

Novologix Provider Support



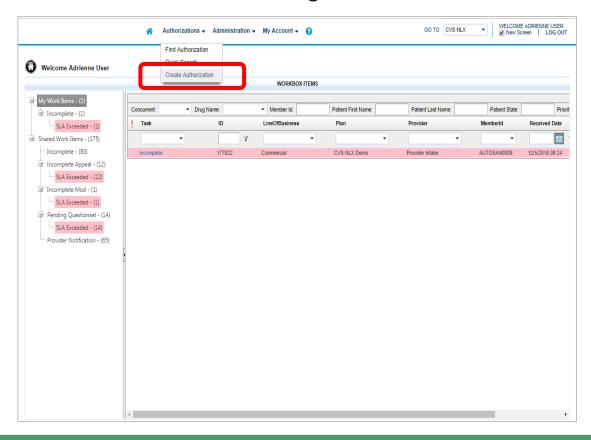
Overview

- The Novologix Prior Authorization system makes your entry of authorizations simple and fast.
- Enter all your prior authorization (PA) information on one screen.
- Receive notification for the outcome of a PA request directly in Novologix.
- The member's PA history section is available within the authorization, which saves times.





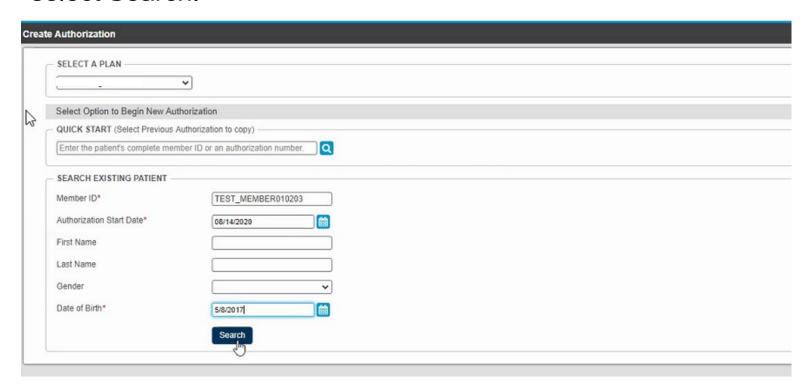
From the User Home Page, hover over Authorizations and select Create Authorization.







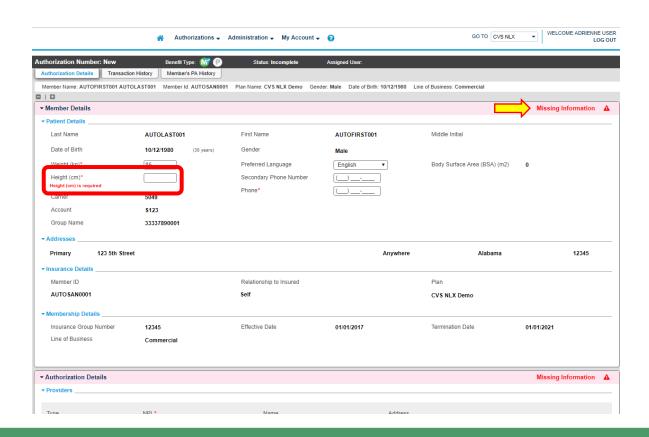
Enter the member ID and additional required information under **Search Existing Patient**, then select Search.







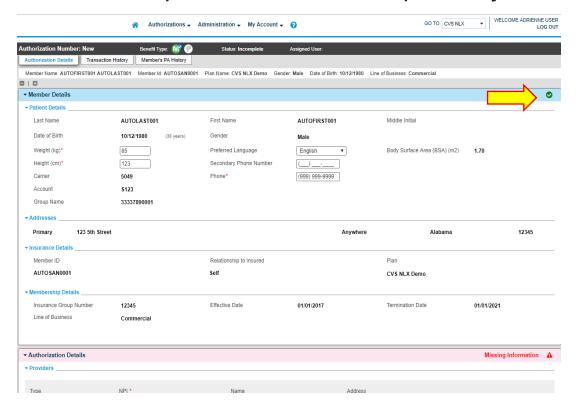
Enter all required information. If something is missing, you will be notified.







