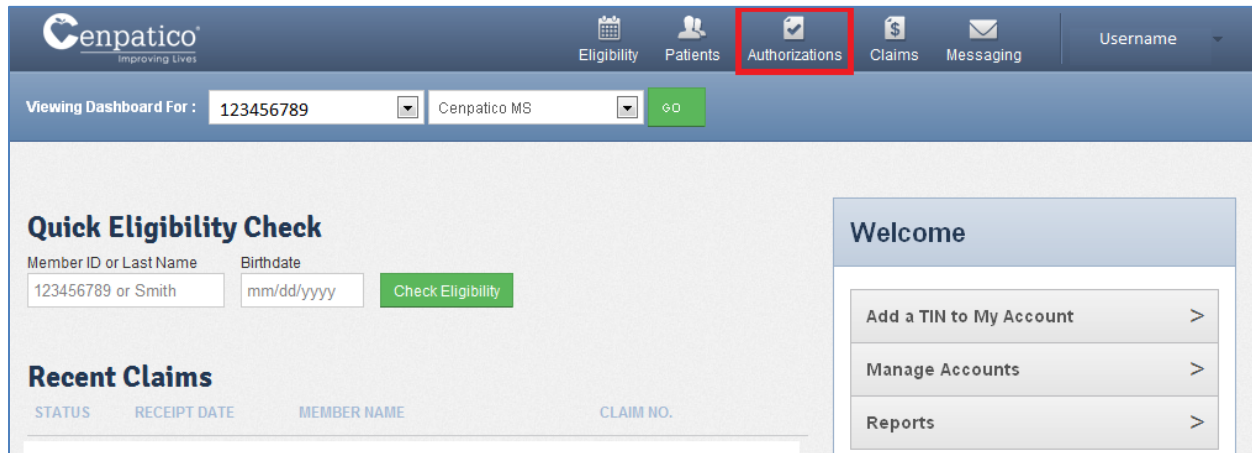
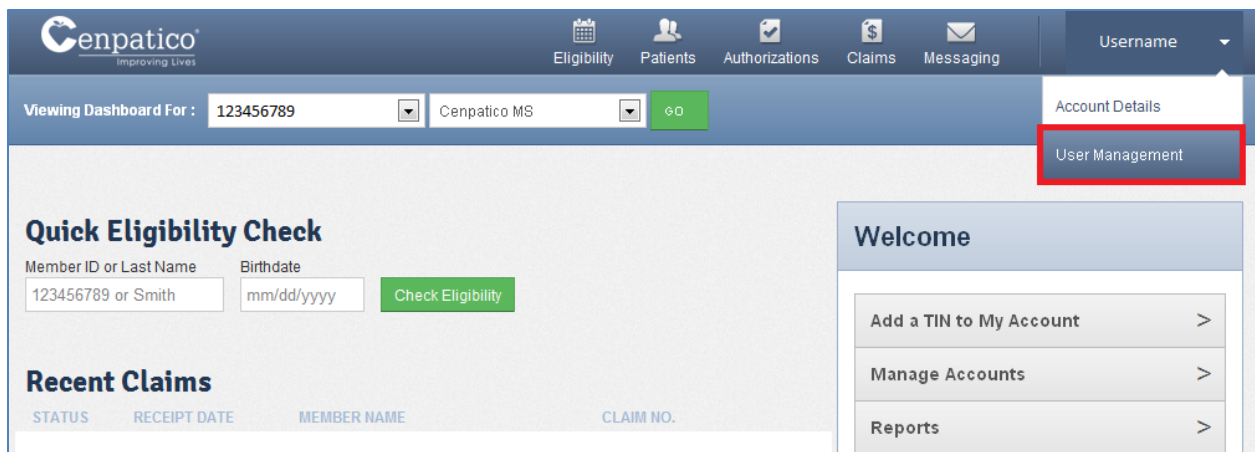


