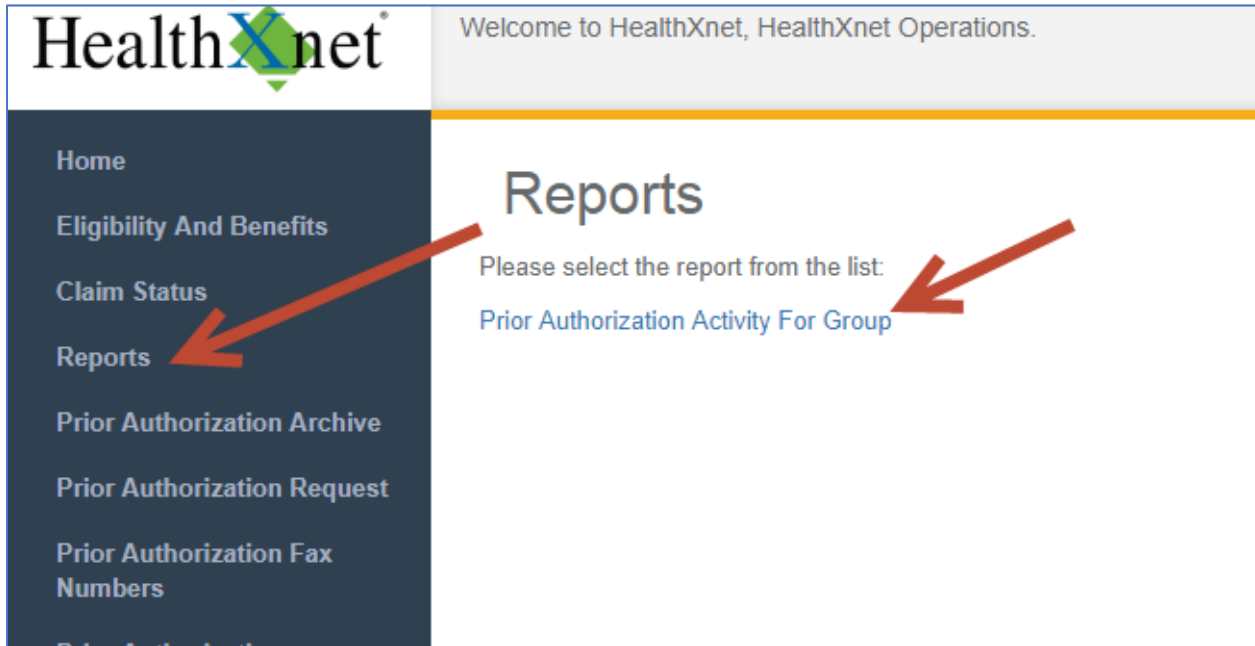
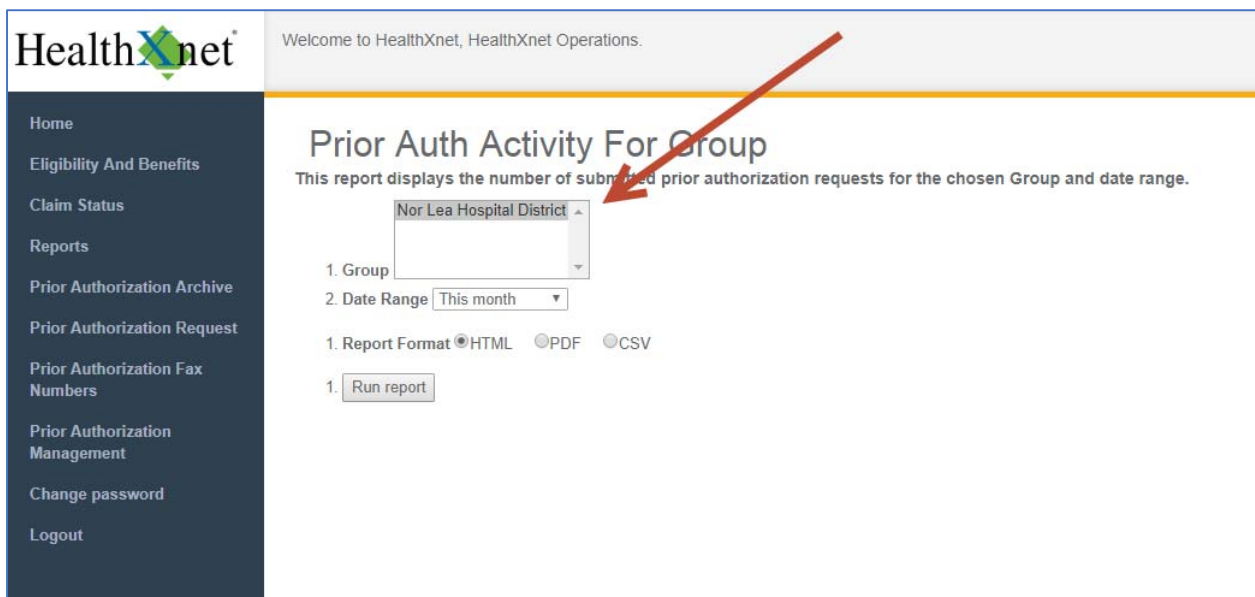


If you have the system permissions to run reports for your organization, you will see the REPORTS menu option. Otherwise, the option will not appear on your menu.

- Select REPORTS from the menu. (As new reports are requested and added for you, this list will grow)
- Click on Prior Authorization Activity for Group



- Your available groups will appear in the window. Select the group you wish to report on. For most customers, only one group will display – your customer account group.



- Select the date range for your report from the drop-down list

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### Prior Auth Activity For Group

This report displays the number of submitted prior authorization requests for the chosen Group and date range.

1. Group: Nor Lea Hospital District

2. Date Range: This month

1. Report Form:  HTML  PDF  CSV

1.

The 'Date Range' dropdown menu is open, showing the following options: This month (highlighted), Last month, 2 Months Ago, 3 Months Ago, Last 3 months, Last 6 months, Last 12 months.

- Select the format for your report output.
  - HTML displays as a web page in a browser window
  - PDF displays as a PDF document in a browser window that can be saved to your computer and/or printed
  - CSV saves a comma separate variable format file to your computer, which can be opened using Excel or other programs that support that format.

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- Click on Run Report to generate your report.