1.1. Submit Pre-Authorisation Request

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|---|
| **Purpose** |
| The purpose of this transaction is for the Employer / MSP to request the Pre-Authorisation using the APP. |
| **Business Scenario** |
| In this scenario an Employee / MSP request for the Pre-Authorisation using CompEasy System external APP. |
| **Prerequisites** |
| The following prerequisites are applicable when processing this transaction:
• Access to https://CompEasy.labour.gov.za website. |

1.1.1. Home - Google Chrome
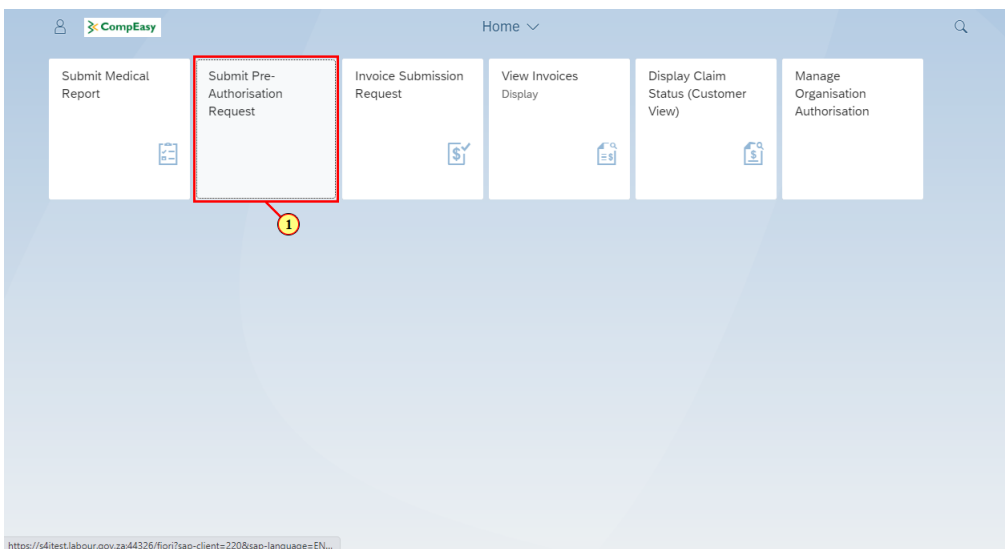
Step	Action
[1]	Click the **Submit Pre-Authorisation Request** ~Submit Pre-Authorisation Request~ tile to access the transaction.

1.1.2.   Pre Authorisation for Claim - Google Chrome

	Please be aware that the user needs to be authorised to submit Medical Reports on behalf of a registered Medical Practice.

Step	Action
[2]	Click the **Service Provider Number** ⧉ **possible entries** button to search for the required value.

1.1.3.   Pre Authorisation for Claim - Google Chrome

ℹ️	The Practice Number required must be linked to the User.

Step	Action
[3]	Enter **0640064** in the **Practice number** field.

1.1.4. Pre Authorisation for Claim - Google Chrome
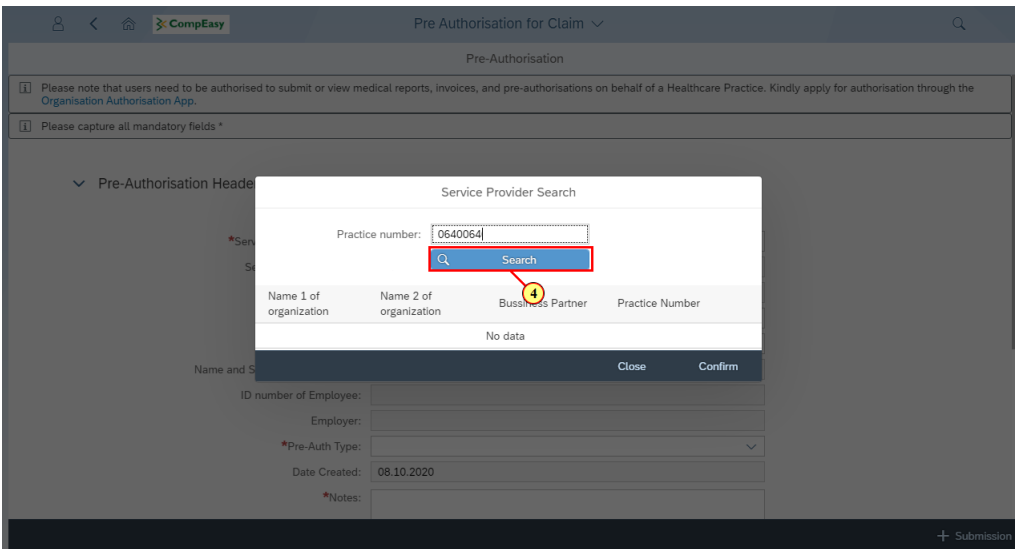
Step	Action
[4]	Click the **Practice number Search** [🔍 Search] button to start the search.