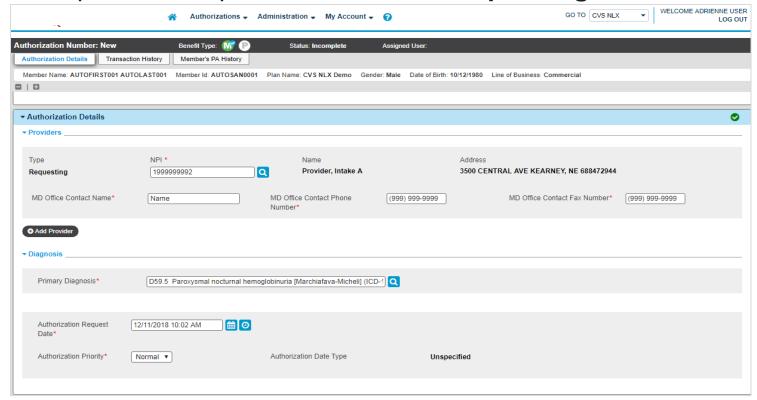
Once all required fields are completed, you will see a green check mark.







Complete the required fields for the **Requesting Provider** under the **Authorization Details**.

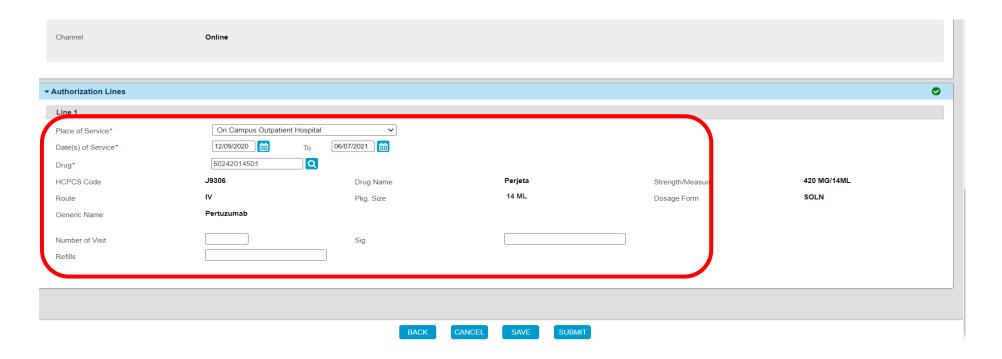


Note: If the request provider field does not pre-populate, you can enter the NPI or provider's name.





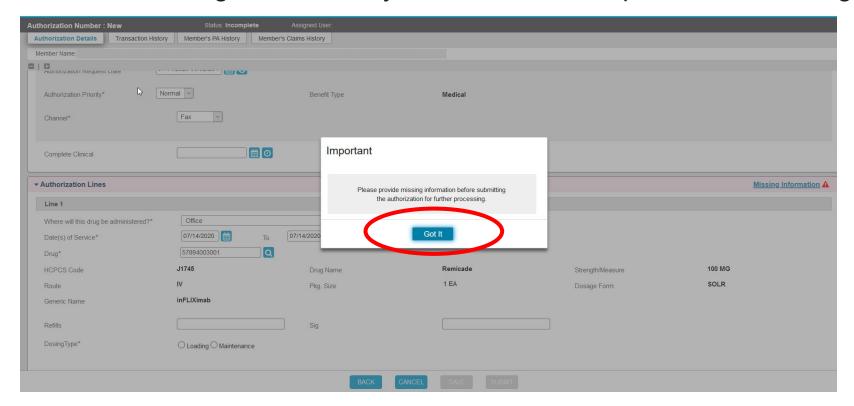
Under **Authorization Lines**, select the place of service and enter the start and end dates. Also, enter the requested drug name or NDC in the **Drug** field.







