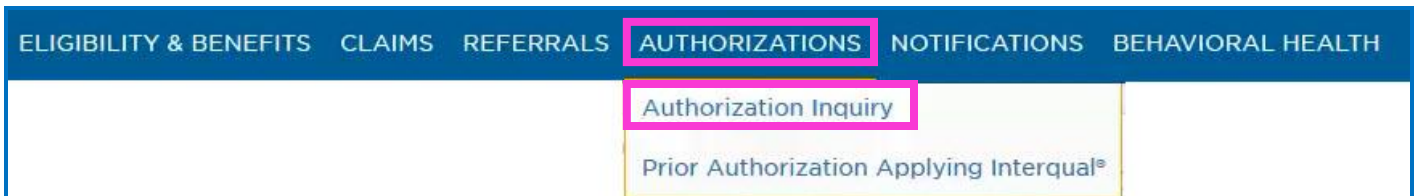


To perform an authorization inquiry:

1. Log on to Tufts Health Plan's [secure Provider website](#).
2. From the list of self-service options, hover over **Authorizations**. A dropdown list will appear.
3. Click **Authorization Inquiry**. The Search Option screen will appear.

Note: You can only search for authorizations for the NPIs to which you have access. If you manage multiple providers in a group practice, make sure you have access rights to all providers with whom you work.



4. On the following screen, select the provider you wish to search by and enter the date range (up to 31 days).
5. Then, choose one of the following search options, fill out the required information, and then click **Submit**:
 - Authorization number
 - Member ID number
 - Member's first name, last name and date of birth

Note: The results will return a list of authorizations that meet your search criteria. To view the details of a specific authorization, click on the blue highlighted authorization number.

Provider Identification (*Required field.)

Select the Provider you wish to search by*

Please select a Provider

Start Date* / / (mm/dd/yyyy)

End Date / / (mm/dd/yyyy)

Search results will be returned in sets of 31 days

Types of Authorizations Returned

High Tech Imaging Authorizations only*

Cardiac Management Authorizations Only*

MSK/IPM Authorizations only*

Total Joint Replacement Authorizations Only

Do not include HTI or MSK/IPM or Cardiac or TJR Authorizations

*does not include Medicare Preferred Members

Member Identification (*Required field.)

Identify a member by Authorization ID

Authorization ID*

Identify a member by Member ID

Member ID* -

Identify a member by Name and Date of Birth

First Name*

Last Name*

Date of Birth* / / (mm/dd/yyyy)