New *Template* Feature Added to
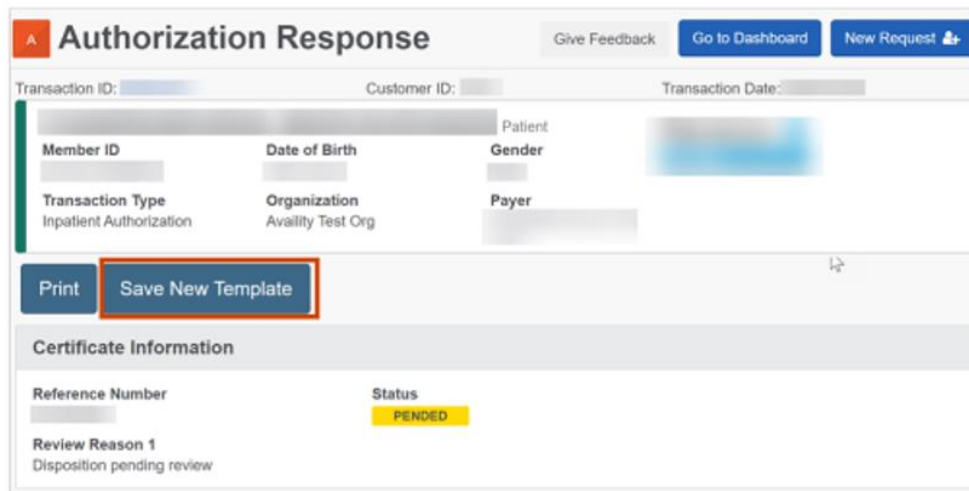# Authorization and Referral Screens in Availity

Availity[1] has added a new *Template* feature to their Authorization and Referral screens. This update will allow users to save entered information (i.e., procedure and diagnosis codes) from a previous request for use in future requests.

Users will now see a *Template* dropdown field following the *Organization* field where they enter initial content. You may use the new template dropdown to save values from the following fields:

- *Member*
- *Requesting Provider*
- *Service Information*
- *Diagnosis and Procedure Codes*
- *Rendering Provider(s)*

How to Use the New Template Feature:

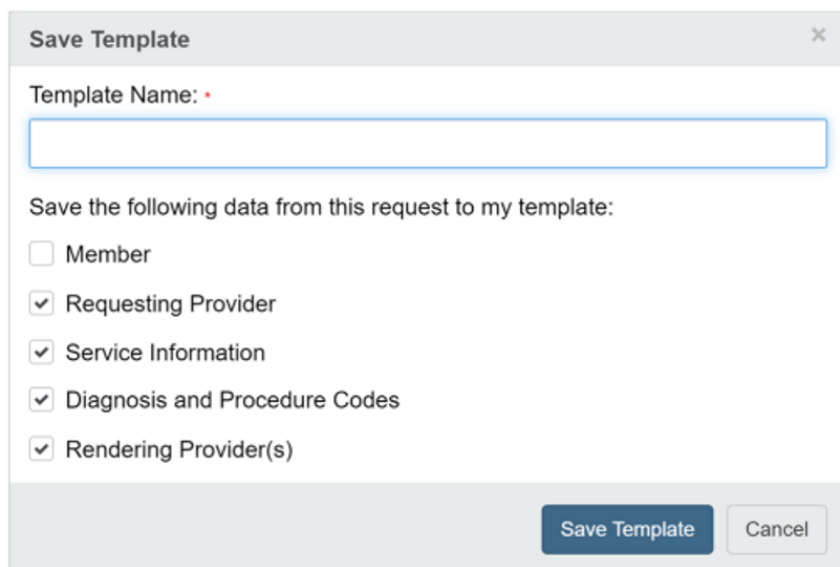1) From the *Authorization Response* or *Referral Response* page, click **Save New Template**

Note: A template does not *need* to be created or selected to submit an authorization or referral. The dropdown can be bypassed when the user is submitting the authorization or referral.

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2) Type a name for the template in the *Template Name* field to save the template for your organization.
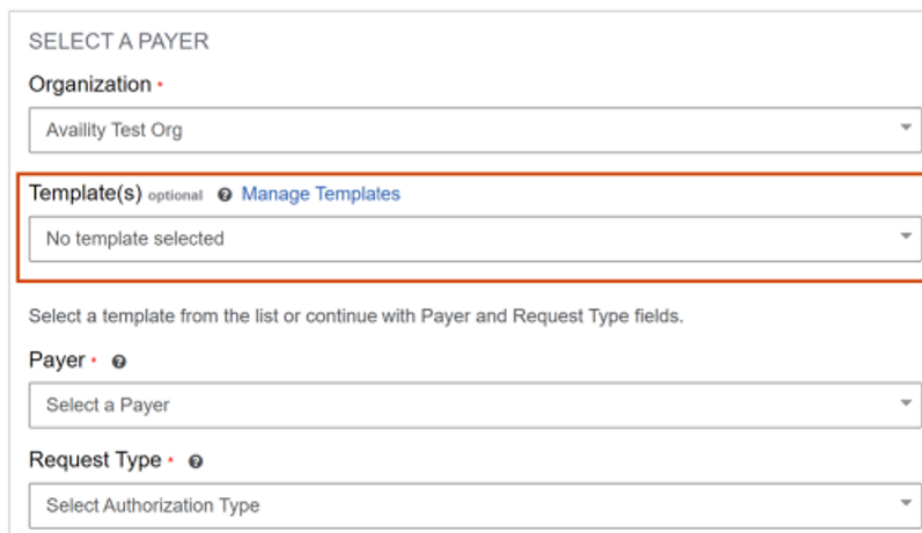3) Select the data you want to save from the submitted authorization or referral, and then click **Save Template.**

How to Access or Manage Saved Templates

Navigate to an authorization or referral request. The template is in the **Select a Payer** section. Click the **Template(s)** field to select from the list of templates saved for your organization. All fields saved to the template will fill in on new authorizations and referrals.

To delete a saved template, click the *Manage Templates* link and select *Delete Template*.

We hope you find this latest enhancement helpful in improving efficiencies for your office processes.

[1]Availity, LLC is a multi-payer joint venture company. For more information, visit availity.com.

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