



## 1.1. External Pre-authorisation for Hospitalisation

### Purpose

The purpose of this transaction is to capture a request for Pre-Authorisation for Hospitalisation.

### Business Scenario

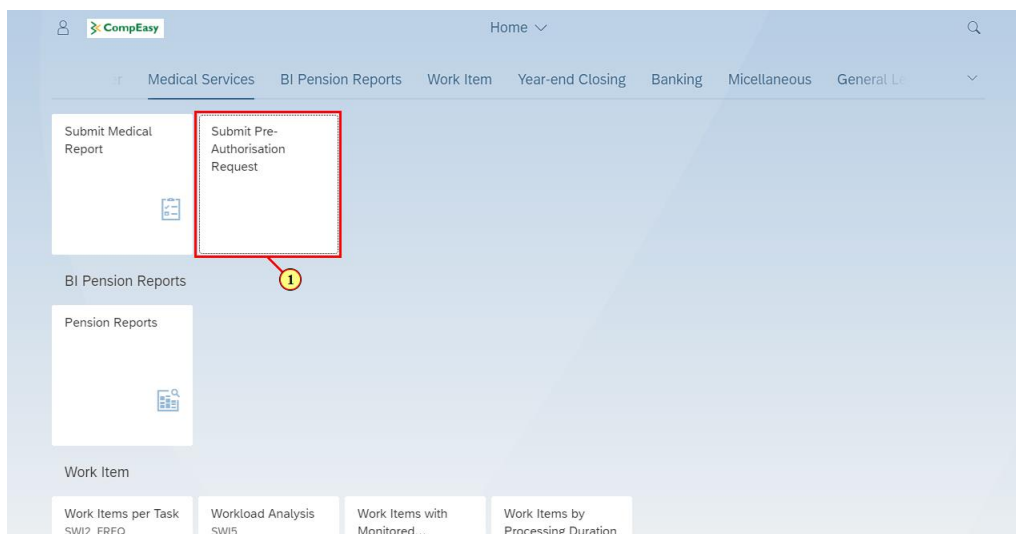
In this scenario the Health Care Provider (HCP) captures a request for Pre-Authorisation in the CompEasy System.

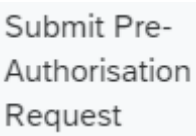
### Prerequisites

The following prerequisites are applicable when processing this transaction:

- A Valid Claim number must be entered.
- The Claim status must be *Liability accepted*.


### 1.1.1. Home - Google Chrome



Step	Action
[1]	Click the <b>Submit Pre-Authorisation Request</b> transaction.  tile to access the




### 1.1.2. Pre Authorisation for Claim - Google Chrome

 Enter the Service Provider number or use the **Search** functionality available. In this example the **Search** functionality will be demonstrated.

Step	Action
[2]	Click the <b>Service Provider Number</b>  <b>possible entries</b> button to search for the required value.

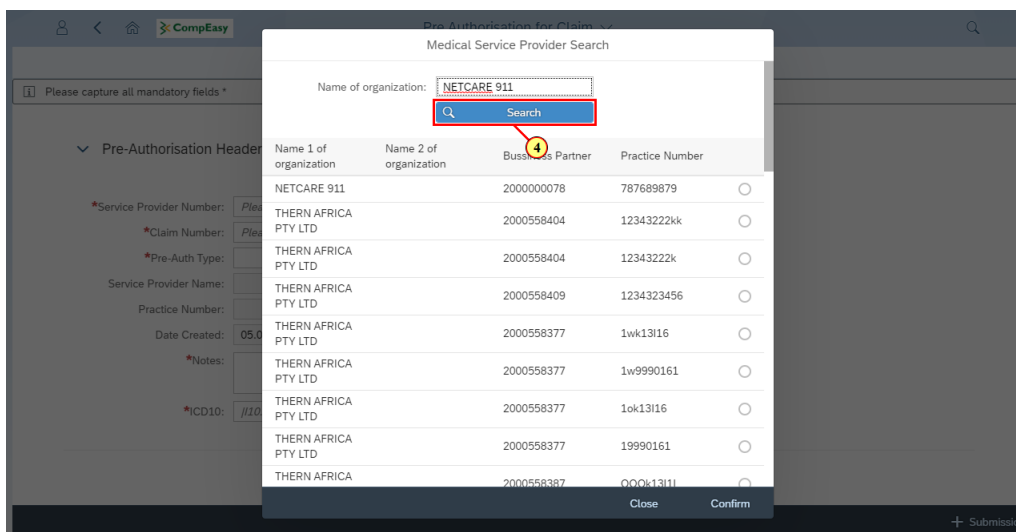
### 1.1.3. Pre Authorisation for Claim - Google Chrome




 In this example, a search is done to find the service provider *NETCARE 911*.