1.1.5. Pre Authorisation for Claim - Google Chrome
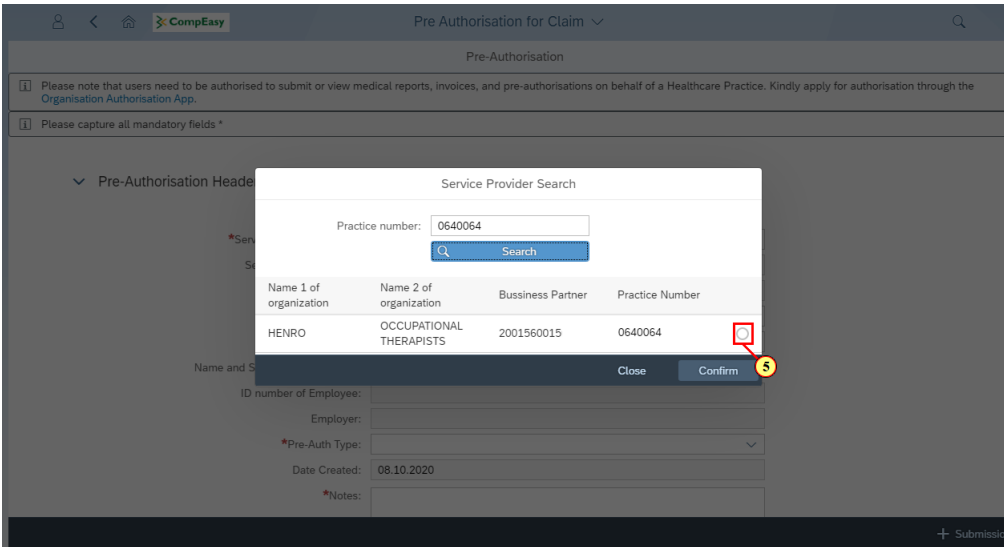
Step	Action
[5]	Click to select the **Service Provider Number** ⭕ radio button.

1.1.6. Pre Authorisation for Claim - Google Chrome
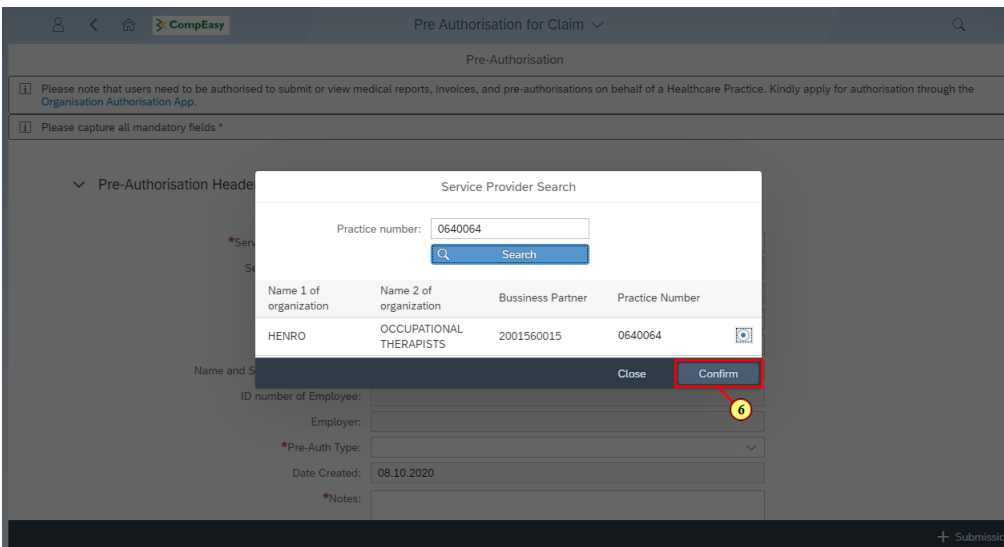
	The Service Provider Number, Service Provider Name and Practice Number will auto-populate.

Step	Action
[6]	Click the **Confirm** [Confirm] button to confirm the selection.

1.1.7.   Pre Authorisation for Claim - Google Chrome

	The Name and Surname of Employee, ID Number of Employee, Employer Name and Date of Loss will auto-populate

Step	Action
[7]	Enter **11395534** in the **Please enter Claim number** field.

1.1.8.   Pre Authorisation for Claim - Google Chrome

Step	Action
[8]	Click the **Type of Report** ⌄ **drop down option** button to display the available list.

1.1.9.   Pre Authorisation for Claim - Google Chrome

Step	Action
[9]	Click on the **ID number of Employee** Occupational Therapy option to select it.

1.1.10. Pre Authorisation for Claim - Google Chrome

Step	Action
[10]	Click in the **area below the scroll bar** to scroll down.

1.1.11. Pre Authorisation for Claim - Google Chrome

Step	Action
[11]	Enter **Other treatment** in the **Notes** field.

1.1.12. Pre Authorisation for Claim - Google Chrome

	ICD10 Code is case sensitive, use capital letter's when inserting alphabets. Please note the format: the | must be added between and after the codes, no spaces allowed.

Step	Action
[12]	Enter **S42.20|W24.60|** in the **ICD10** field.

1.1.13. Pre Authorisation for Claim - Google Chrome

Step	Action
[13]	Click the **Expand** > node to open the Pre-Authorisation Benefits Selection.

1.1.14.   Pre Authorisation for Claim - Google Chrome

	You can select the date using the Calendar icon/button.

Step	Action
[14]	Enter **01.09.2020** in the **Period** field.

1.1.15. Pre Authorisation for Claim - Google Chrome

Step	Action
[15]	Enter **01.10.2020** in the **to** field.

1.1.16. Pre Authorisation for Claim - Google Chrome

Step	Action
[16]	Click the **Add Benefit Catalogue** ⬚ Add Benfit Catalogue button to add the benefits catalogue.

1.1.17. Pre Authorisation for Claim - Google Chrome
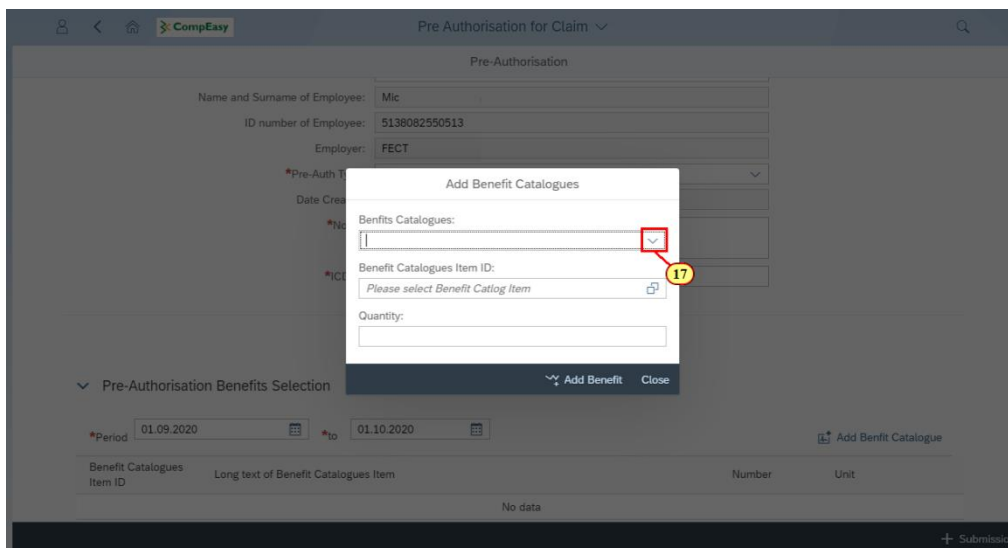
Step	Action
[17]	Click the **Benefit Catalogues** ⌄ **drop down option** button to display the available list.

1.1.18. Pre Authorisation for Claim - Google Chrome
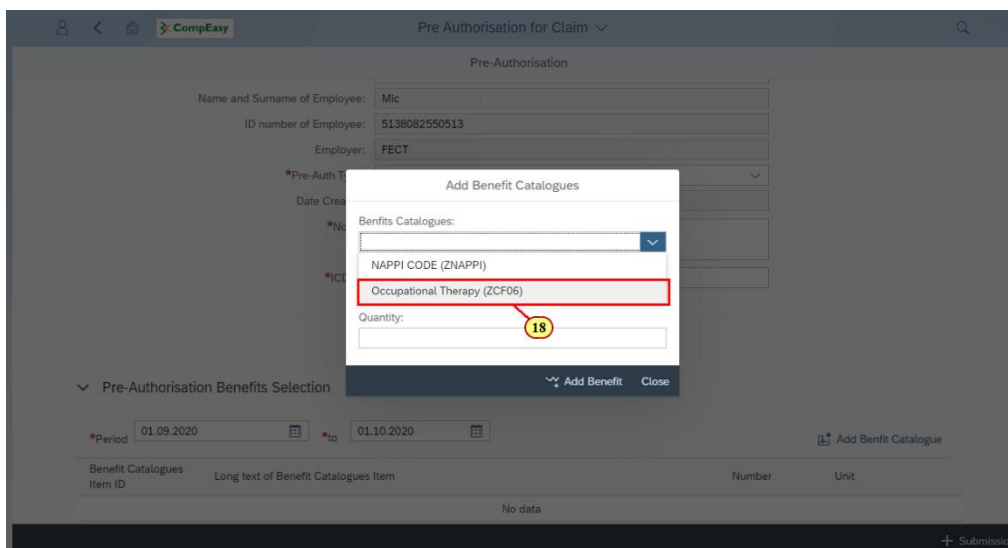
Step	Action
[18]	Click on the **Benefit Catalogues** Occupational Therapy (ZCF06) option to select it.

1.1.19. Pre Authorisation for Claim - Google Chrome
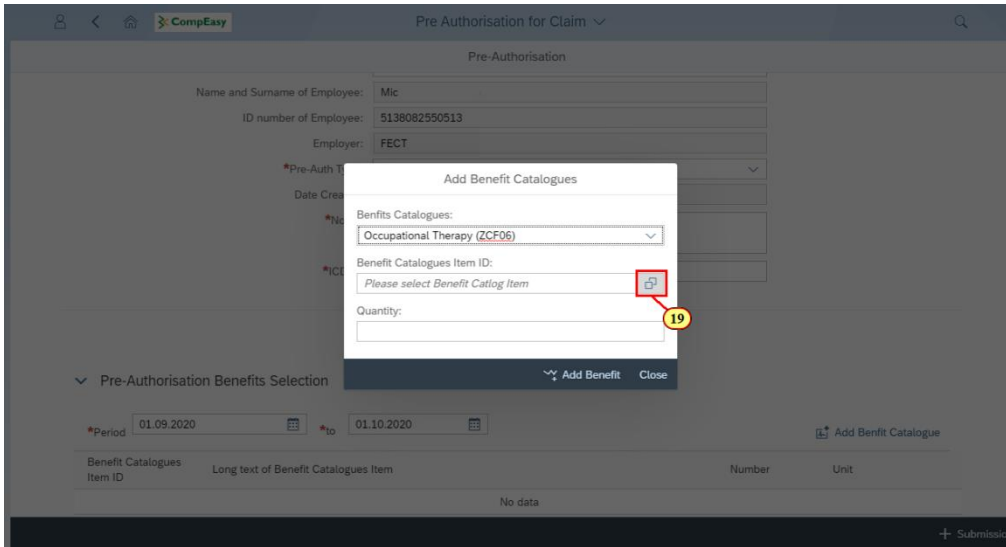
Step	Action
[19]	Click the **Benefit Catalogues Item ID** ⧉ **possible entries** button to search for the required value.

