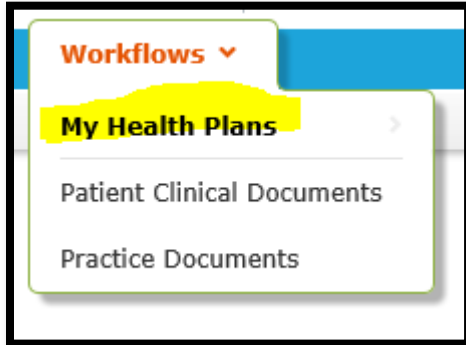


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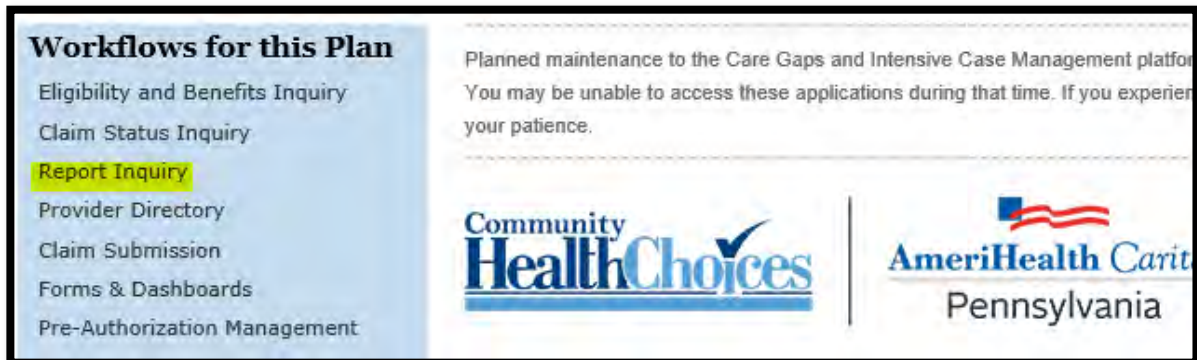
1. Once you have logged in to NaviNet, locate the **Workflows** menu at the top left of your screen. Click on **My Health Plans**.



2. Select your health plan: AmeriHealth Caritas PA Community HealthChoices.



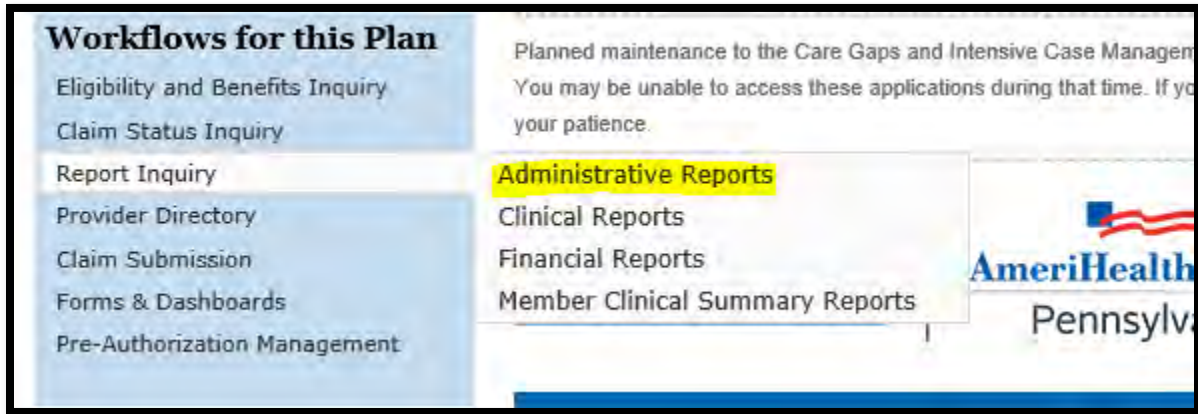
3. At the top left of your screen you will find **Workflows for this Plan**. Click **Report Inquiry**.



