Service Provider Authorizations

Requesting Authorization for a Service Provider

Step 1

In the Appointments' List section of your Home page, click the case number link.



Step 2

In the Appointment section, click the AUTH Create link.





Service Provider Authorizations

Step 3

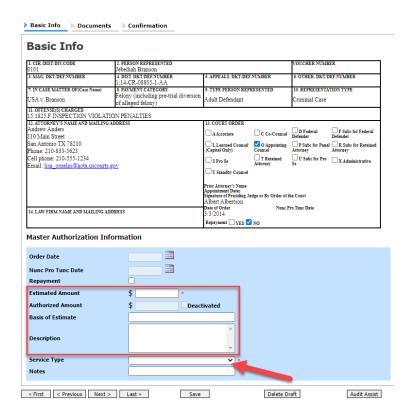
Click the Create New Authorization link.



Step 4

On the Basic Info page, enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information; the **Authorized Amount** field is not editable. Then click the **Service Type** dropdown arrow and select the applicable service type.



Note: To attach multiple supporting documents, click the **Documents** tab. You can include a description for each document as you load it.

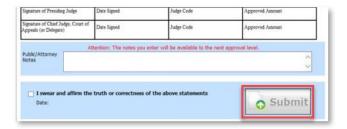


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Step 5

Click Submit.



Note: You can add notes to your submission on the **Confirmation** tab. Select the **I swear and affirm**... check box. The date automatically updates to the current date. Click **Submit**.

Requesting Authorization for a Service Provider

Step 1

You can increase the amount approved on an existing authorization as new amounts are requested. When generating an authorization, click the **Request Additional Funds** link.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

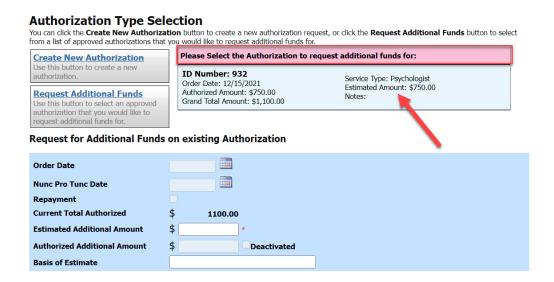




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Step 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization to be increased.



Step 3

Create the authorization as described in steps 1–5.

Click the existing authorization link to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.



Note: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