1.1.20. Pre Authorisation for Claim - Google Chrome
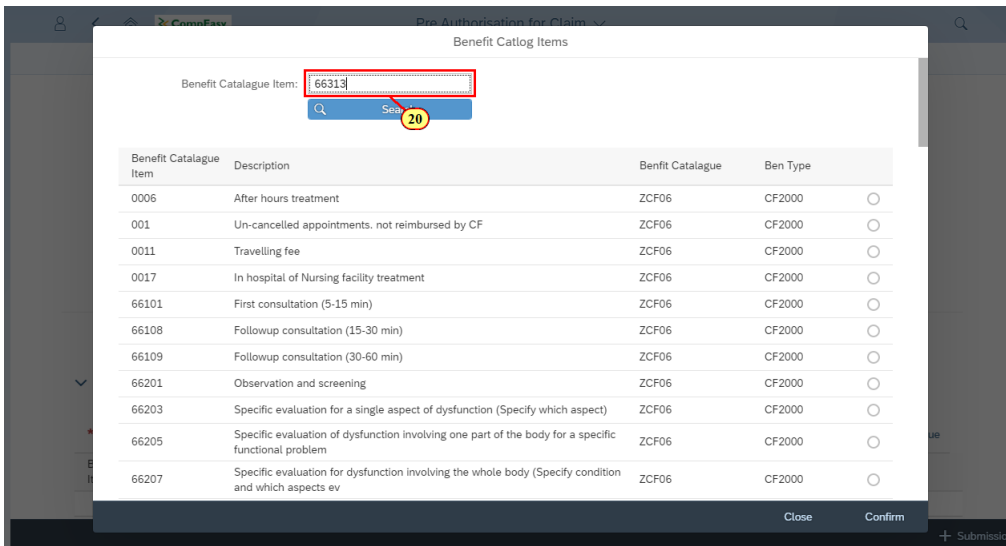
Step	Action
[20]	Enter **66313** in the **Benefit Catalogue Item** field.

1.1.21. Pre Authorisation for Claim - Google Chrome
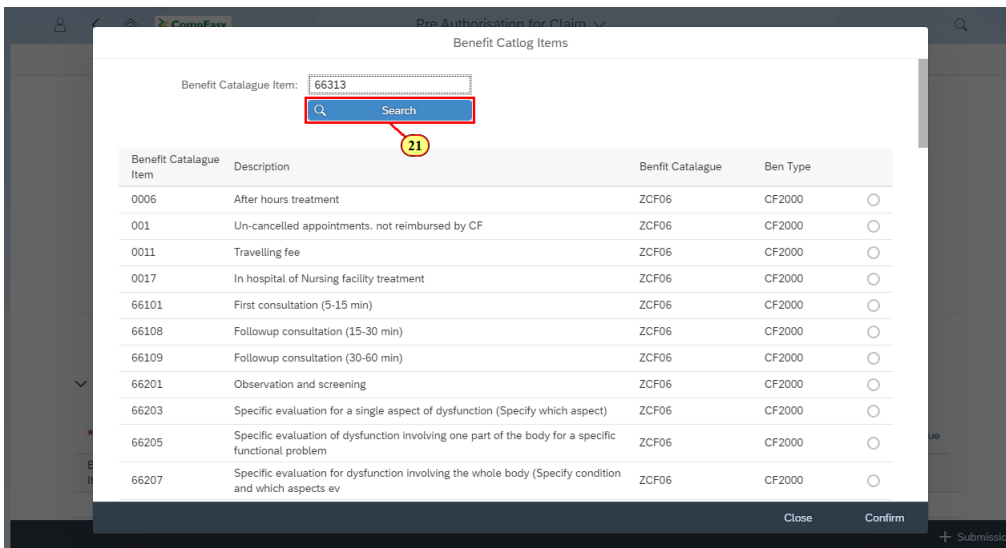
Step	Action
[21]	Click the **Search** button to start the search.