Step	Action
[3]	Enter <b>NETCARE 911</b> in the <b>Name of organization</b> field.

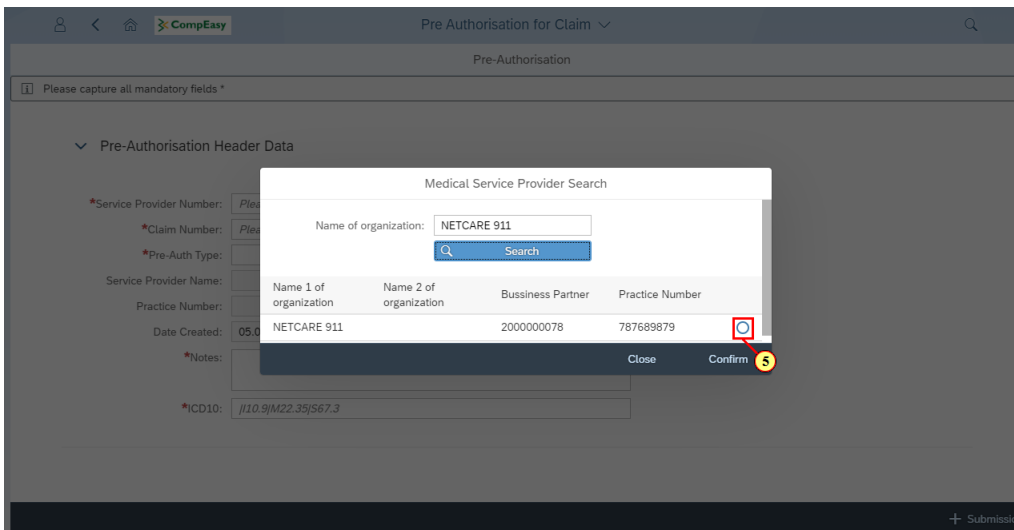
### 1.1.4. Pre Authorisation for Claim - Google Chrome




Step	Action
[4]	Click the <b>Search</b>  button to start the search.



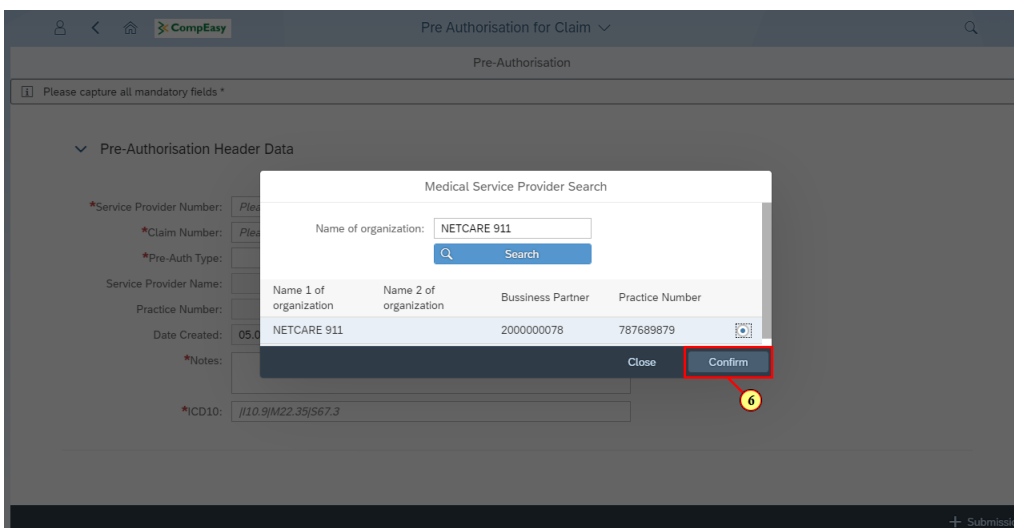
### 1.1.5. Pre Authorisation for Claim - Google Chrome



 In order to select the relevant service provider, the **Radio** button  next to the relevant service provider must be selected.


Step	Action
[5]	Click to select the <b>Name of organization</b> <input type="radio"/> radio button.

### 1.1.6. Pre Authorisation for Claim - Google Chrome



Step	Action
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Step	Action
[6]	Click the <b>Confirm</b>  button to confirm the selection.

