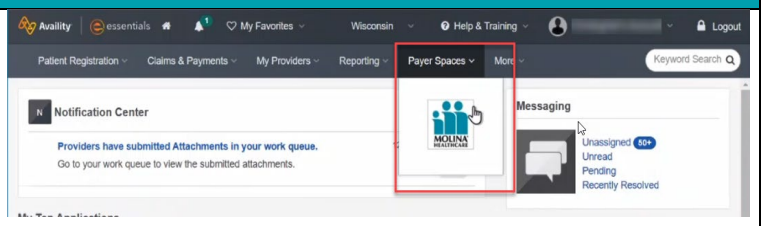
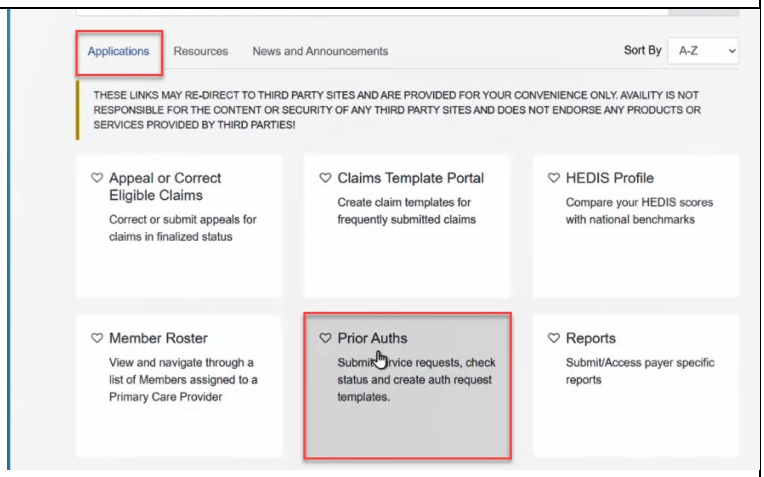
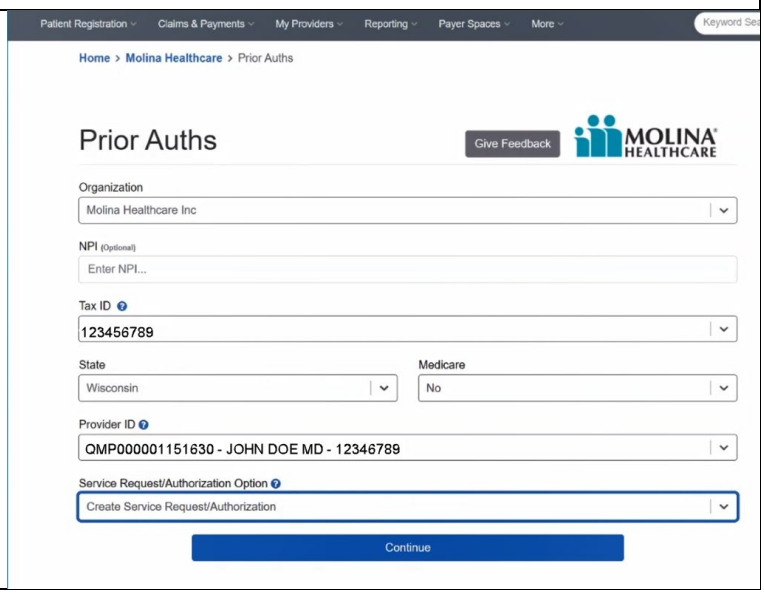
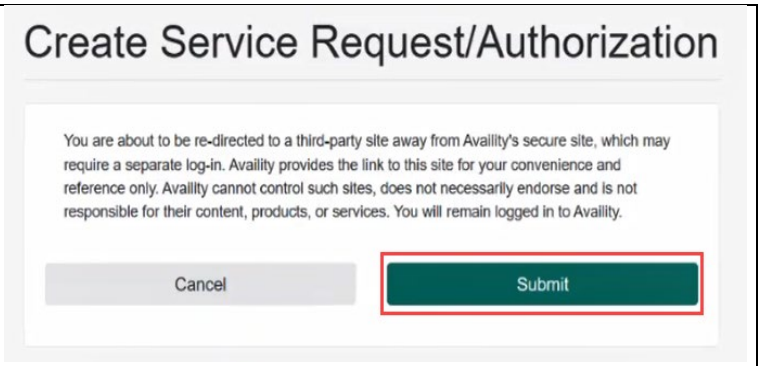