1.1.22. Pre Authorisation for Claim - Google Chrome
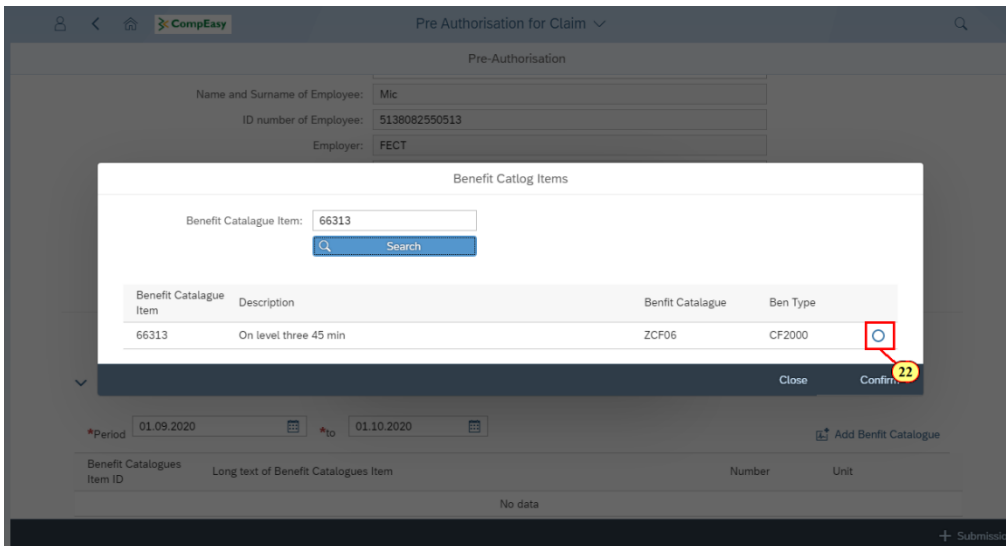
Step	Action
[22]	Click to select the **Benefit Catalogues Item ID** ○ radio button.

1.1.23. Pre Authorisation for Claim - Google Chrome
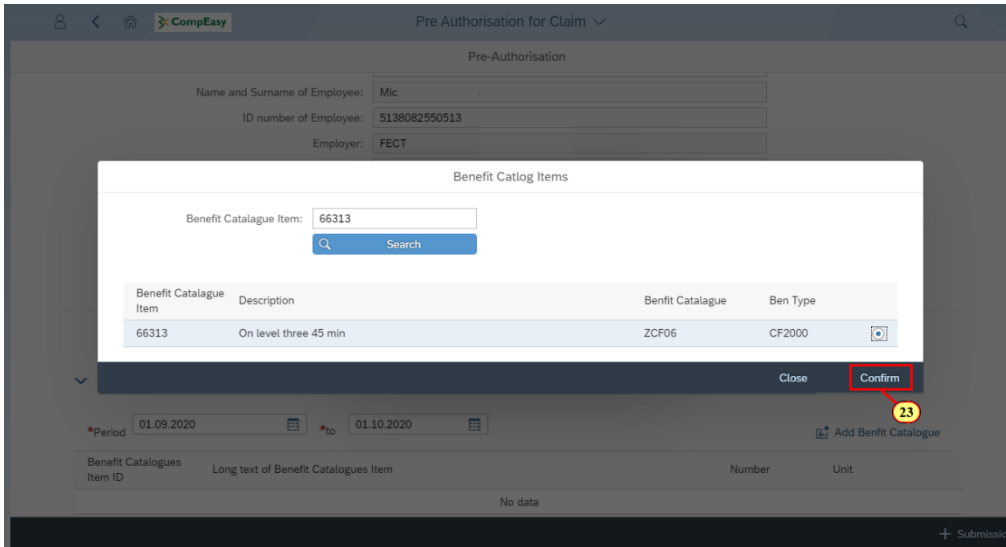
Step	Action
[23]	Click the **Confirm** Confirm button to confirm the selection.

1.1.24. Pre Authorisation for Claim - Google Chrome
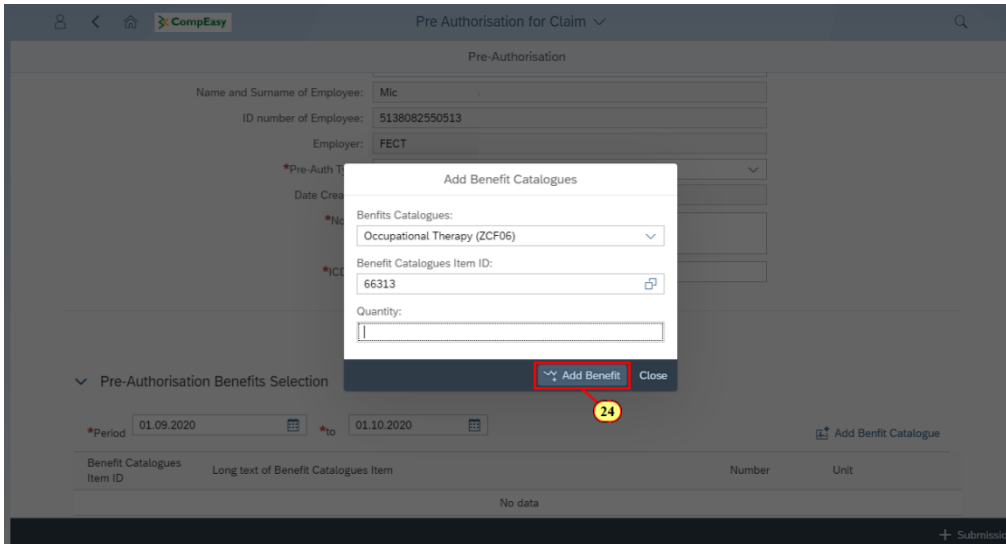
Step	Action
[24]	Click the **Add Benefit** Add Benefit button to add benefit.

1.1.25. Pre Authorisation for Claim - Google Chrome

Step	Action
[25]	Click in the **area below the scroll bar** to scroll down.