### 1.1.7. Pre Authorisation for Claim - Google Chrome

Please capture all mandatory fields \*

Pre-Auth Authorisation

Pre-Auth Authorisation Header Data

\*Service Provider Number: 2000000078

\*Claim Number: 10000269

\*Pre-Auth Type: [7]

Service Provider Name: NETCARE 911


Practice Number: 787689879


Date Created: 05.09.2019

\*Notes:

\*ICD10: //I10.S//M22.35//S67.3

+ Submission


 Some of the blank fields will be pre-populated with Health Care Provider's information.

 Liability must have been accepted on the claim, and a valid claim number must be entered.


Step	Action
[7]	Enter <b>10000269</b> in the <b>Claim Number</b> field.



## 1.1.8. Pre Authorisation for Claim - Google Chrome

Step	Action
[8]	Click the <b>Pre-Auth Type</b>  <b>drop down</b> button to display the available list.

## 1.1.9. Pre Authorisation for Claim - Google Chrome

	The drop-down list displays the different requests for Pre-authorisations that can be selected.
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Step	Action
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Step	Action
[9]	Double click on the <b>Hospitalisation</b> <b>Hospitalisation</b> option to select it.

### 1.1.10. Pre Authorisation for Claim - Google Chrome

Please capture all mandatory fields \*

Pre-Auth Authorisation for Claim

Pre-Auth Authorisation

Pre-Auth Authorisation Header Data

\*Service Provider Number: 2000000078

\*Claim Number: 10000269

\*Pre-Auth Type: Hospitalisation

Service Provider Name: NETCARE 911


Practice Number: 787689879

Date Created: 05.09.2019

\*Notes: Pre auth for Mr Mdekazi

\*ICD10: J10.9/M22.35/S67.3


+ Submission

	Relevant information to support the request can be entered in the <b>Notes</b> field.
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Step	Action
[10]	Enter <b>Pre auth for Mr Mdekazi</b> in the <b>Notes</b> field.



### 1.1.11. Pre Authorisation for Claim - Google Chrome

 ICD10 codes must be entered according to the national standard rules.  
Please use the **Pipe** character as separator if more than one ICD10 code is entered.  
The **Pipe** character "|" is on the same key as the **Back Slash** character "\".

Step	Action
[11]	Enter <b>S68.3</b> in the <b>ICD10</b> field.

### 1.1.12. Pre Authorisation for Claim - Google Chrome






Step	Action
[12]	Click in the <b>area below the scroll bar</b> to scroll down.

### 1.1.13. Pre Authorisation for Claim - Google Chrome

Step	Action
[13]	Click the <b>Expand</b> > node to open the <b>Pre-Auth Authorisation Benefits Selection</b> folder.

### 1.1.14. Pre Authorisation for Claim - Google Chrome



	Enter the validity dates for the Pre-authorisation for Hospitalisation.
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Step	Action
[14]	Enter <b>06.09.2019</b> in the <b>Period</b> field.

### 1.1.15. Pre Authorisation for Claim - Google Chrome

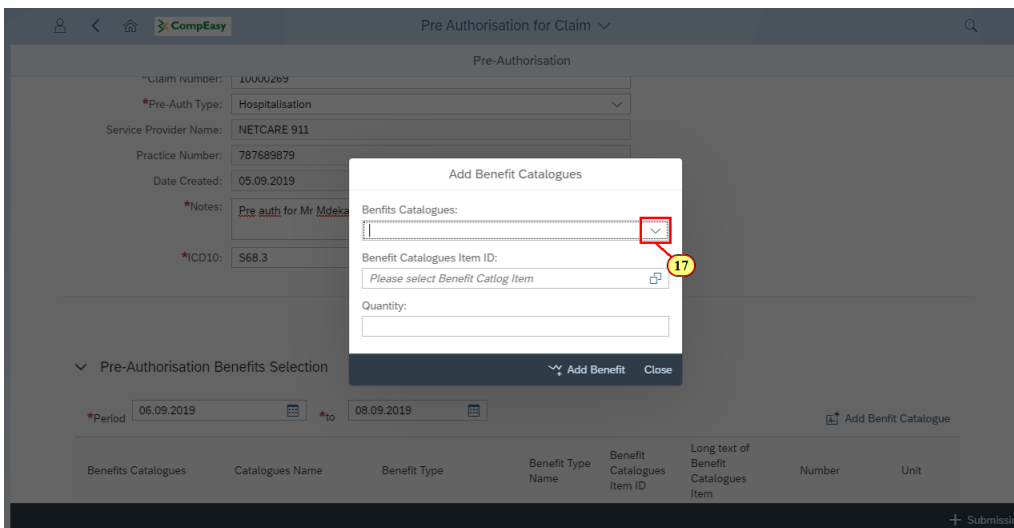
Step	Action
[15]	Enter <b>08.09.2019</b> in the <b>To</b> field.

