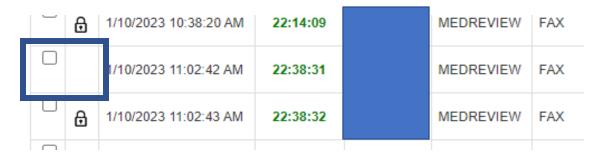
How to ASSIGN PAs in MedReview and Pending Queues – Best Practice Guidelines

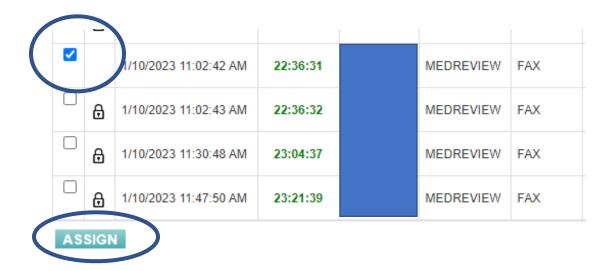
1 – Review the queue for an Unassigned PA to review (does not have a lock icon) AND



and does not have an ASSIGNED TO name

										II IVECOINS
	Received Date	Time	Auth ID	Status	Method	Cardholder ID	Member Name	Prescriber	Drug Name	Assigned To
0	1/10/2023 10:38:20 AM	21:45:10		MEDREVIEW	FAX	910001032900	FREDERICK	G	SECUKINUMAB	ojonnson3
	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



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

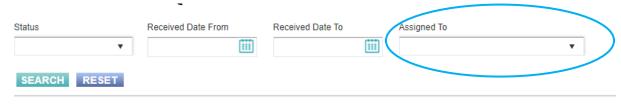
ASSIGNED TO: (The user ID of the person assigned to resolve the prior authorization. If the field is blank, the PA hasn't been assigned.)



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

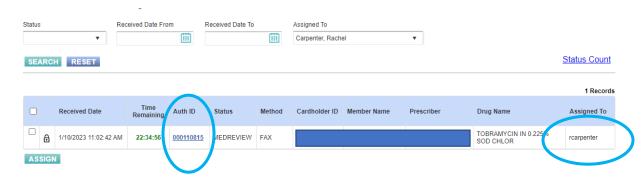
 ${f 1}$ - Navigate to the Authorization Tile and search your name on the drop-down section under ASSIGNED TO or type in the user name



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



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



4 - Click in the Auth ID to access the PA