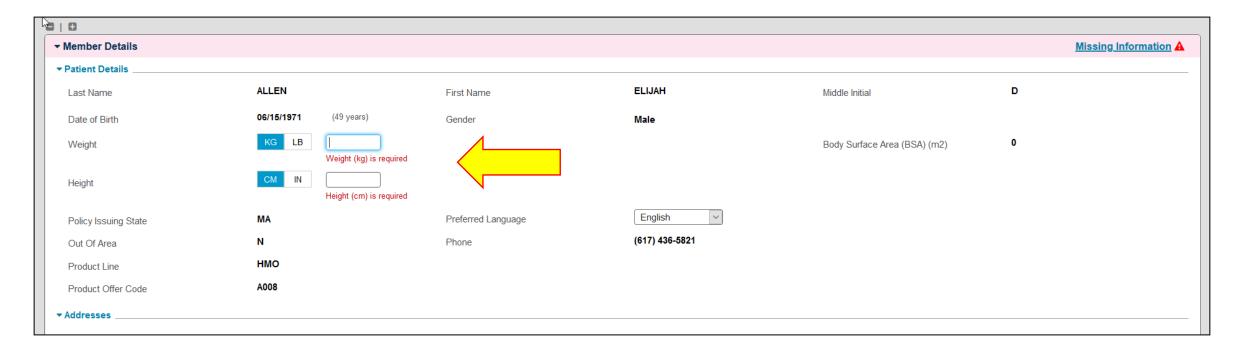
If there is missing information, you will be asked to provide the missing details in the pop up.





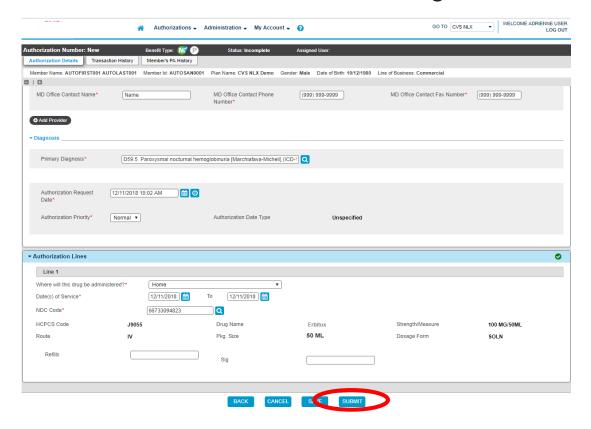


Complete any missing items.





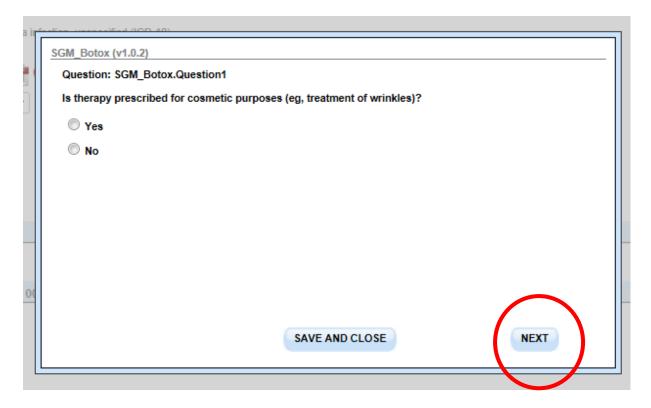
Review the information. If no changes are needed, select Submit.







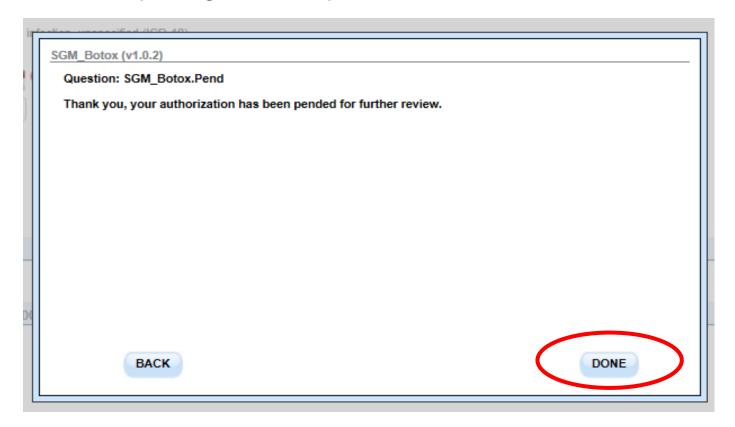
After selecting Submit, you must answer a series of questions. Select Next to move forward.







