

PRE-REGISTRATION	
Entered By: Access Unit Viewed By: Access Unit, Front Desk, Auth Rep and Supervisor	
Value	Description
0	System - Not Required
1	1st Contact Attempted
2	2nd Contact Attempted
3	3rd Contact Attempted and Unsuccessful
4	Additional Info from Patient Required
5	Researching for Patient Phone Number
6	No Patient Phone Number Available
7	Patient Not Compliant
8	Completed

INSURANCE VERIFICATION	
Entered by: Access Unit Viewed by: Access Unit, Front Desk, Auth Rep, and Supervisor	
Value	Description
-2	Seeking Alternative Coverage
-1	Ineligible
0	System - Not Required
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December
13	Eligible

AUTHORIZATION	
Entered by: Auth Rep. Viewed by: Auth Rep, Access Unit, Front Desk and Supervisor	
Value	Description
-2	Insurance Not Valid
-1	Authorization/Referral Denied
0	System - Not Required
1	Pending Authorization
2	Pending Clinical
3	Authorization/Referral Obtained
4	Patient To Bring Referral
5	Not Required

SELF PAY	
Entered by: Access Unit Viewed by: Access Unit, Front Desk, Auth Rep and Supervisor	
Value	Description
0	System - Not Required
1	1st Contact Attempted
2	2nd Contact Attempted
3	3rd Contact Attempted and Unsuccessful
4	Researching for Patient Phone Number
5	No Patient Phone Number Available
6	Patient Not Compliant
7	Deposit Collected
8	Deposit Promised
9	Partial Deposit Collected
10	Payment Plan Established
11	New Insurance Found
12	Not Required

APPOINTMENT RESCHEDULING	
Entered by: Auth Rep/Supervisor Viewed by: Access Unit, Front Desk, Auth Rep and Supervisor	
Value	Description
1	1st Contact Attempted
2	2nd Contact Attempted
3	3rd Contact Attempted
4	Researching for Patient Phone Number
5	No Patient Phone Number Available
6	Patient Not Compliant
7	Will See
8	Appointment Rescheduled
9	Appointment Cancelled

COMPLETE	
Entered by: Access Unit/Auth Rep Viewed by: Access Unit, Front Desk, Auth Rep, and Supervisor	
Value	Description
1	Out of Scope
2	Manual Delete

SHARE WL	
Entered by: Access Unit, Auth Rep and Supervisor	
Value	Description
Any valid worklist	Based on WL code look-up table