## Cenpatico Provider Portal – How to Grant Access to Authorizations

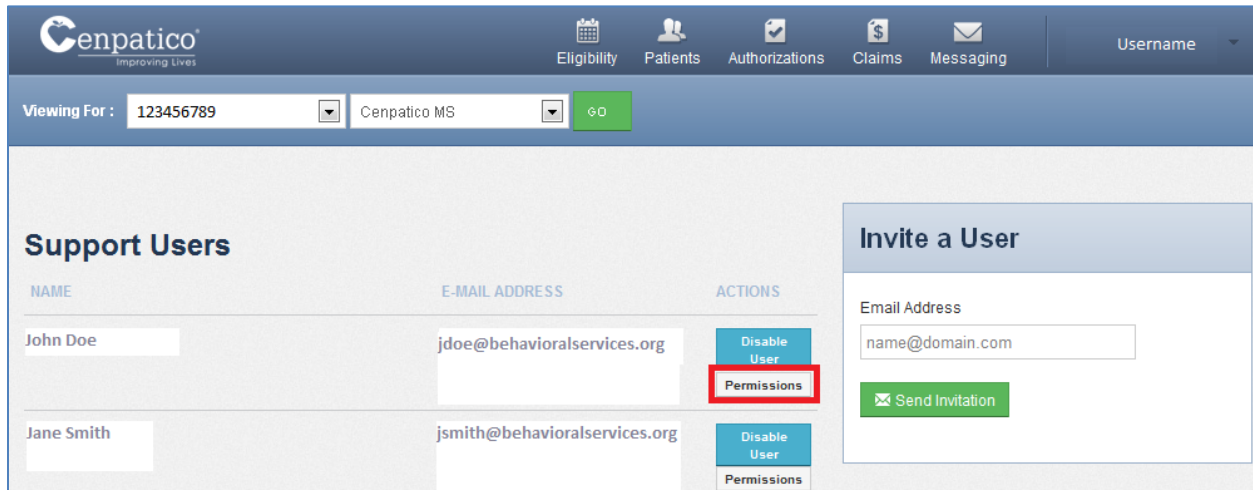
- Providers can now access the Authorization tab to view and create authorizations for Behavioral Health and Substance Use services.



- In order to modify access to other accounts within a given Tax ID number. The account manager will need to follow these steps:
  1. Click on the top right corner of the screen where the username is displayed and select “User Management” from the options given.



- The following screen will populate a list of accounts tied to this Tax ID number. Click the "Permissions" button for the account that needs to be modified.



**Support Users**

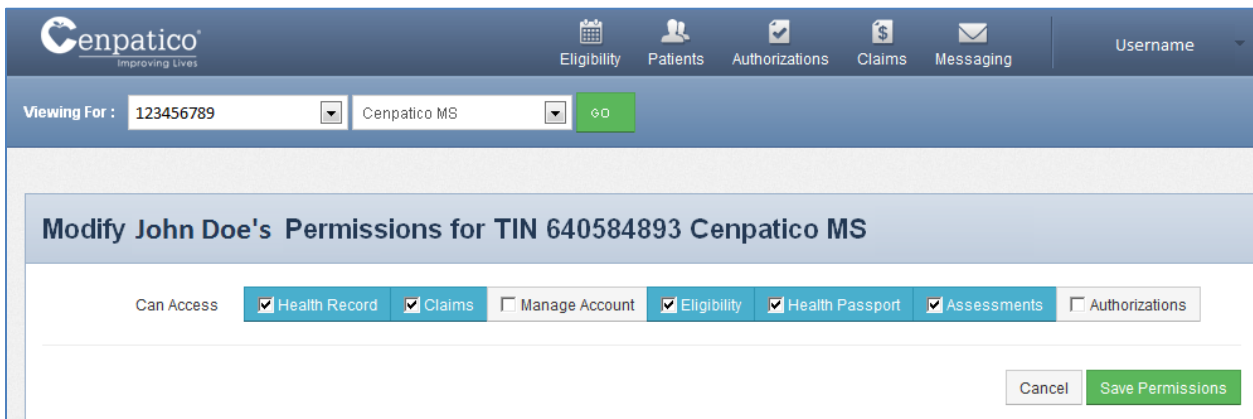
NAME	E-MAIL ADDRESS	ACTIONS
John Doe	jdoe@behavioralservices.org	<a href="#">Disable User</a> <a href="#">Permissions</a>
Jane Smith	jsmith@behavioralservices.org	<a href="#">Disable User</a> <a href="#">Permissions</a>

**Invite a User**

Email Address:

[Send Invitation](#)

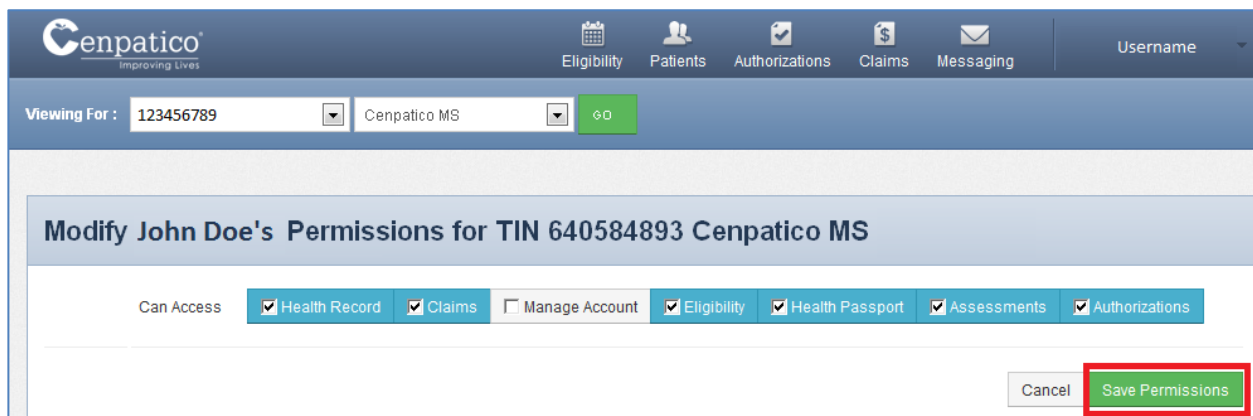
- From this screen you'll be able to modify the type of access this user has. Select the "Authorizations" box and click the green "Save Permissions" button as shown below.



**Modify John Doe's Permissions for TIN 640584893 Cenpatico MS**

Can Access:  Health Record  Claims  Manage Account  Eligibility  Health Passport  Assessments  Authorizations

[Cancel](#) [Save Permissions](#)

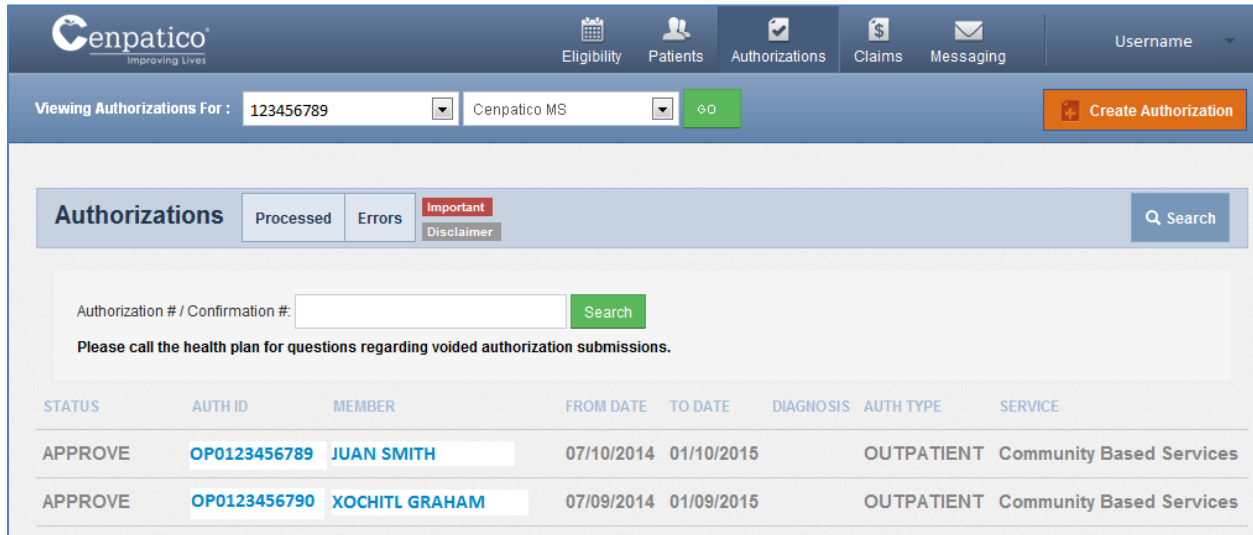


**Modify John Doe's Permissions for TIN 640584893 Cenpatico MS**

Can Access:  Health Record  Claims  Manage Account  Eligibility  Health Passport  Assessments  Authorizations

