

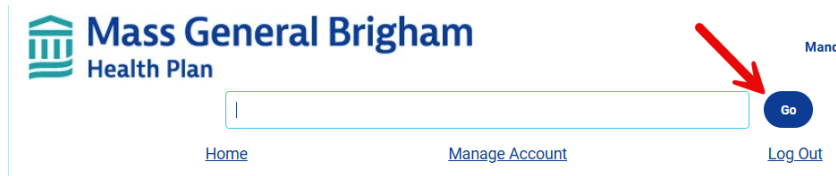
Follow the steps below to create an Authorization & Referral report in the Provider Portal

We are pleased to offer the capability to populate an Authorization & Referral report on the Provider Portal. This report is designed to display authorizations and referrals paid to a selected site.

Log into the Provider Portal and select ASAP account

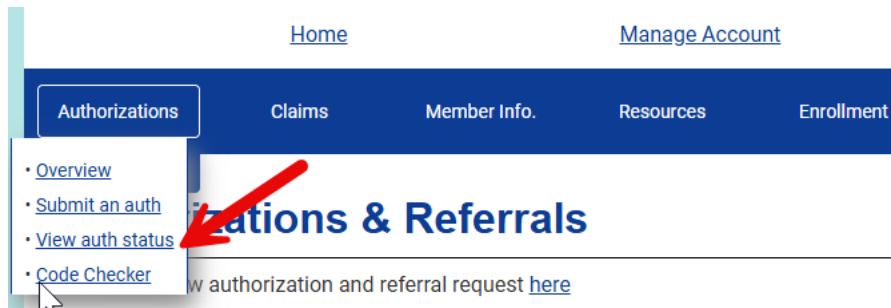
STEP 1: Log into the Provider Portal and select ASAP account and select 'Go'.

Note: Some providers have multiple NPI accounts. Ensure you are selecting the correct account.



[Mass General Brigham Health Plan Provider Portal](#)

STEP 2: Select 'View auth status' from the Authorizations drop down menu



STEP 3: Select 'View Authorization & Referrals for This Site' link

Authorizations & Referrals

Submit a new authorization and referral request [here](#)

View or edit an existing authorization or referral below

View Authorizations & Referrals By: OR [View Authorizations & Referrals for This Site](#)

Once you select the link, it will take you to the Report Viewer screen.
Set the below perimeters to run report

Display: 'Only Authorizations/Referrals Paid To This Site'

Show Status: Approved

Date Limit: Limit By Authorization/Referral Date

Start Date: Choose Start Date

End Date: Choose End Date

STEP 4: Click on **“View Report”**. Note this may take a couple of minutes to run. If the report takes to long and no auths populate, click on **“View Report”** again.

Display: Only Authorizations/Referrals Paid To This Site Show Status: APPROVED View Report

Date Limit: Limit By Authorization/Referral Date Start Date: 1/1/2026

End Date: 12/31/2026

The report will appear below the perimeter box.

Site:	[Redacted]
Display:	Only Authorizations/Referrals Paid To This Site
Show Status:	APPROVED
Date Limit:	Limit By Authorization/Referral Date Between 1/1/2026 And 3/16/2026

Authorization/Referral ID	Request Type	Member Id	Member Name	Member DOB	Product	Member PCP	Member PCP Site	Diagnosis Code	Diagnosis Description	Authorization/Referral Status	Authorization/Referral Date	Referred	Referred By Site
	Prior Auth	R22	[Redacted]	[Redacted]	FIDE-SNP-MEDICARE	[Redacted]	MASS GENERAL HOSPITAL EVERETT FAMILY CARE	R41.3	OTHER AMNESIA	APPROVED	2/2/2026	[Redacted]	[Redacted]
	Prior Auth	R22	[Redacted]	[Redacted]	FIDE-SNP-MEDICARE	[Redacted]	MASS GENERAL PRIMARY CARE ASSEMBLY ROW			APPROVED	3/12/2026	[Redacted]	[Redacted]

STEP 5: Save the report. The report can be saved in many different formats from the perimeter box

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed

