Viewing Authorization Requests Using the “My Facility Authorizations/Notifications” Search

After logging in to the PrimeWest Health provider portal, you will be taken to the “My Authorizations” section, which displays your most recent 15 – 30 authorization request submissions.

The “My Facility Authorizations/Notifications” tab is located near the top of the page. Click this tab to see any requests that have been submitted to or from your facility.

On this page, you can search for a member by first name, last name, and date of birth. Any pending or finalized authorizations will be listed.

Click View next to the authorization you want to check.
Authorization details, including the authorization number, are displayed.

The “Letters” section is located below the member details section. Click View next to the applicable letter to review it. (PrimeWest Health is also sending out paper copies of letters until further notice.)