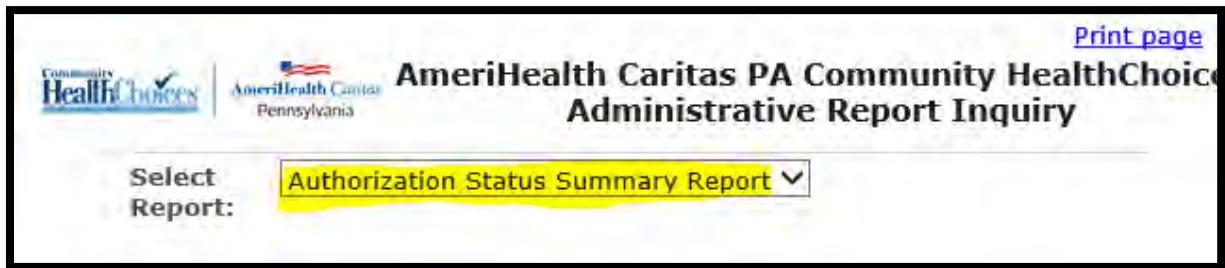
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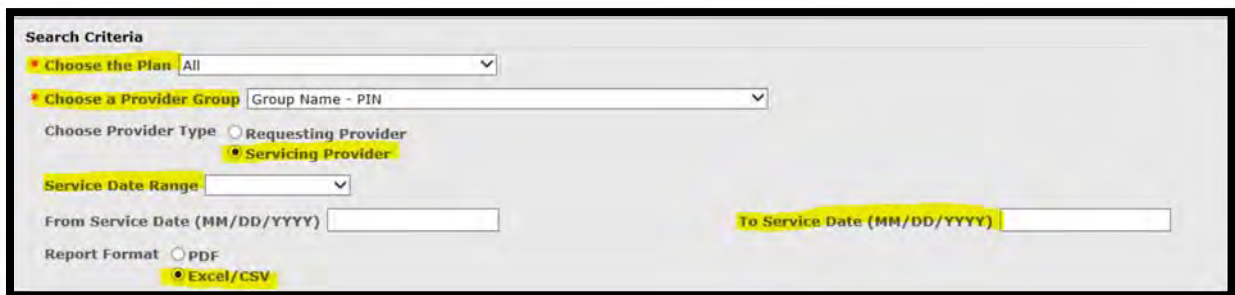
4. Click the **Administrative Reports** option under this menu.



5. Select the **Authorization Status Summary Report** on the next screen.

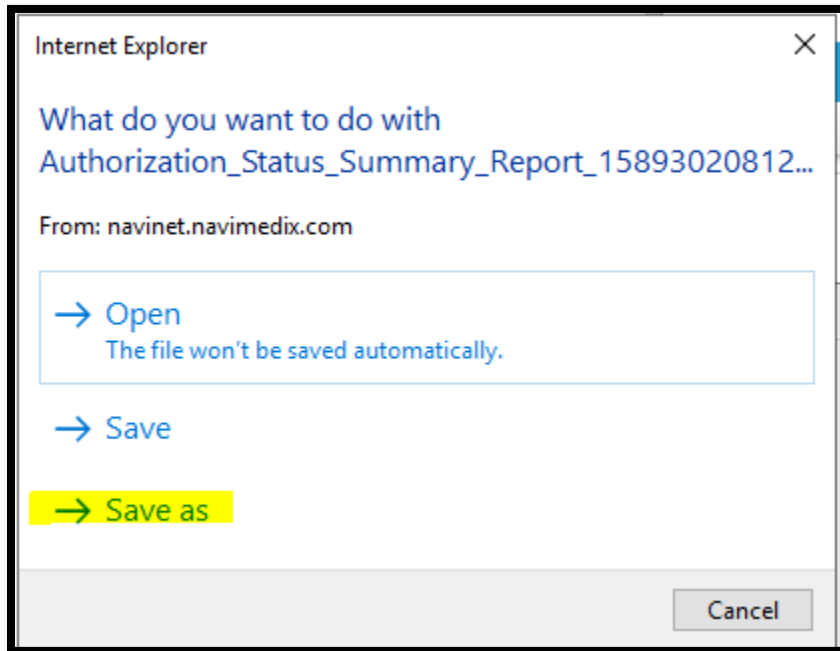


6. Fill in the required * fields. For Choose the Plan, select **All**. For Choose Provider Type, select the **Servicing Provider** option. For Report Format, select **Excel/CSV or PDF**. Selecting Excel/CSV is preferable as this format will allow you to sort results.



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7. You will see a pop-up on your screen. Click the **Save as** option.



8. Save your file as an **Excel Worksheet**.