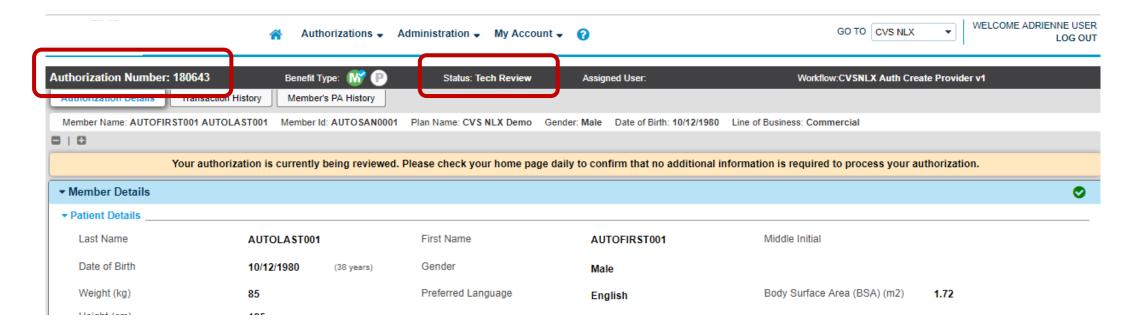
After completing the last question, select Done.







The status or outcome of the authorization will be displayed at the top of the screen with the authorization number.

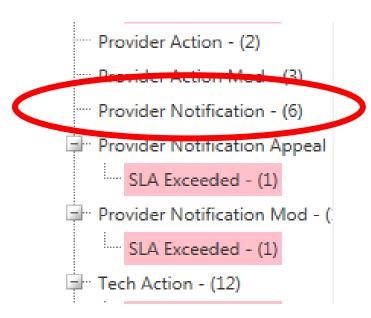




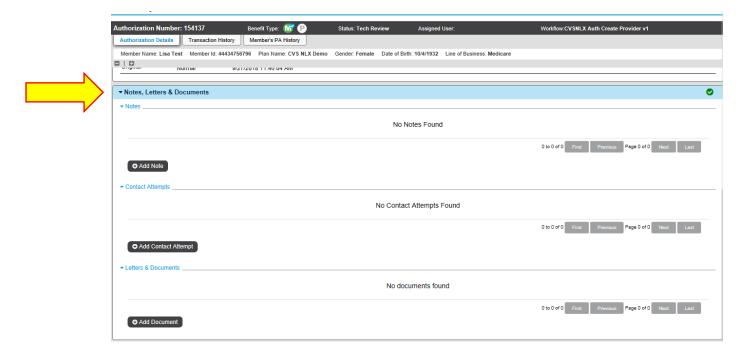


Provider Notification

Once a determination is made, the authorization will be sent to your home page under the **Provider Notification** queue. You can open the authorization to review the determination.



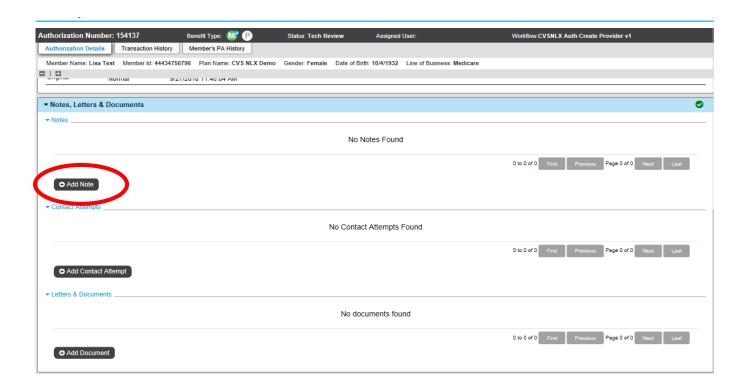
Once a request has been created, you can attach notes and documents directly to the authorization.