1.1.26. Pre Authorisation for Claim - Google Chrome

If the wrong Benefit Catalogue is added on the system, it can be easily deleted by using the delete button and the correct one can be loaded.
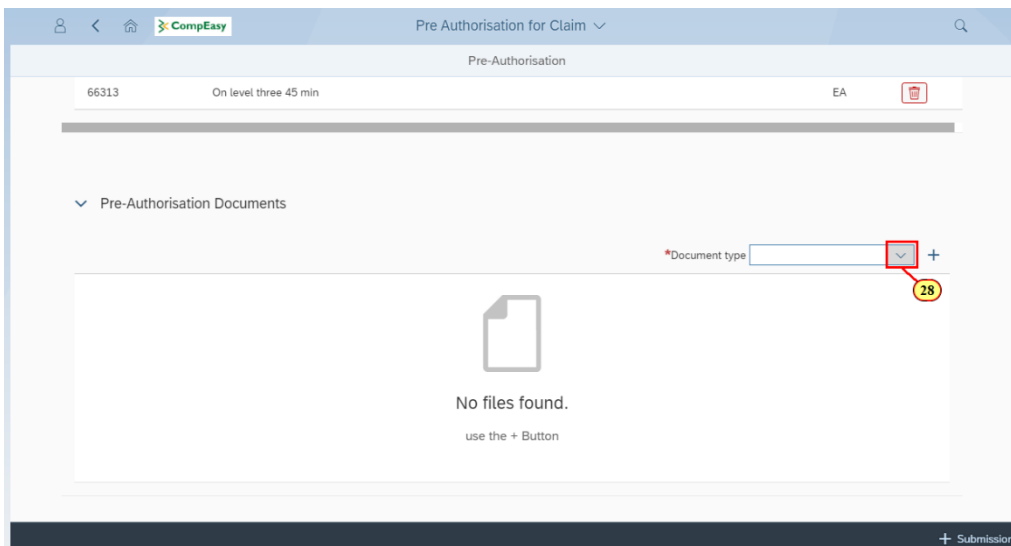
Step	Action
[26]	Click the **Expand** ❯ node to open the Pre-Authorisation Documents.

1.1.27. Pre Authorisation for Claim - Google Chrome
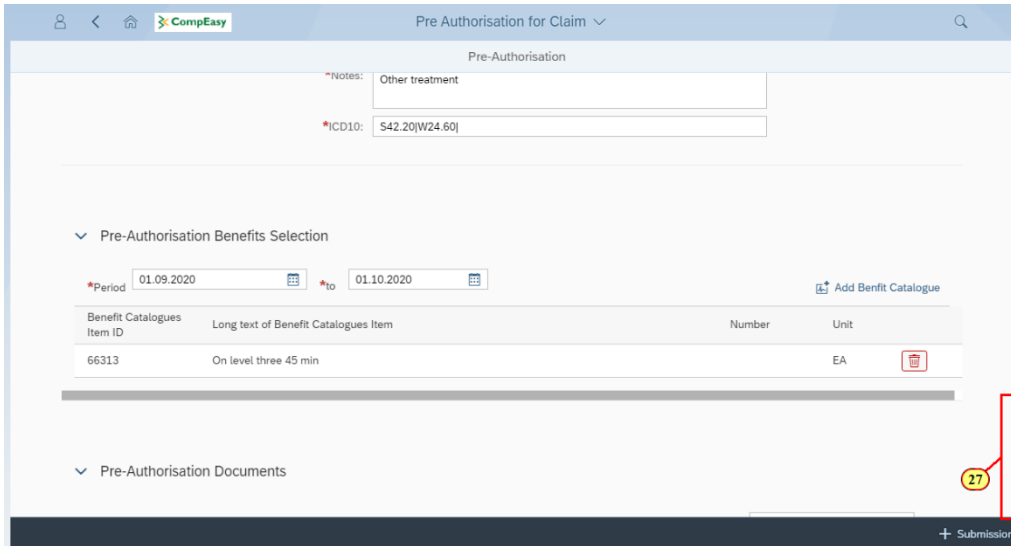
Step	Action
[27]	Click in the **area below the scroll bar** to scroll down.

1.1.28. Pre Authorisation for Claim - Google Chrome

Step	Action
[28]	Click the **Document type** [⌄] **drop down option** button to display the available list.

