Tracking Benefit Caps

Using Authorizations

Create the Authorization

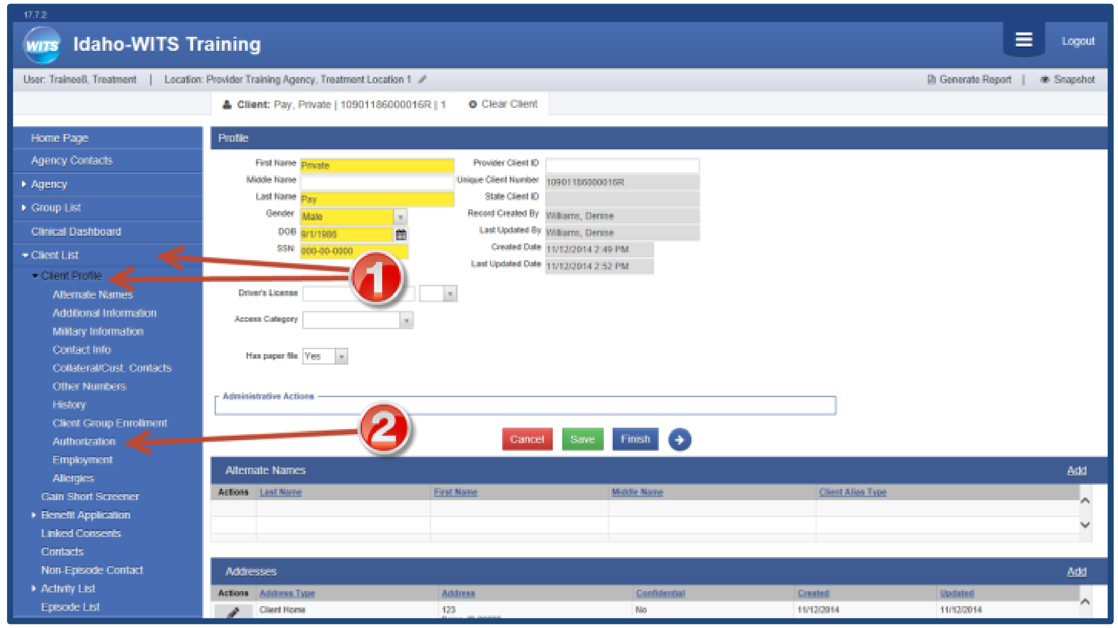
The purpose of this instruction is to provide a method to track benefit caps per client.

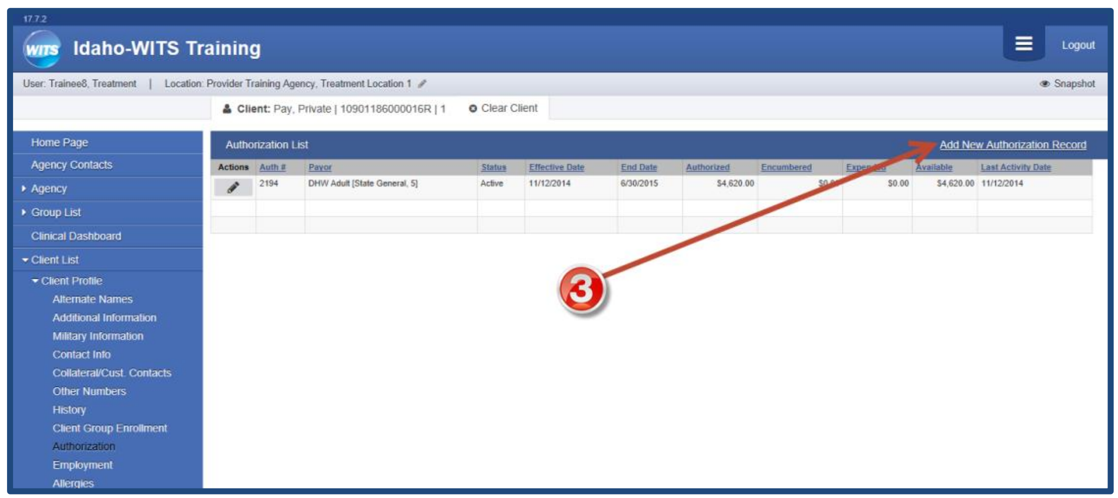
1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu), and search for your client. Select **Client Profile**.

NOTE: This instruction assumes the client record already exists and a Client Group Enrollment for private or self-pay already exists.

2. Select **Authorization** on the Navigation Pane (left menu).

3. Click **Add New Authorization Record**.





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4. Enter **<u>Authorization #</u>** and **<u>End Date.</u>**

5. Click **<u>Save</u>**.

6. Click **<u>Add Service</u>**.

7. Choose **<u>Service</u>** and **<u># Authorized Units</u>**.

NOTE: The Authorization will not stop your agency from billing over the authorization amount but it allows an agency to track how much is billed against a benefit cap to avoid exceeding the cap.