1. Log in to Clear Coverage.
2. Choose **New Authorization** at the top of the main screen.
3. In the Patient Search accordion, search for a patient by entering information, then choose **Search**. **Note:** Required fields have a red asterisk (*).
4. In the Search Results, choose **select** next to the patient's name.
5. Verify the patient's information, and then **Add to Request**.
6. In the Requesting Information accordion, select the **Date of Service** and then select the **Requesting Clinician** from your preferred clinician list. Or, choose a provider from the **Select Other Clinician** link. Then choose **Add to Request**.
7. In the Diagnosis accordion, search for a specific billable diagnosis, then **Add to Request**, and then choose **Next**. Search by entering a diagnosis description or ICD9/10 may be entered.
8. In the Service accordion, search for the **Service/Test, Add to Request**, and then choose **Next**. Search by entering a service/test description or CPT®/HCPCS code.
9. In the Service Information accordion, complete the required information, and then choose **NEXT**. **Note:** Required fields have a red exclamation mark (!).
10. In the Additional Notes accordion, add any notes or supporting documentation.
11. Verify the Authorization Request details are correct in the right pane.
12. Choose **Submit** in the lower right pane. If **Submit** is not active, move the pointer over it to see the information that's missing.
13. Clear Coverage creates a request confirmation for each service/test.
14. Print the authorization request by selecting the **View Request PDF** link. Then, choose **Yes** to create another authorization for the same patient or **No** to go back to the main screen to create an authorization for a new patient.