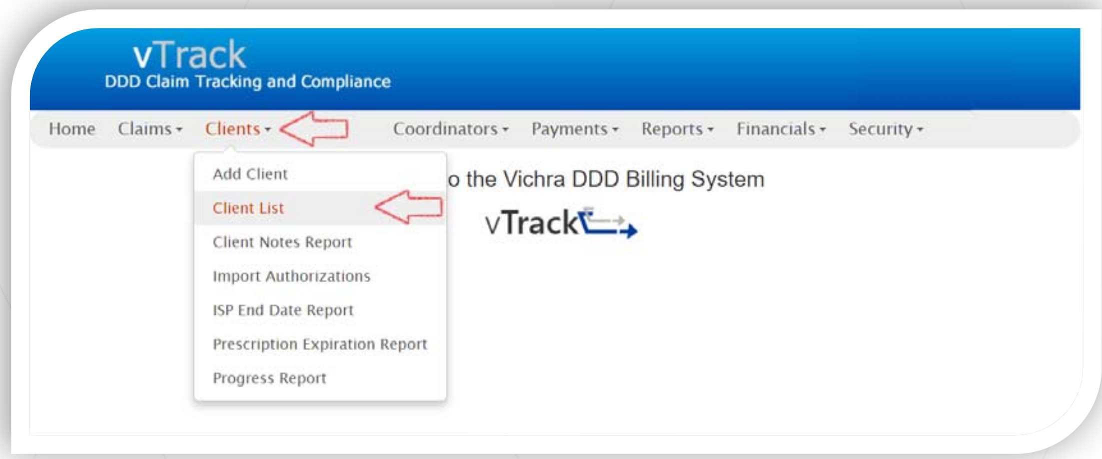
VICHRA

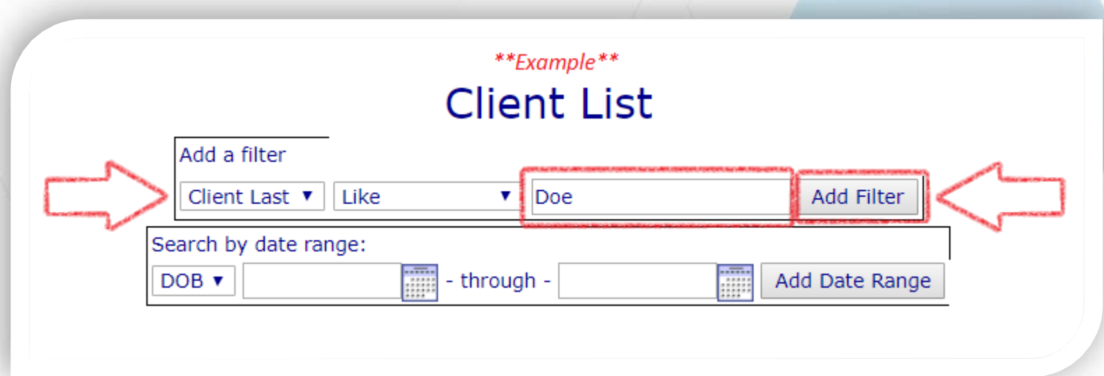
www.vtrackbilling.com

How to View Client Authorizations

1. **Navigate to the Clients Drop-Down Menu**
   - Go to-> The Client's drop-down menu
   - Select-> Client List



2. **Search for the Client**
   - Select-> Client search criteria from the drop-down menu
   - Enter-> Corresponding search criteria from your selection
   - Click-> Add Filter



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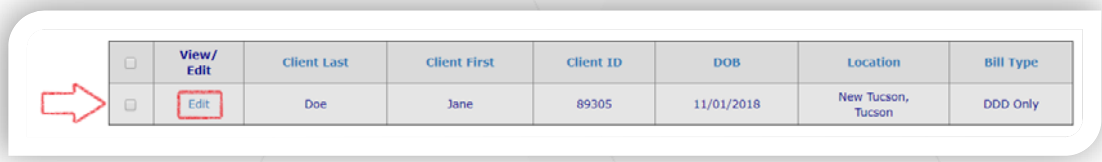
Vichra LLC Tutorials

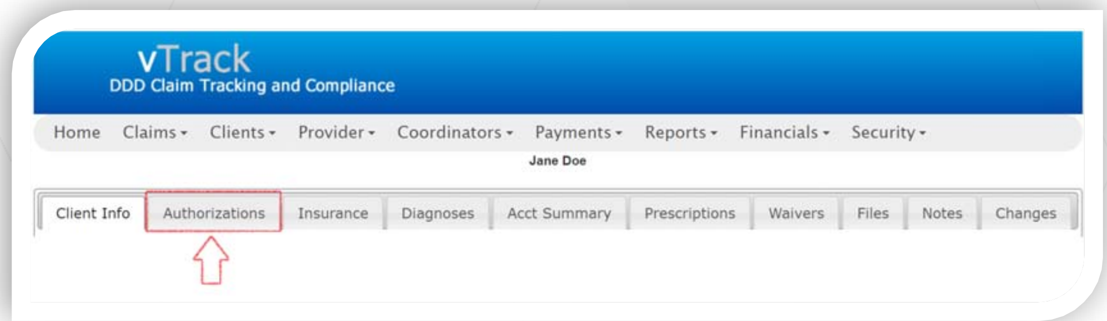
3. Client's Portal

- Click-> Edit on the client you want to view

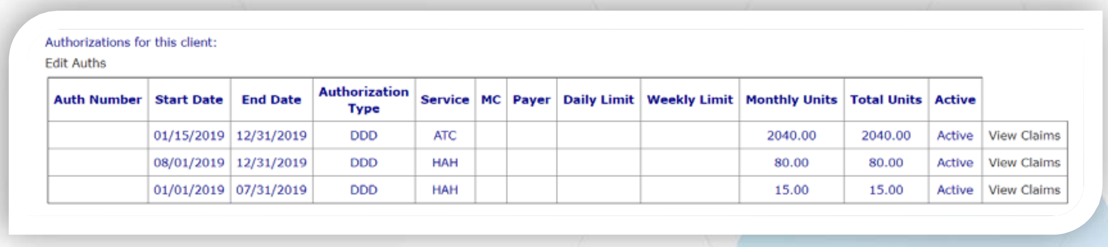


	View/ Edit	Client Last	Client First	Client ID	DOB	Location	Bill Type
	Edit	Doe	Jane	89305	11/01/2018	New Tucson, Tucson	DDD Only

- Click-> The Authorizations tab



- Authorizations are displayed here



Authorizations for this client:

Edit Auths

Auth Number	Start Date	End Date	Authorization Type	Service	MC	Payer	Daily Limit	Weekly Limit	Monthly Units	Total Units	Active	
	01/15/2019	12/31/2019	DDD	ATC					2040.00	2040.00	Active	View Claims
	08/01/2019	12/31/2019	DDD	HAH					80.00	80.00	Active	View Claims
	01/01/2019	07/31/2019	DDD	HAH					15.00	15.00	Active	View Claims

For additional support, please contact us at vtrack@vichra.com