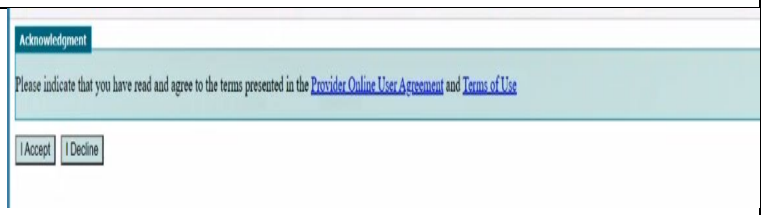
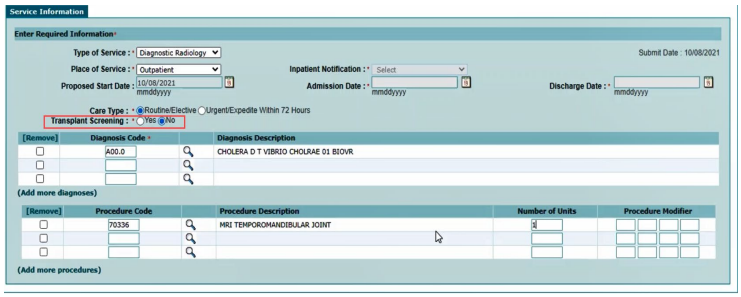
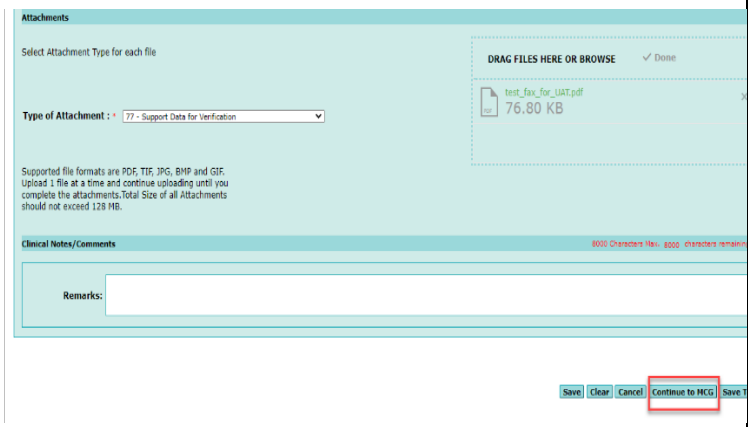
MCG Cite AutoAuth Provider Access QRG

