



Submit PA Inquire Online Quick Reference

Business Rules

- Fields marked with an asterisk (*) are required and must be completed for the PA Inquiry to be submitted successfully.
- There are no hyperlinks from the DDE screens to any other screens within CHAMPS.
- Requesting Providers can view only those authorizations they have submitted.
- The Requesting and the Servicing Provider listed on the Prior Authorization may view the PA.

Action	Submit PA Inquire – Submit Inquiry	Notes
Submit PA Inquire	<ol style="list-style-type: none"> 1. After you have logged into CHAMPS with your SSO, click the PA tab at the top of the page. 2. Click on the PA Inquire Submission hyperlink. 3. Enter the Tracking Number. 4. Click “Submit.” 	<ul style="list-style-type: none"> • PA Request List, PA Inquire page appears. • System displays the PA Utilization page providing a summary of the submitted PA
Action	Submit Filter By To Search For PA Online – Find PA Information	Notes
Filter By Search Information	<ol style="list-style-type: none"> 1. After you have logged into CHAMPS with your SSO, click the PA tab at the top of the page. 2. Click on the PA Request List Submission hyperlink. 3. Select search criteria in the “Filter By” drop down list. 4. Enter your search information in the next field. 5. Click “Go.” 	<ul style="list-style-type: none"> • PA Request List, PA Inquire page appears. • The System displays the PA Request List page with list of PA’s that match the search criteria. • After clicking go, you may experience a delay in information being processed.