### 1.1.16. Pre Authorisation for Claim - Google Chrome



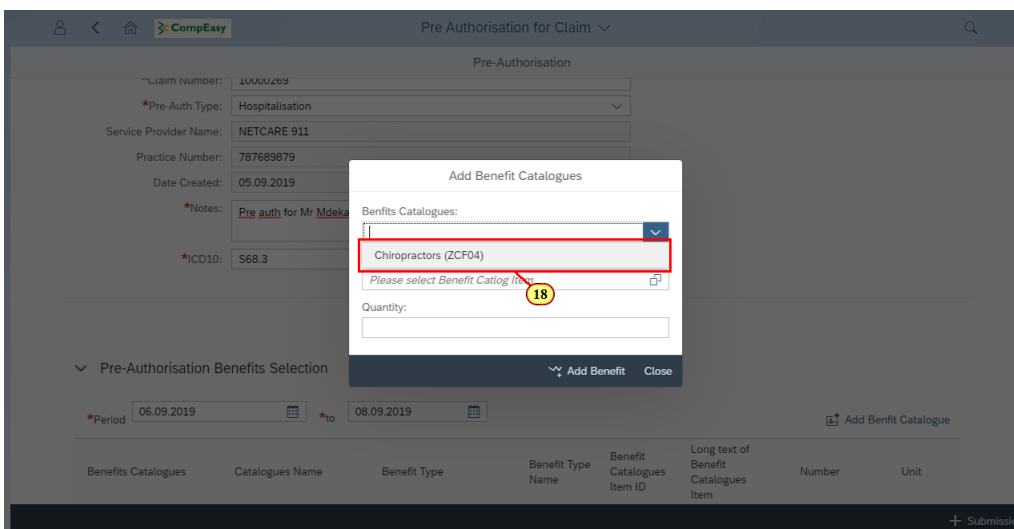
Step	Action
[16]	Click the <b>Add Benefit Catalogue</b>  <b>Add Benefit Catalogue</b> button to add a Benefit Catalogue.

### 1.1.17. Pre Authorisation for Claim - Google Chrome




Step	Action
[17]	Click the <b>Benefits Catalogues</b>  <b>drop down</b> button to display the available list.

### 1.1.18. Pre Authorisation for Claim - Google Chrome

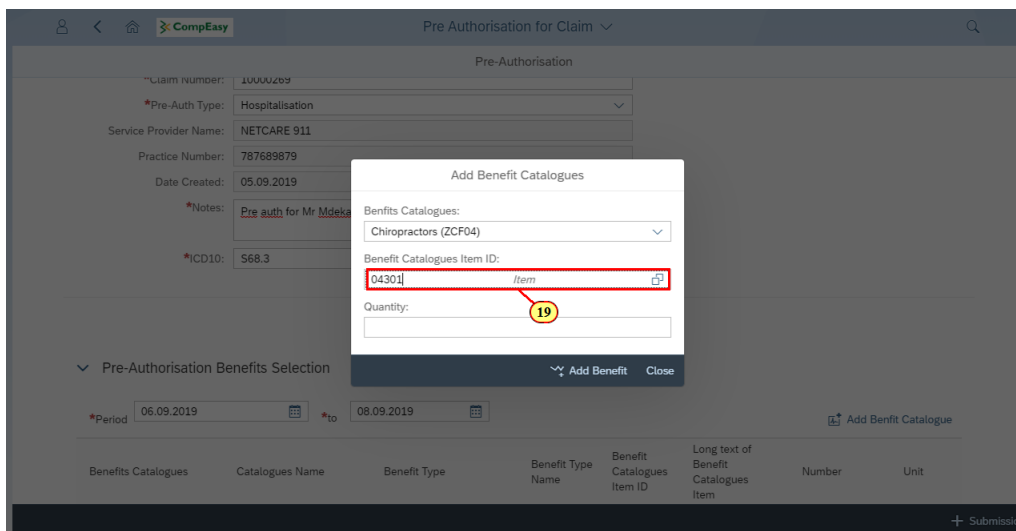





 The Practice number of the Service Provider will determine the catalogue that will be displayed in the drop-down list.