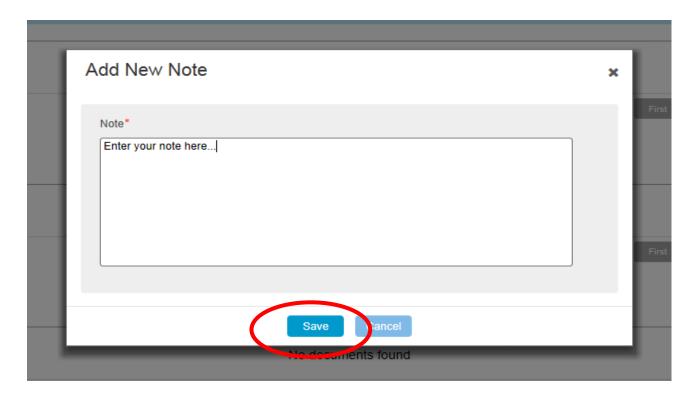
To add a notes, select Add Note in the Notes section.







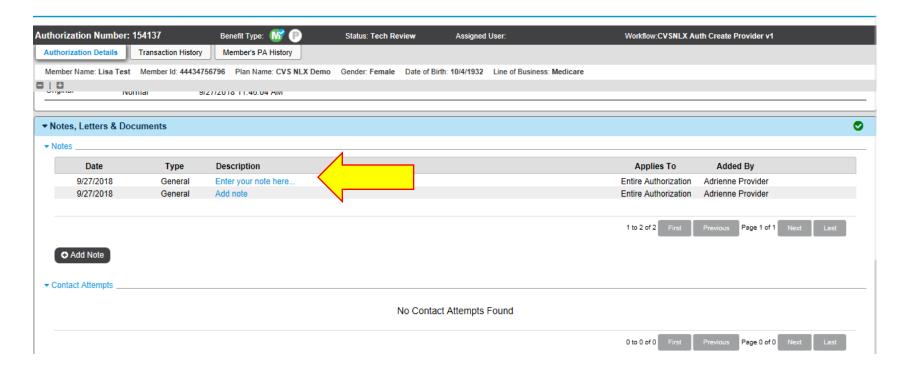
Enter your note in the pop up and select **Save**.







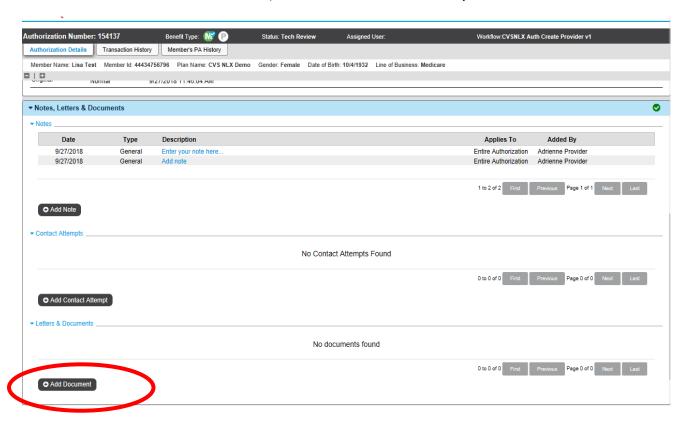
Your note will be saved under **Notes, Letters & Documents**. To view the note, select the note **Description** in blue.







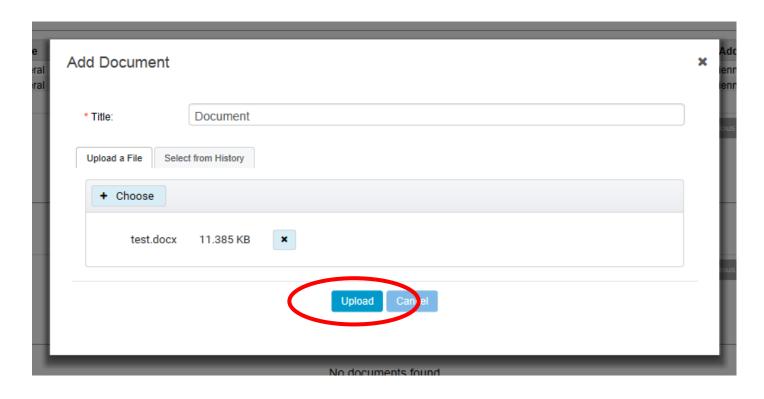
To attach a document, from the Notes, Letts & Documents section, select Add Document.







