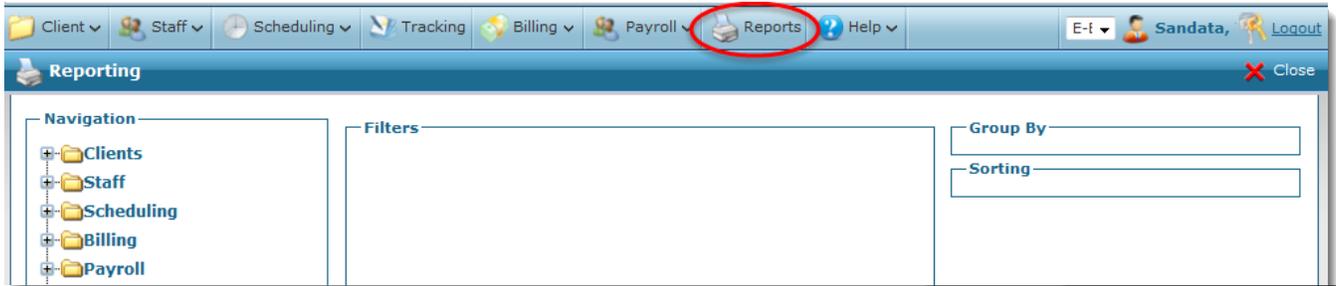


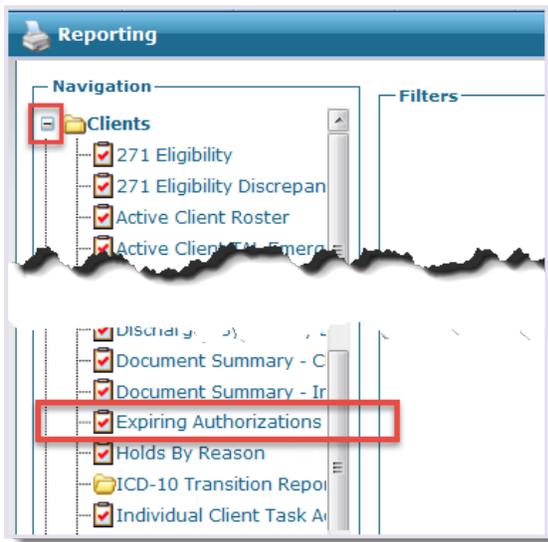
# Expiring Authorization Report Quick Reference Guide

## Accessing and viewing the report

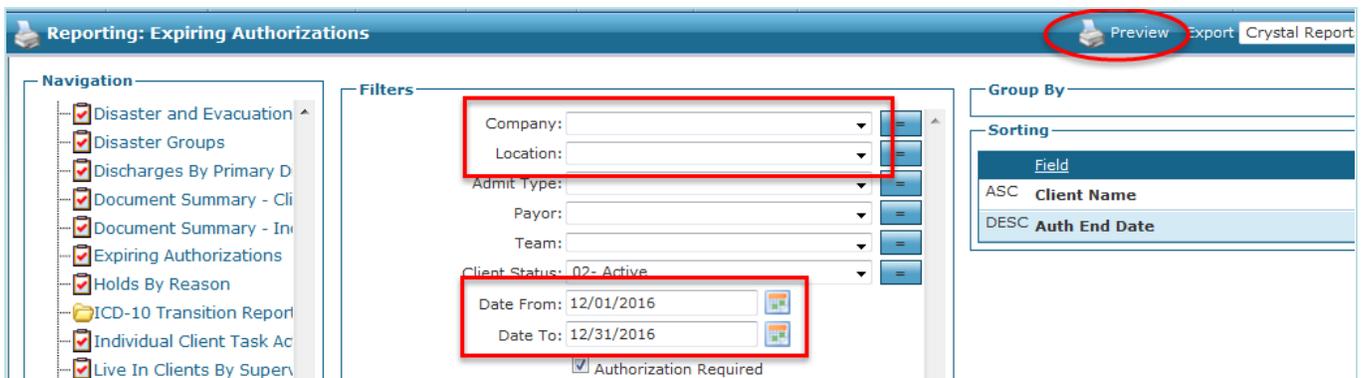
- 1) Click the **Reports** icon on the menu bar towards the top of the screen.



- 2) Expand the *Clients* folder and scroll down to locate the **Expiring Authorizations** report.
- 3) Click on the report name.



- 4) Use the filters to select the **Company Name**, **Location** and set the **Date From** and **Date To** for dates in the future.
- 5) Click the **Preview** button towards the upper-right corner of the screen.



# Expiring Authorization Report

## Quick Reference Guide



The report opens in a separate window and will display any authorizations that are expiring during the date parameters specified.

Use the report toolbar to print or download and save as an PDF file.

Client	Chart ID	SOC	Primary Insurance ID	Prior Auth End Date	Service ID	Event ID	Ref Num
ASHER, RONALD	H0000013-CHP	8/1/2016	070820163	12/31/2016	1021Z		
AUGUST, JOSEPH	H0000008-CHP	8/1/2016	070820164	12/31/2016	1021Z		
BANCROFT, MIRIAM	H0000010-CHP	8/1/2016	070820165	12/31/2016	1021Z		
BAROSA, MARIA	H0000011-CHP	8/1/2016	070820166	12/31/2016	1021Z		
BARTON, MARGARET	H0000012-CHP	8/1/2016	070820167	12/31/2016	1021Z		
BASKIN, MARY	H0000014-CHP	8/1/2016	070820168	12/31/2016	1021Z		
BELL, BEATRICE	H0000015-CHP	8/1/2016	070820169	12/31/2016	1021Z		
BORDEN, PAUL	H0000038-CHI	8/1/2016	0707201612	12/31/2016	1021Z		
BROCCO, RITA	H0000020-CHP	8/1/2016	0707201613	12/31/2016	1021Z		
CAMPBELL, ALYSSA	H0000024-CHP	8/1/2016	0707201615	12/31/2016	1021Z		
CARSON, MARIE	H0000023-CHP	8/1/2016	0707201616	12/31/2016	1021Z		