

Quick Start to View an Authorization

A step-by-step guide to our secure health plan portal at mrxgateway.com

At Magellan Rx Management, we are committed to delivering quality service and providing you with the tools and resources to make the most informed decisions. Our secure portal makes it easy for you to view prior authorizations for your members' Magellan Rx-managed medications.



STEP ONE

Visit mrxgateway.com and and log in with your credentials.



STEP TWO

Select **view prior authorizations**. Please note: A new tab will open in your browser so you can easily navigate back to this home page.

/iew authorizations : search				
Search for an Authorization Request				
1. Member Name 2. Member Id 3. Authorizatio	on No			
Last Name: First Name: Member's Id: Enter Authorization	n No:			
Go				
4. View All				
For the VIEW ALL request, you can recieve the results of your search in three ways: in a summary on the Web Page in a printed detailed report, or via a downloaded electronic f	i Ble			
Printable reports use <u>Adobe Reader</u> , and electronic files allow you to import this information Microsoft Excel.	tion			
View summary Create report (.PDF) Download electronic file (.XLS)				
View summary Create report (.PDF) Download electronic file (.XLS)				
	earch for an Authorization Request			

STEP THREE

Enter desired search criteria - available options include (Last Name, First Name), (Member ID), (Authorization Number), or (View All) then click Continue.



STEP FOUR

Select an authorization from the list of results returned by on clicking the authorization number.

my accour	nt view auth	request : Requ	Jest Details	Health Plans >	
View Authorizations My Profile Change Password Edit My Profile	AUTH			RENEWAL : N	
	Date Initiated:	12/20/2016	Date Evaluated	1: 12/20/2016	
	Patient Information				
	Name: John Doe		Member ID: 00123456789		
	Date of Birth:	02/01/1937	Age:	79	
	Gender:	U	Height:	165 cm	
	Weight:	63 kg	Health Plan:	1595 BCBST Medicare Advantage PPO	
	Prescribing Physician Information				
	Name:		Address:		
	Phone No.:	10000	Fax No.:	2020000202	
	TIN :	10000	National Provider ID:	10000	
	Ancillary/Service Physician Information				
	Name:		Address:	10177	
	Phone No.:		Fax No.:		
	TIM		National		

STEP FIVE

Review details of the authorization selected.

Want to learn more? Connect with us!



