

# Create a Prior Authorization Bulk Report

The ForwardHealth Portal (the Portal) lets you search for more than one prior authorization (PA) at a time. When you use this search option, the system will create a PA bulk report. This report provides information about the PAs in your search, including how many units have been used and how many units are left.



## Log in to the Portal.

[forwardhealth.wi.gov/WIPortal/Default.aspx](http://forwardhealth.wi.gov/WIPortal/Default.aspx)



## Choose the Providers tab.

Scroll down the page, and click the PA Search-Bulk link. A list will display.



## Search for PAs.

Enter PA search information. A list of PAs will display. Click **Export** to download this bulk list. The system will create a .csv file that you can save on your computer.



The last column of the report is called External Text. For any active PA that was originally approved by Wisconsin Physicians Service (WPS), the External Text column will show the WPS PA number.

## Resources

Visit the User Guides page of the Portal ([forwardhealth.wi.gov/WIPortal/Subsystem/Publications/ForwardHealthCommunications.aspx?panel=Guides](http://forwardhealth.wi.gov/WIPortal/Subsystem/Publications/ForwardHealthCommunications.aspx?panel=Guides)) for screenshots and detailed instructions to create a PA bulk report:

- ForwardHealth Provider Portal Institutional Claims User Guide, P-00970, Section 5
- ForwardHealth Provider Portal Professional Claims User Guide, P-00970A, Section 5

## Questions?

Reach out to the Children's Long-Term Support Operations Team at 844-942-5870 or [cltsoperations@gainwelltechnologies.com](mailto:cltsoperations@gainwelltechnologies.com).