logo 'Magellan' and 'Stage ProAuth' are visible. On the right, there are buttons for 'CREATE INPATIENT AUTHORIZATION' and 'CREATE SERVICE/PRO'. The main area is titled 'Dashboard' and contains a 'Filter By' section with the following fields:

- Member ID: [Empty text box]
- Authorization Number: [Empty text box]
- Diagnosis Type: [Dropdown menu with 'Behavioral Health' selected and circled in red]
- Date of Service From Date: [Calendar icon and 'MM/DD/YYYY' label, crossed out with a red X]
- Date of Service To Date: [Calendar icon and 'MM/DD/YYYY' label, crossed out with a red X]
- Inpatient Service Types: [Dropdown menu]
- Service/Procedure Service Ty: [Dropdown menu]

Below the filters are checkboxes for 'Include Closed' and 'Requested By Me'. A red arrow points to the 'FILTER' button. There are also 'RESET' and 'EXTEND' buttons. The dashboard displays two summary sections:

- Inpatient Authorizations Summary:** A table with columns: Member Name, Authorization #, Determination Status, From Date, To Date, Servicing Facility, and Diagnosis Code. The table is currently empty with the text 'No records found'.
- Service / Procedure Authorizations Summary:** A table with columns: Member Name, Authorization #, Determination Status, Start Date, and End Date. It shows one record with 'Approved' status, '10/01/2024' start date, and '01/02/2025' end date. A pagination control shows '1' of 10 items.

Any or all existing authorizations under that member should be showing up now under the appropriate Authorizations Summary section. If still no authorizations are showing up, please advise us.