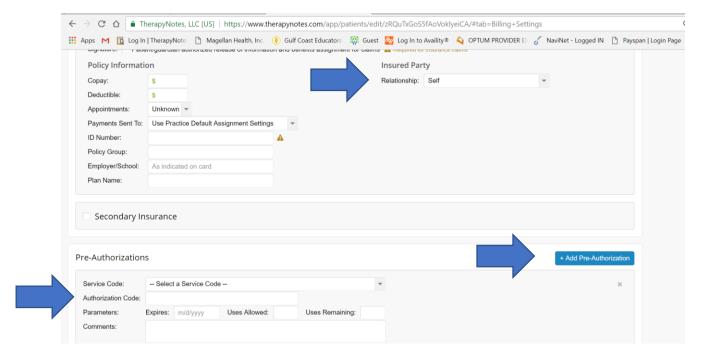| INSURANCE: THERAPY NOTES SCA AND EAP ENTER THE PREAUTH CODES |
| --- |

1. GO to BILLING SETTINGS (Tab at top below client name)

2. CLICK the +Add Pre-Authorization BLUE BOX to add the preauthorization. This is used for SCAs and EAPs.
3. You will also need to add the dates and the number of sessions authorized.

The insurance information should also be added in the top box, INCLUDING the ID number.

***REMEMBER: Don't forget to add the INSURED party is it is not the client. THIS IS VERY IMPORTANT! You will need the primary insured person's date of birth, address, and relationship to client.

***Remember: All EAP sessions must be **99404,** there is NO intake (90791) for an EAP

4. Click SAVE CHANGES (bottom left hand green button)