Step	Action
[18]	Click on the <b>Benefit Catalogues Chiropractors (ZCF04)</b> <b>Chiropractors (ZCF04)</b> option to select it.

### 1.1.19. Pre Authorisation for Claim - Google Chrome



 The item codes can be entered directly in the **Benefit Catalogues Item ID** field.

Step	Action
[19]	Enter <b>04301</b> in the <b>Benefit Catalogues Item ID</b> field.



## 1.1.20. Pre Authorisation for Claim - Google Chrome

Step	Action
[20]	Enter <b>3</b> in the <b>Quantity</b> field.

## 1.1.21. Pre Authorisation for Claim - Google Chrome

Step	Action
[21]	Click the <b>Add Benefit</b> <b>Add Benefit</b> button to add benefit catalogues.



### 1.1.22. Pre Authorisation for Claim - Google Chrome

Benefits Catalogues	Catalogues Name	Benefit Type	Benefit Type Name	Benefit Catalogues Item ID	Long text of Benefit Catalogues Item	Number	Unit
ZCF04	Chiropractors (ZCF04)	CF2000	Medical Costs	04301		3	EA


Step	Action
[22]	Click in the <b>area below the scroll bar</b> to scroll down.


### 1.1.23. Pre Authorisation for Claim - Google Chrome

Benefits Catalogues	Catalogues Name	Benefit Type	Benefit Type Name	Benefit Catalogues Item ID	Long text of Benefit Catalogues Item	Number	Unit
ZCF04	Chiropractors (ZCF04)	CF2000	Medical Costs	04301		3	EA

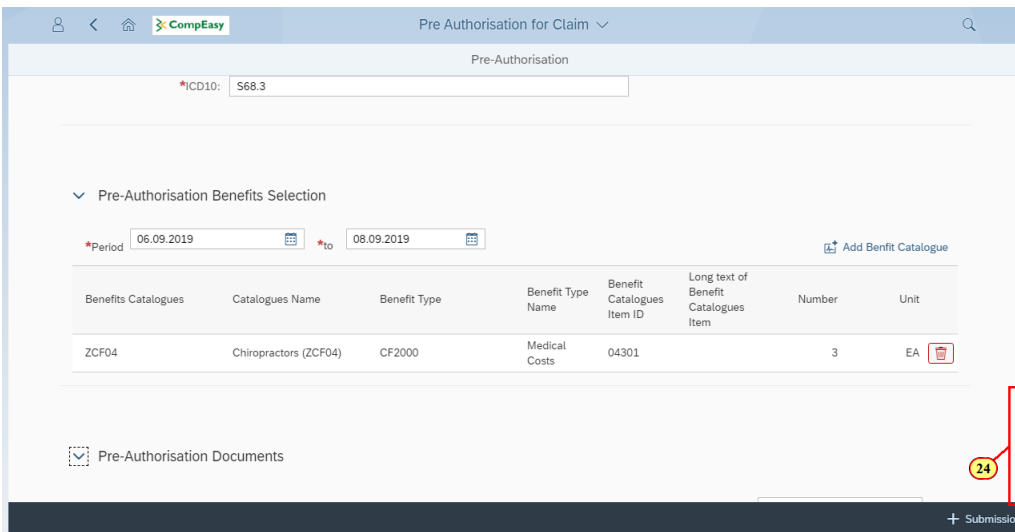
	You can delete Benefit Catalogue Line Items if required by selecting the <b>Delete</b> button.
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	You can enter more Benefit Catalogue Items if required by selecting the <b>Add Benefit Catalogue</b> button.
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Step	Action
[23]	Click the <b>Expand</b>  node to open the <b>Pre-Authorisation Documents</b> folder.

### 1.1.24. Pre Authorisation for Claim - Google Chrome




Pre-Authorisation

\*ICD10: S68.3

Pre-Authorisation Benefits Selection

\*Period: 06.09.2019 \*to: 08.09.2019 [Add Benefit Catalogue](#)

Benefits Catalogues	Catalogues Name	Benefit Type	Benefit Type Name	Benefit Catalogues Item ID	Long text of Benefit Catalogues Item	Number	Unit
ZCF04	Chiropractors (ZCF04)	CF2000	Medical Costs	04301		3	EA 

