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 Authorization. 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.