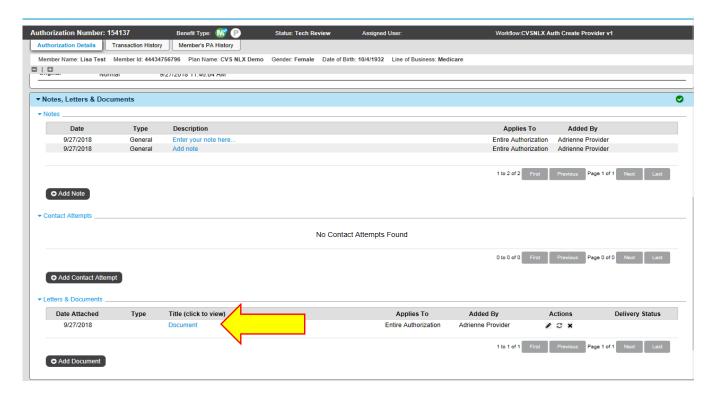
Name your document, browse your directory, choose the document and select **Upload**.







Your document will be saved under **Documents**. To view the document, select the **Document** title in blue.

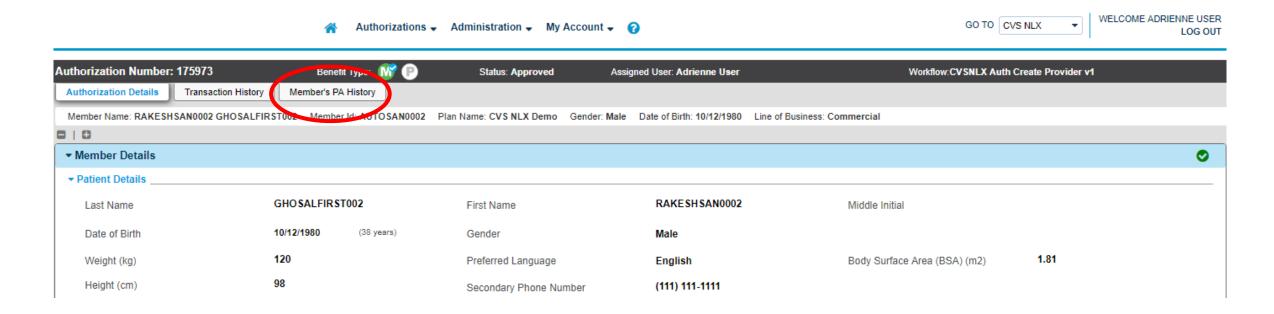






Member Prior Authorization History

You can access the complete history of authorizations by selecting Member's PA History.

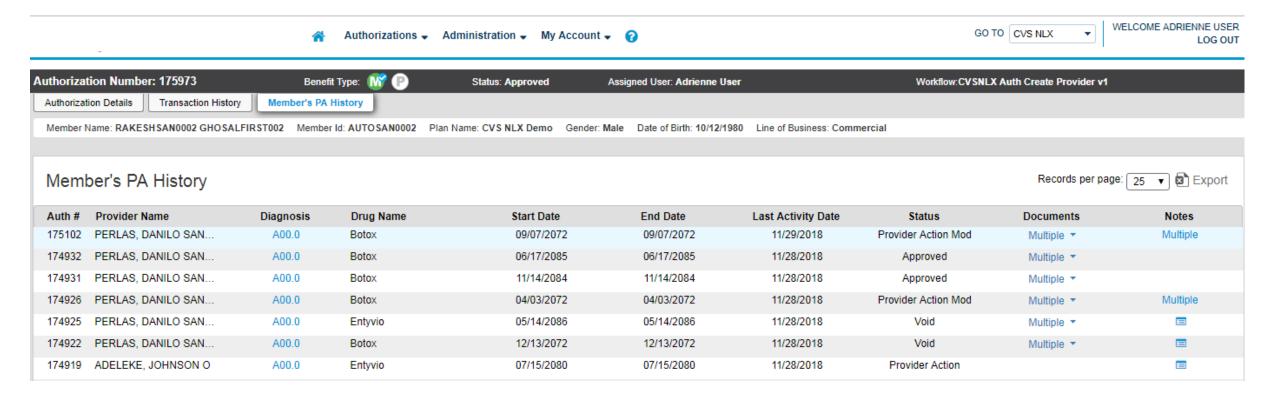






Member Prior Authorization History

Every authorization in the system for the member will be displayed.