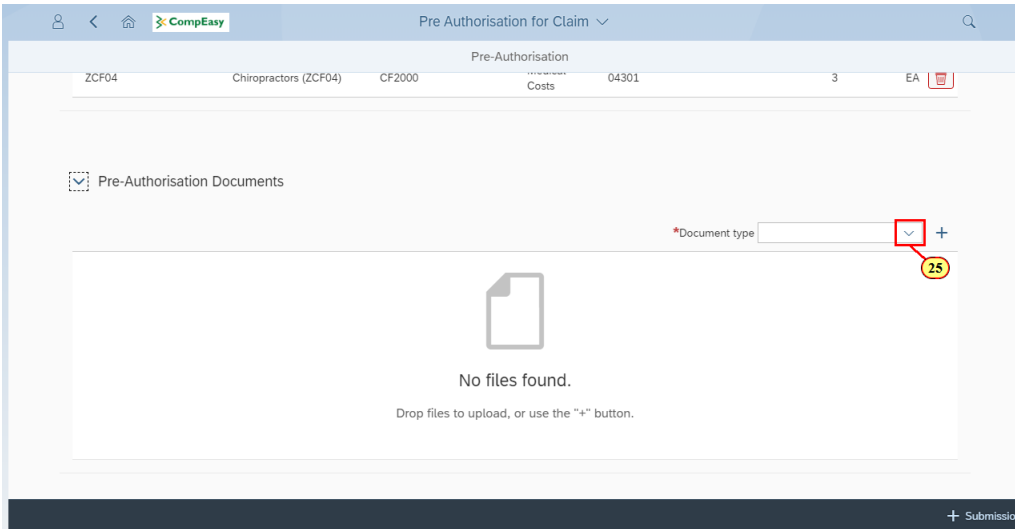
Pre-Authorisation Documents


[+ Submission](#)

Step	Action
[24]	Click in the <b>area below the scroll bar</b> to scroll down.

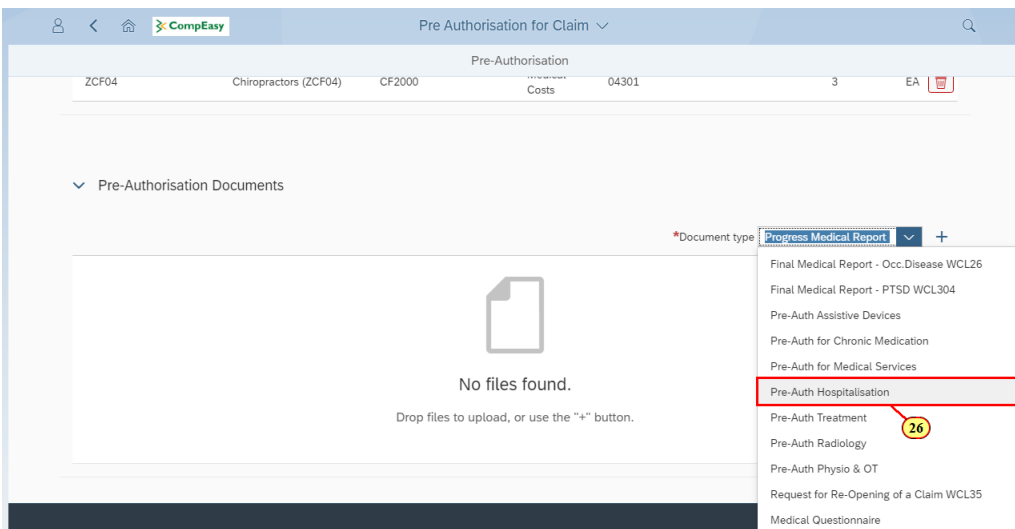


### 1.1.25. Pre Authorisation for Claim - Google Chrome



Step	Action
[25]	Click the <b>Document type</b>  <b>drop down</b> button to display the available list.

