

# Upload clinical documents for previously submitted authorizations



With Humana's Authorization Management app, you can submit documentation for initial and concurrent clinical reviews quickly and easily without sending faxes. Save time and effort by uploading files for inpatient preauthorizations directly through Availity's secure provider portal, Availity Essentials.

For inpatient preauthorizations without a discharge date or disposition, use the Authorization Management app to upload documentation Humana has requested for clinical review.

## Advantages of uploading your documentation online:

- Save time by uploading documents directly instead of sending faxes.
- Upload files directly from the app's search results screen.
- Files are attached to the appropriate cases automatically to help ensure documentation is received and assigned correctly.
- View previously uploaded attachments for a particular case within the app, right on the preauthorization details page.

## Where to find the Authorization Management app

You can find the Authorization Management app in Humana's Payer Spaces on Availity Essentials. If you don't have an Availity user ID and password, visit [Availity.com](https://www.availity.com) to register at no cost. If you have an Availity account, ask your organization's Availity administrator to set up your access to the app.

## How to add clinical documents

1. Sign in to Availity Essentials and select "Payer Spaces," then "Humana."
2. Select "Authorization Management" from the list of applications. (If the app is not shown, contact your Availity administrator for access.)
3. Enter search criteria and select "Search" to view your preauthorization and referral information.
4. On the search results screen, identify the case for which you want to upload documentation and select the "Add Clinical Documents" link to begin the upload process.

## Want help with online tools?

Visit [Humana.com/ProviderSelfService](https://www.humana.com/ProviderSelfService).

Please note: Preauthorization is based on information provided and is not a guarantee of payment. Please review the app's disclaimer for important information on the app's limits.