Secure Provider Website

To attach a Smart Sheet to a Prior Authorization, follow these instructions:

1) Login to the secure provider website, find the member overview, and select authorizations.

5) Scan and save the smart sheet to a file. Start submitting authorization, and on page 5, select the attach button to upload the smart sheet.

2) Select the smart sheet button

6) View the document is attached

3) Accept terms of agreement

7) Submit prior authorization

4) Select the appropriate smart sheet, print and complete the smart sheet.