### 1.1.26. Pre Authorisation for Claim - Google Chrome

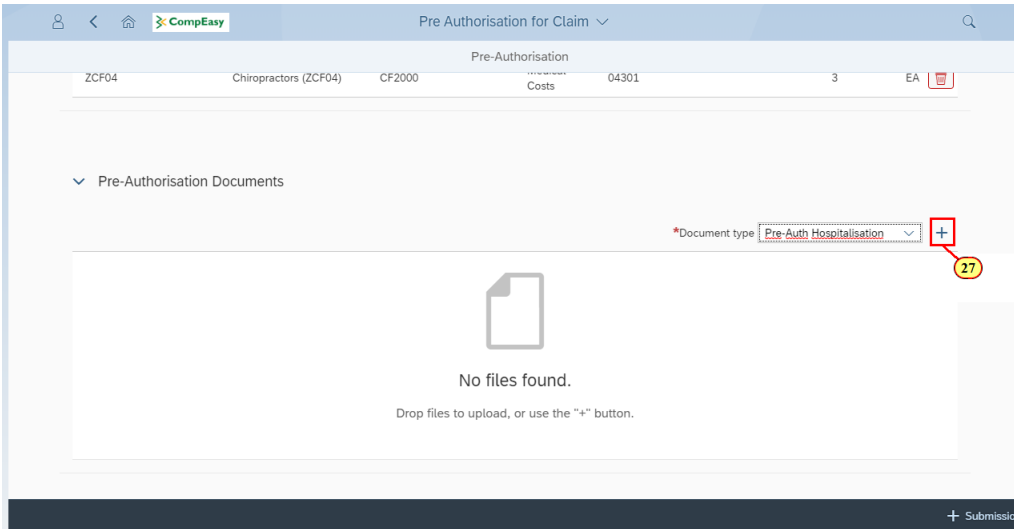



Step	Action
[26]	Double click on the <b>Pre-Auth Hospitalisation</b>  option to select it.






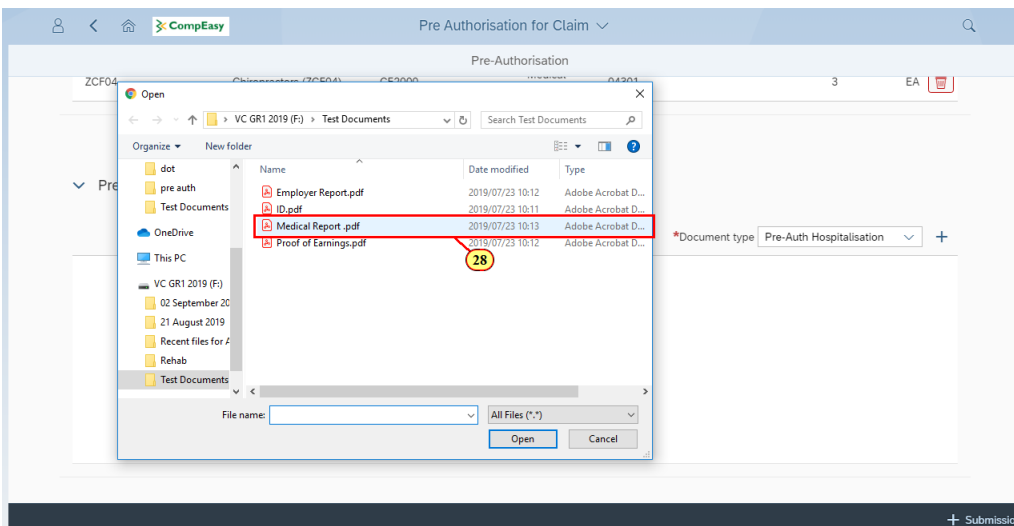
## 1.1.27. Pre Authorisation for Claim - Google Chrome



 The relevant supporting documents need to be attached as per Pre-authorisation request.

Step	Action
[27]	Click the <b>Add</b>  button to add documents.

## 1.1.28. Open

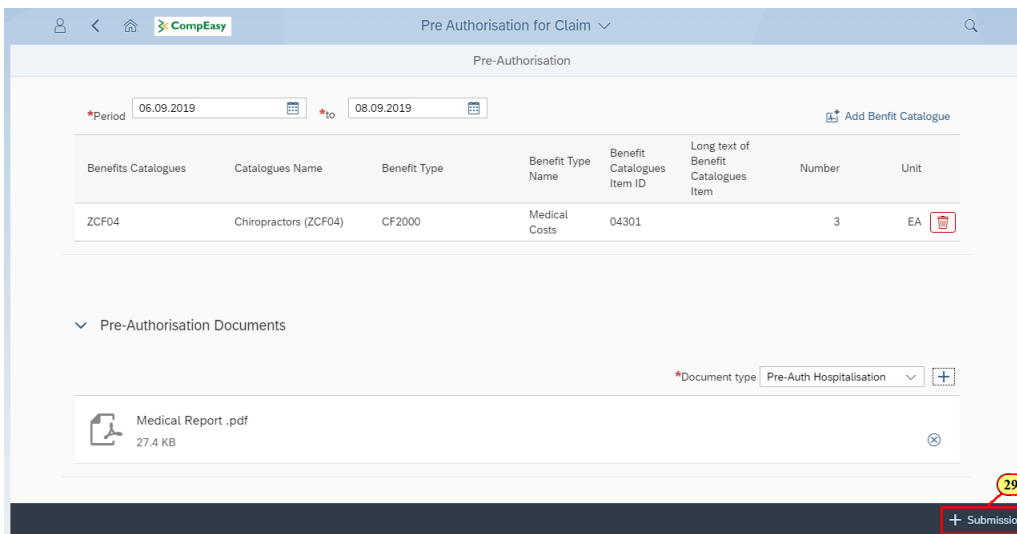





Only documents in **Pdf** file format should be uploaded.

