



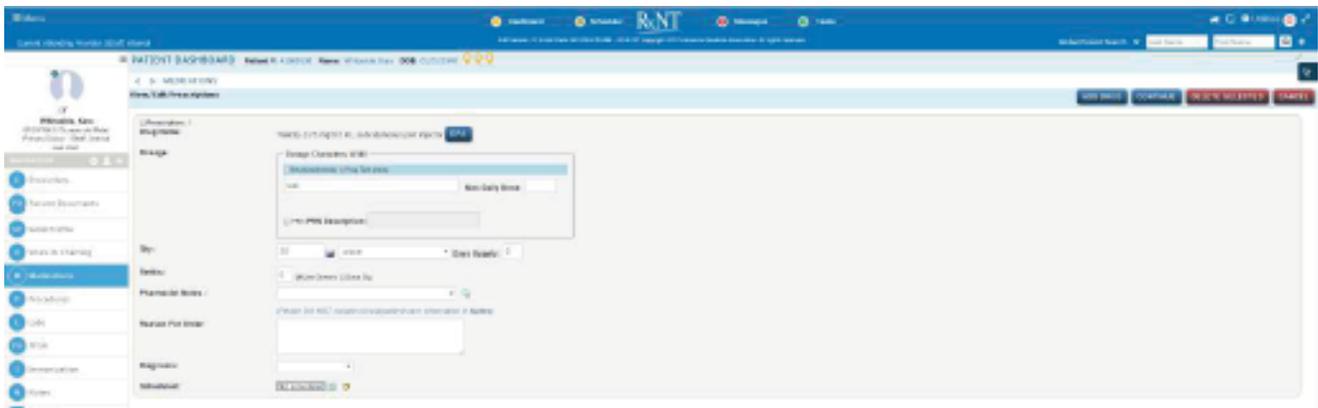
# Electronic Prior Authorization User Manual

**June 2018**

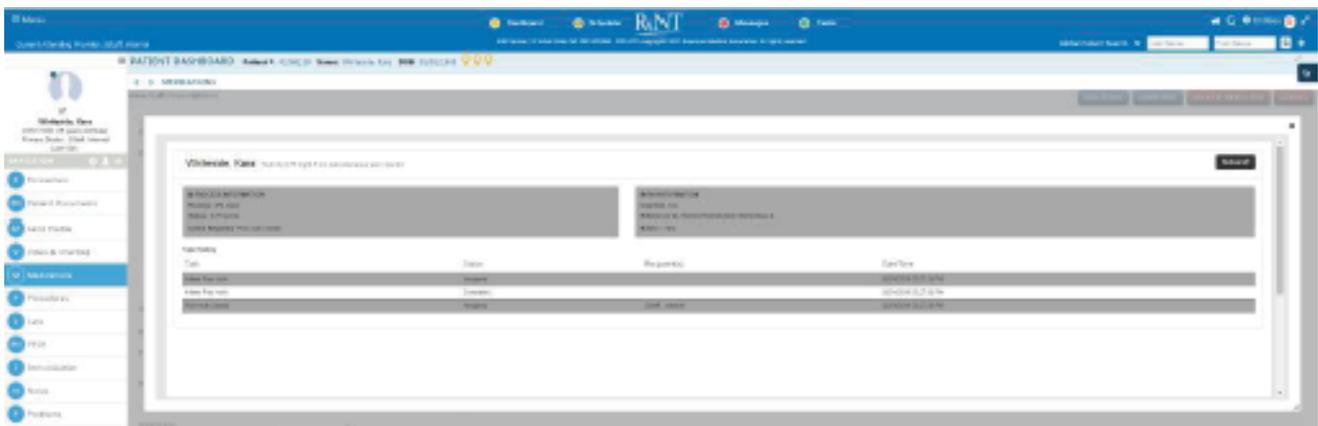


## Electronic Prior Authorization

Electronic Prior Authorization (ePA) allows users to submit prior authorizations electronically during the prescription writing process. To submit an ePA, click on the “ePA” button next to the medication name on the Prescription Line Item screen.



This will launch the Prior Authorization screen that will allow users to view the status of the request and also answer any additional questions required by the patient’s PBM.





## ePA Worklist

Users can manage ePA requests in the ePA Worklist section of Utilities. Here users can view pending requests and acknowledge closed requests. The task name will indicate the status of request (closed, approved, deferred, prior auth. not needed, etc.)



By clicking on the task name, users can view the details of the request. This could include notes for why a request was not approved, confirmation that a request was approved, or more information that is needed to continue processing the request. Users are able to click “Acknowledge ePA” to clear the request for the queue.