REFERENCE GUIDE

The following steps outline how providers can submit Prior Authorization requests utilizing the MCG Cite AutoAuth process. This QRG is specific to AutoAuth for Advanced Imaging.

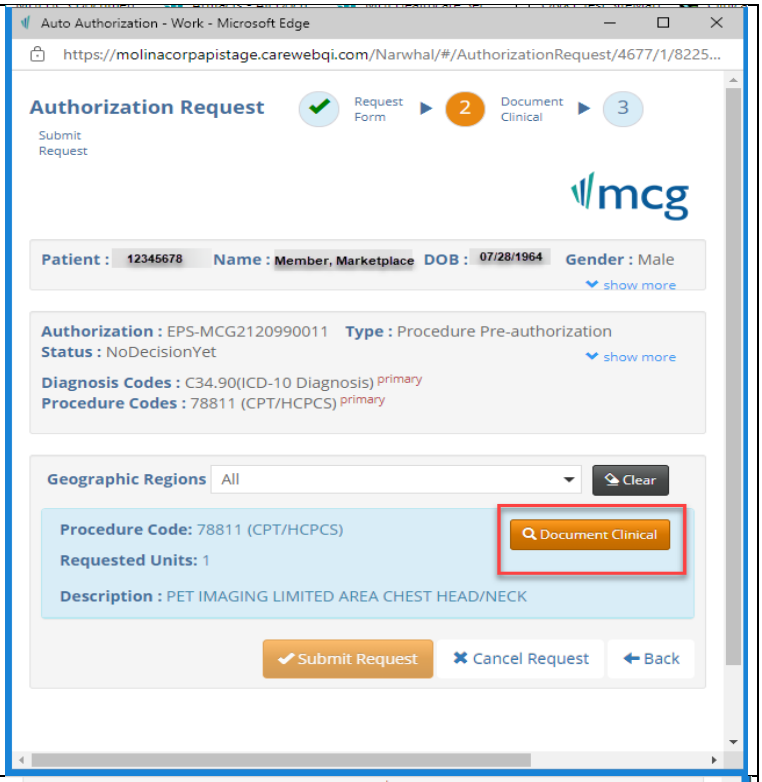
Step-by-Step Guide	
Step 1 User will sign into Availity using their sign in credentials. Once logged in, user will select the drop down under Payer Spaces and choose the appropriate icon (for most this will be the Molina Healthcare icon seen to the right)	
Step 2 User will scroll down and choose Applications and then click on Prior Auths	
Step 3 User will complete Tax ID, State, Medicare, Provider ID fields and then select Create Service Request/Authorization under the Service Request/Authorization Option field. Once all of the above fields have been addressed, select Continue.	

Step 4 User will select submit on the page informing them they are about to be re-directed to a third-party site away from Availity's secure site.	
**Note If this is user's first time signing in via Availity they will be required to accept the acknowledgement message seen in the screen capture to the right	
Step 5 Complete authorization details as per the current method for submitting an ePortal prior authorization request **Note a new mandatory Transplant Screening field will populate when selecting Diagnostic Radiology for Type of Service	
Step 6 Once all qualifying AutoAuth criteria is met, "Continue to MCG" button will populate. Qualifying criteria consists of: • Provider from a participating AutoAuth state • Member from a participating AutoAuth state and line of business • Type of service: Diagnostic Radiology • Place of service: Outpatient • ***Transplant Screening-No (New field) • Only Advanced Imaging Procedure codes • Supporting clinical documentation attached • Referred to contracted provider/facility	