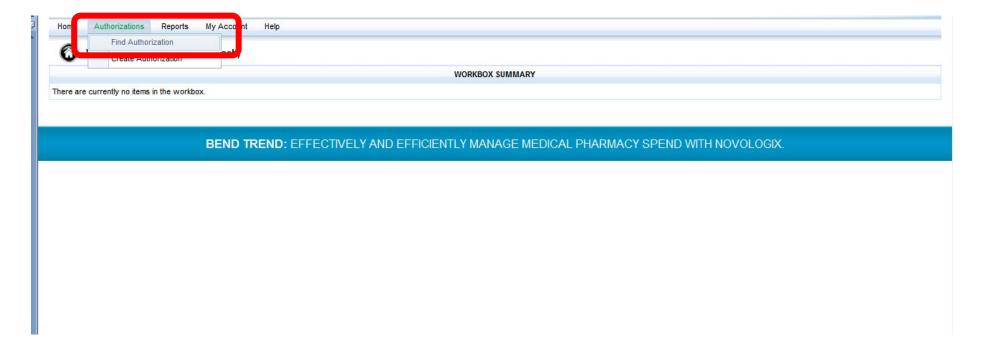






Locating a Prior Authorization

From the Home page, select **Find Authorization**.

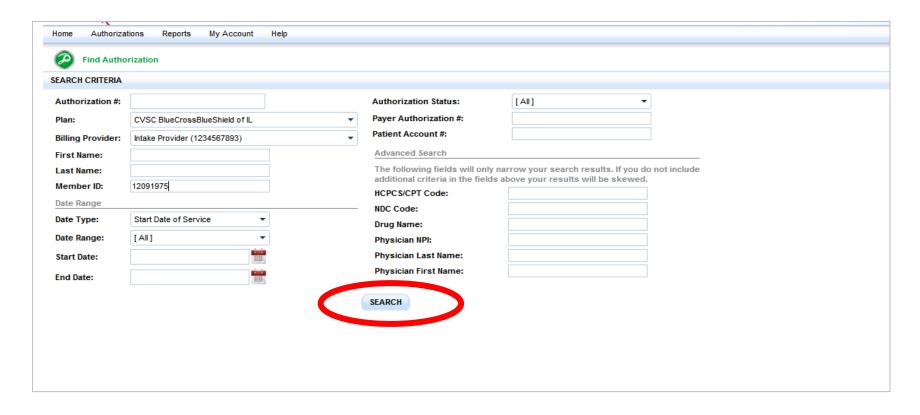






Locating a Prior Authorization

Enter the **Search Criteria**, then select **Search**.

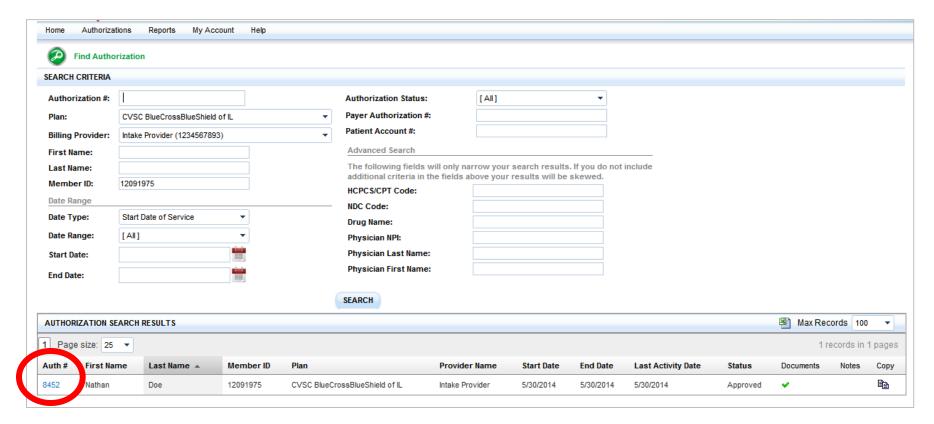






Locating a Prior Authorization

Choose the authorization from the results by selecting the **Auth #** in blue.







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24-Hour Nurseline: 800-830-1525 (TTY: 711)

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