Step	Action
[28]	Double click on the <b>Name Medical Report.pdf</b>  <b>Medical Report .pdf</b> file to select it.

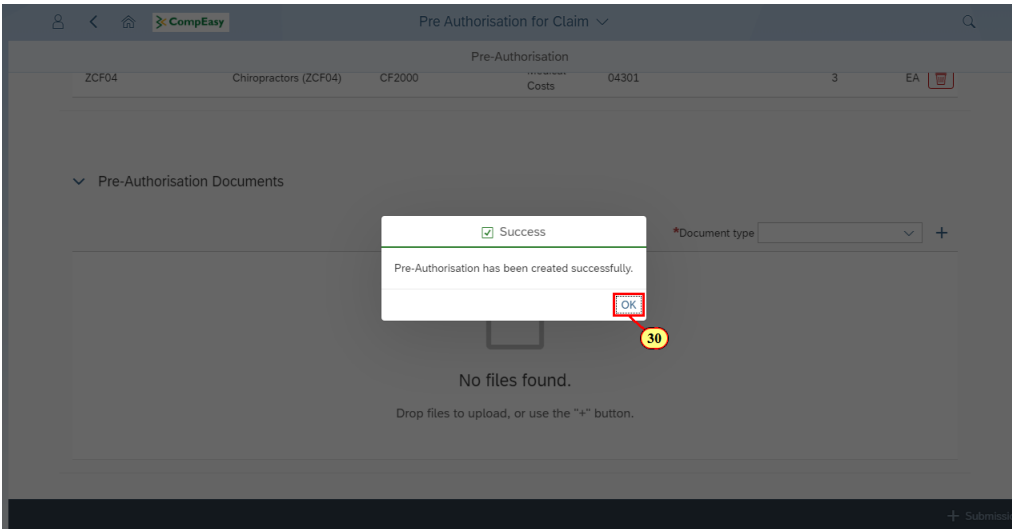
### 1.1.29. Pre Authorisation for Claim - Google Chrome



Step	Action
[29]	Click the <b>Submission</b>  button to submit the request for Pre-Auth Authorisation.

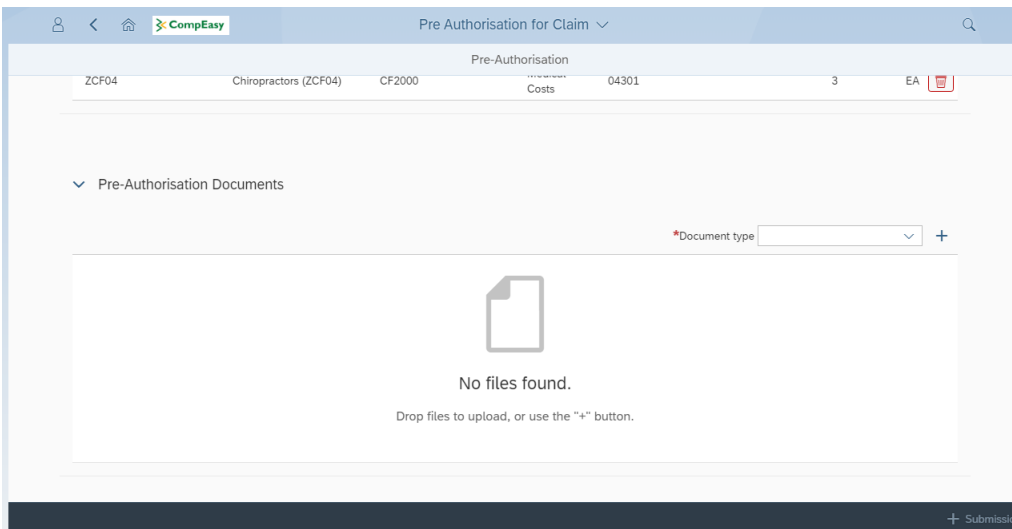



### 1.1.30. Pre Authorisation for Claim - Google Chrome



Step	Action
[30]	Click the <b>OK</b> button to acknowledge the message.

### 1.1.31. Pre Authorisation for Claim - Google Chrome



	Well done! You have successfully created a request for Pre-Authorisation for Hospitalisation.
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