1.1.29.   Pre Authorisation for Claim - Google Chrome
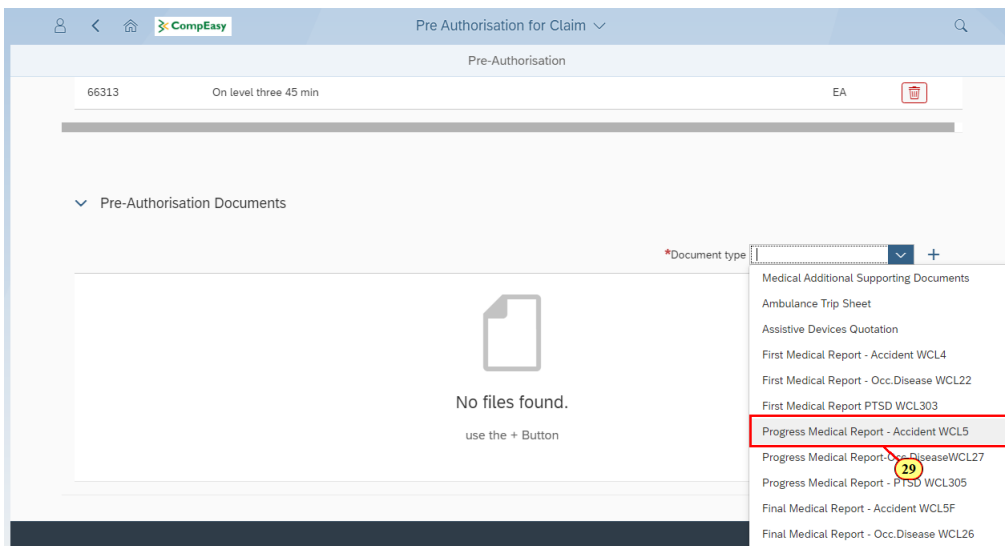
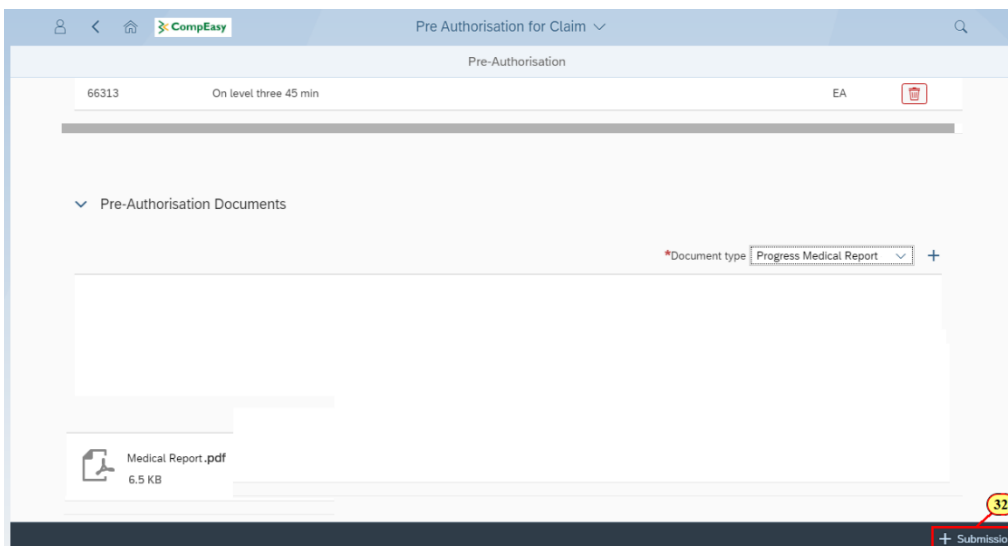| Step	Action
[29]	Click on the **Document Type** Progress Medical Report - Accident WCL5 option to select it.

1.1.30.   Pre Authorisation for Claim - Google Chrome
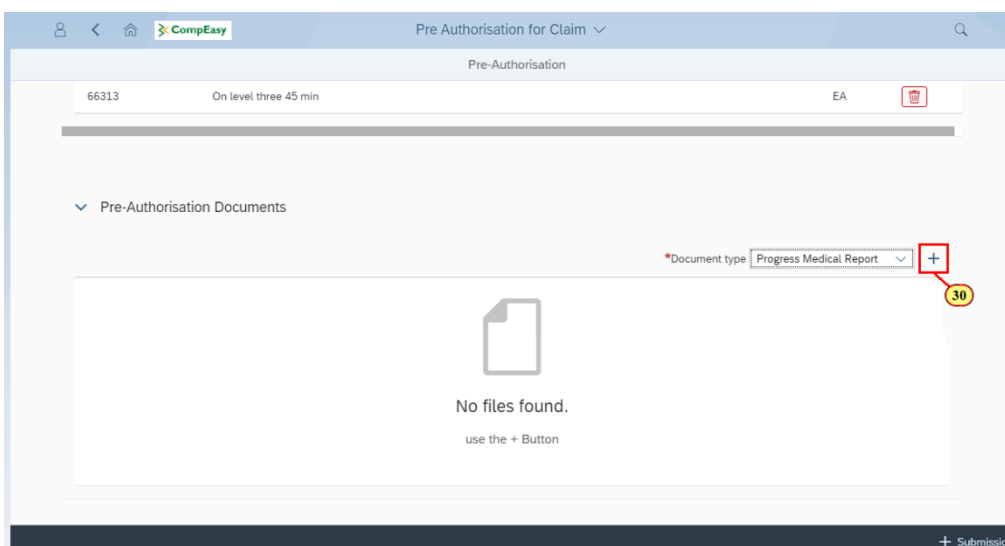
Step	Action
[30]	Click the **Add** ✛ button to upload a document.

