

How to ASSIGN PAs in MedReview and Pending Queues – Best Practice Guidelines

1 – Review the queue for an Unassigned PA to review (does not have a lock icon) AND

<input type="checkbox"/>	<input type="checkbox"/>	1/10/2023 10:38:20 AM	22:14:09		MEDREVIEW	FAX
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2023 11:02:42 AM	22:38:31		MEDREVIEW	FAX
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2023 11:02:43 AM	22:38:32		MEDREVIEW	FAX
<input type="checkbox"/>	<input type="checkbox"/>					

and does not have an ASSIGNED TO name

11 RESULTS										
<input type="checkbox"/>	Received Date	Time Remaining	Auth ID	Status	Method	Cardholder ID	Member Name	Prescriber	Drug Name	Assigned To
<input type="checkbox"/>	1/10/2023 10:38:20 AM	21:45:10		MEDREVIEW	FAX	910001032900	HOOSENBERG, FREDERICK	CHINBERG, G	SECUKINUMAB	djohnson3
<input type="checkbox"/>	1/10/2023 10:50:56 AM	21:57:46		MEDREVIEW	FAX	910001891263	KIMBLER, LOLA	HENRY ROHAN	GLUCAGON HCL	

2 – Place a Check Mark in the box and hit the ASSIGN button

<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/10/2023 11:02:42 AM	22:36:31		MEDREVIEW	FAX
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2023 11:02:43 AM	22:36:32		MEDREVIEW	FAX
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2023 11:30:48 AM	23:04:37		MEDREVIEW	FAX
<input type="checkbox"/>	<input type="checkbox"/>	1/10/2023 11:47:50 AM	23:21:39		MEDREVIEW	FAX

ASSIGN

This will add the LOCK ICON and place the user name in the ASSIGNED TO box

ASSIGNED TO: (The user ID of the person assigned to resolve the prior authorization. If the field is blank, the PA hasn't been assigned.)

	1/10/2023 11:02:42 AM	22:33:59		MEDREVIEW	FAX		TOBRAMYCIN IN 0.225% SOD CHLOR	rcarpenter
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The locked symbol indicates if the PA has been assigned. The PA is "locked" by the user listed in Assigned To field.

How to access PAs assigned to USER

1 - Navigate to the Authorization Tile and search your name on the drop-down section under ASSIGNED TO or type in the user name

Status	Received Date From	Received Date To	Assigned To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>			

2 – Find and select the User Name and HIT SEARCH BUTTON

Status	Received Date From	Received Date To	Assigned To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Carpenter, Rachel"/>
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>			

3 – This will display any PAs locked/assigned to the user name selected

Status

Received Date From

Received Date To

Assigned To

Carpenter, Rachel

SEARCH

RESET

[Status Count](#)

1 Records

<input type="checkbox"/>	Received Date	Time Remaining	Auth ID	Status	Method	Cardholder ID	Member Name	Prescriber	Drug Name	Assigned To
<input type="checkbox"/>	1/10/2023 11:02:42 AM	22:34:56	000110815	MEDREVIEW	FAX				TOBRAMYCIN IN 0.225% SOD CHLOR	rcarpenter

ASSIGN

4 - Click in the Auth ID to access the PA