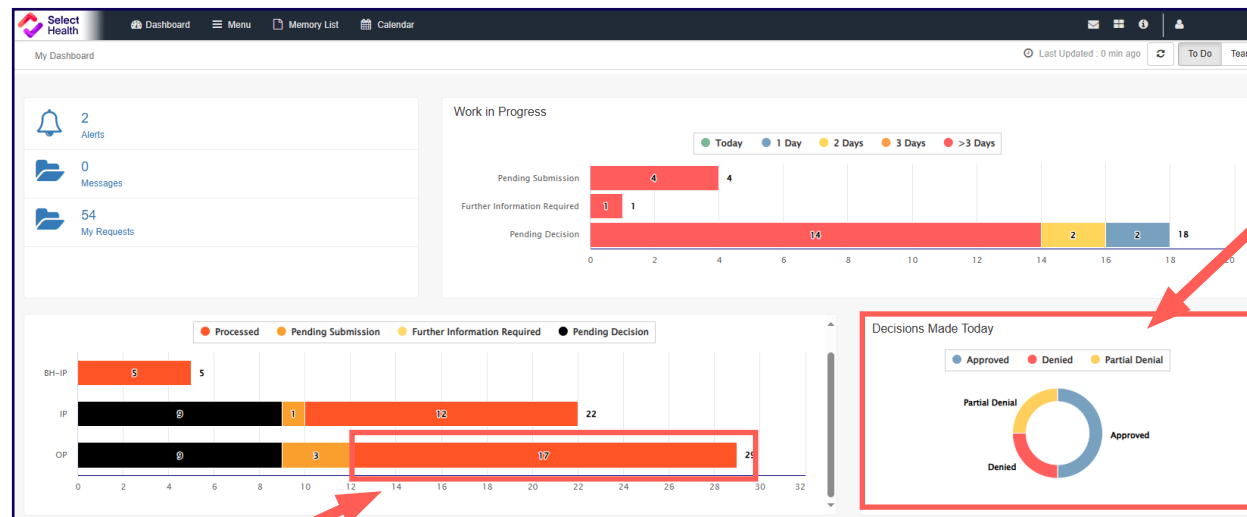# Preauth & Care Plan Tool
How to Check Authorization Status

This guide will take you step by step through the process of checking the status of a preauthorization in the Preauth & Care Plan Tool, including examples of different status types you might encounter.

Let's get started. Access the Preauth & Care Plan Tool dashboard. There are a couple of different ways to check the status of a request:

1. Decisions Made Today
This dashboard widget shows any reviews that have been completed for your office today. Click on any of the sections of the colored circle to show a list of requests.

2. Request by Type
Click on the dark orange **Processed** line to show a list of all processed requests.

If you would like to see additional information, click the cog wheel in the left column to open the episode abstract. This will show all authorization information.
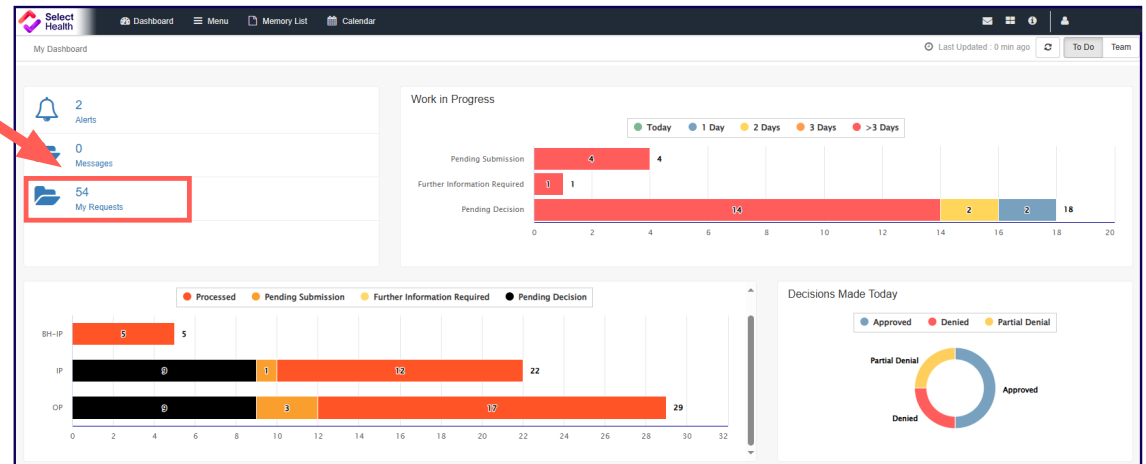
How to Check Authorization Status, continued

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3. My Requests

Click **My Requests** on the dashboard to view a list of all requests submitted through the Preauth & Care Plan Tool.

You can filter this list using the date and dropdown fields at the top. The status of the request shows in the far right column. The status types you will see here are:

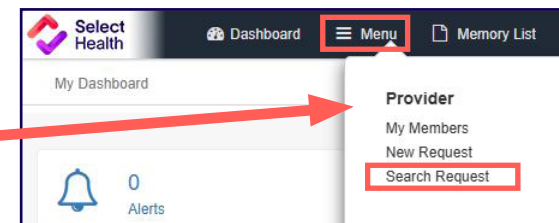- Further Information Required
- Pending Decision
- Processed

4. Search Request

Click **Menu** on the dashboard and select **Search Request**.

Enter any information you would like to pull up the request (Cert Number is a quick choice) and click **Search**. Information will show below, with the Status column on the far right.