Step 7

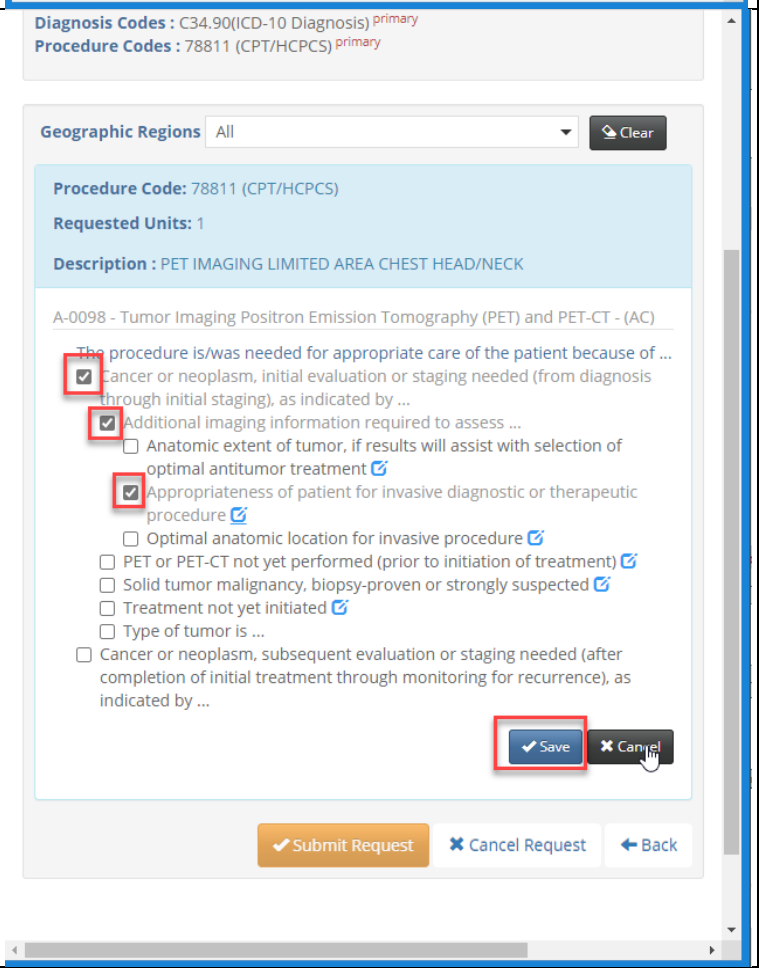
Upon selecting “Continue to MCG” the MCG Authorization Request screen will pop up in a new window on top of the service authorization request screen

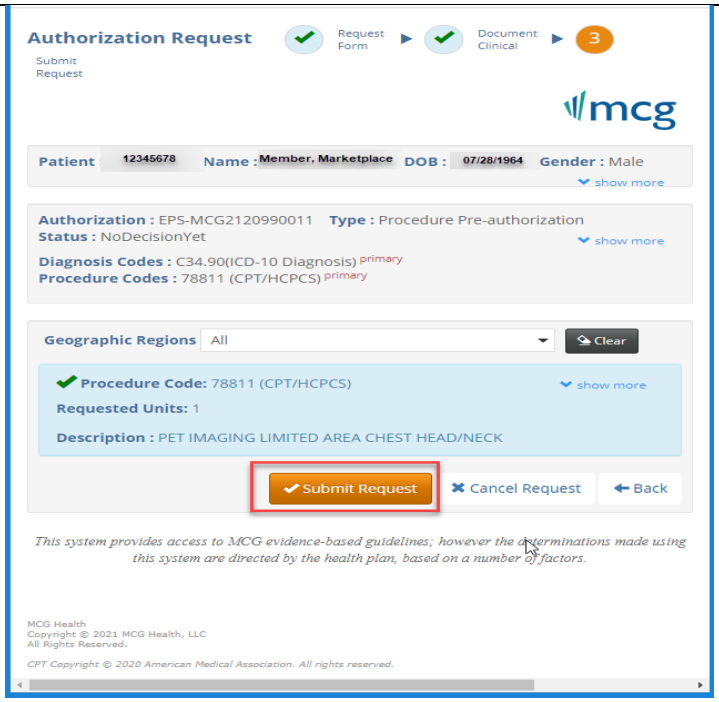
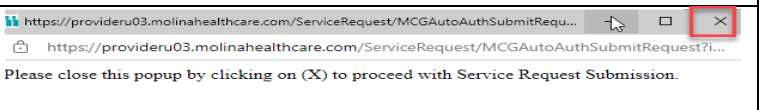
User will select “Document Clinical”



Step 8

User will select boxes next to each indication that member meets. Once all applicable indications are checked, user will select save



Step 9 User will then select Submit Request	
Step 10 Once request is submitted user will be prompted to close the pop-up window to complete the service request submission	
Step 11 Once pop up window is closed user will receive confirmation message with the following details: • Tracking number • MCG Episode ID • Authorization status (Approved or In Review) If Approved, provider can proceed with service requested. If In Review, the request will undergo the current internal review process and provider will be notified of decision using the current notification process	