1.1.31. Pre Authorisation for Claim - Google Chrome
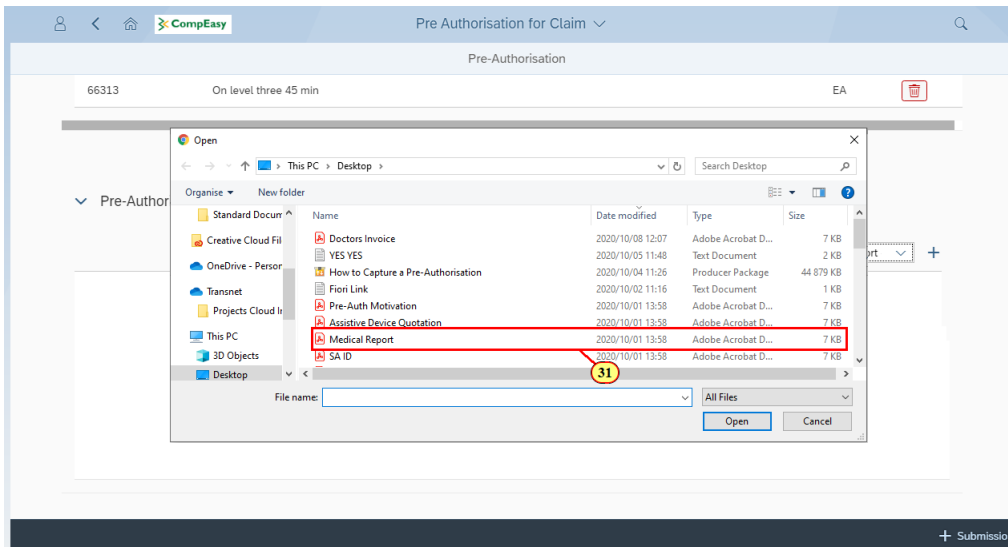
Step	Action
[31]	Double click on the **Document Type** 📄 Medical Report option to select it.

1.1.32. Pre Authorisation for Claim - Google Chrome

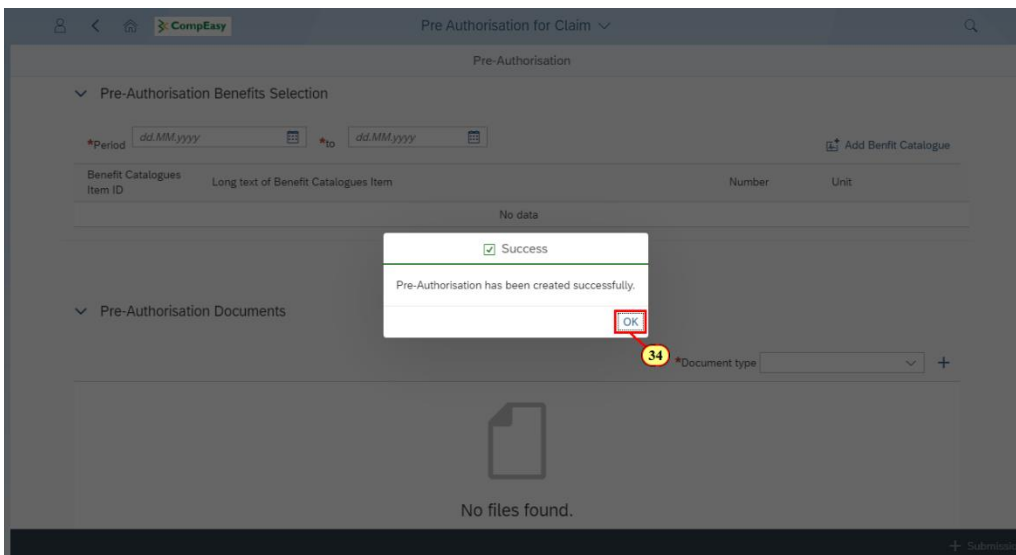| Step	Action
[32]	Click the **Submission** + Submission button to submit the Pre-Auth request.

1.1.33.   Pre Authorisation for Claim - Google Chrome
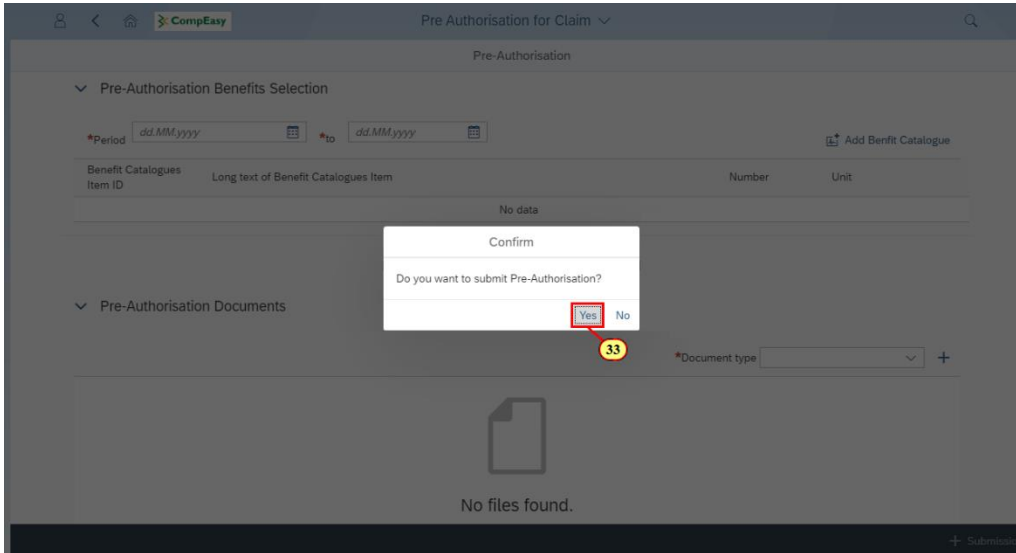
Step	Action
[33]	Click the **OK** Yes button to acknowledge the message.

1.1.34.   Pre Authorisation for Claim - Google Chrome

Step	Action
[34]	Click the **OK** OK button to acknowledge the message.

1.1.35.   Pre Authorisation for Claim - Google Chrome

	Well done! You have successfully submitted Pre-Authorisation Request using the APP.