[Cancel](#) [Save Permissions](#)

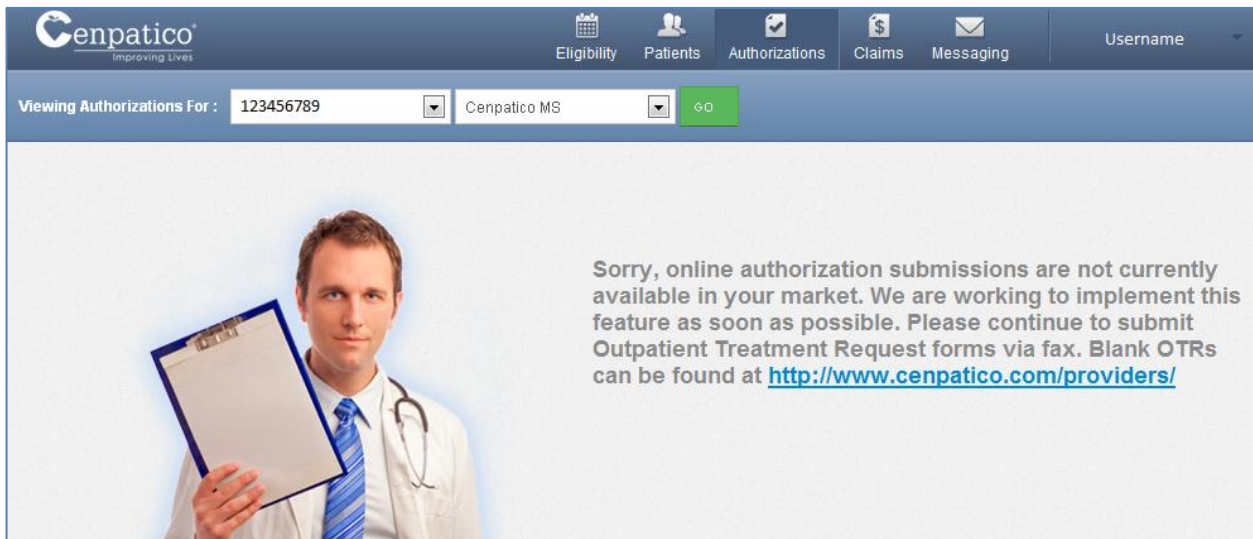
- Once the changes have been made, the user should have full access to view existing authorizations and create new requests through the portal.



The screenshot shows the 'Authorizations' section of the Cenpatico portal. The top navigation bar includes 'Eligibility', 'Patients', 'Authorizations', 'Claims', and 'Messaging'. The main content area has a search bar for 'Authorization # / Confirmation #' and a 'Search' button. Below the search bar is a table with the following data:

STATUS	AUTH ID	MEMBER	FROM DATE	TO DATE	DIAGNOSIS	AUTH TYPE	SERVICE
APPROVE	OP0123456789	JUAN SMITH	07/10/2014	01/10/2015		OUTPATIENT	Community Based Services
APPROVE	OP0123456790	XOCHITL GRAHAM	07/09/2014	01/09/2015		OUTPATIENT	Community Based Services

- If a provider encounters the error message shown below, they must contact their account manager to gain access to this tool.



The screenshot shows the 'Authorizations' section of the Cenpatico portal with an error message. The message reads: 'Sorry, online authorization submissions are not currently available in your market. We are working to implement this feature as soon as possible. Please continue to submit Outpatient Treatment Request forms via fax. Blank OTRs can be found at <http://www.cenpatico.com/providers/>'