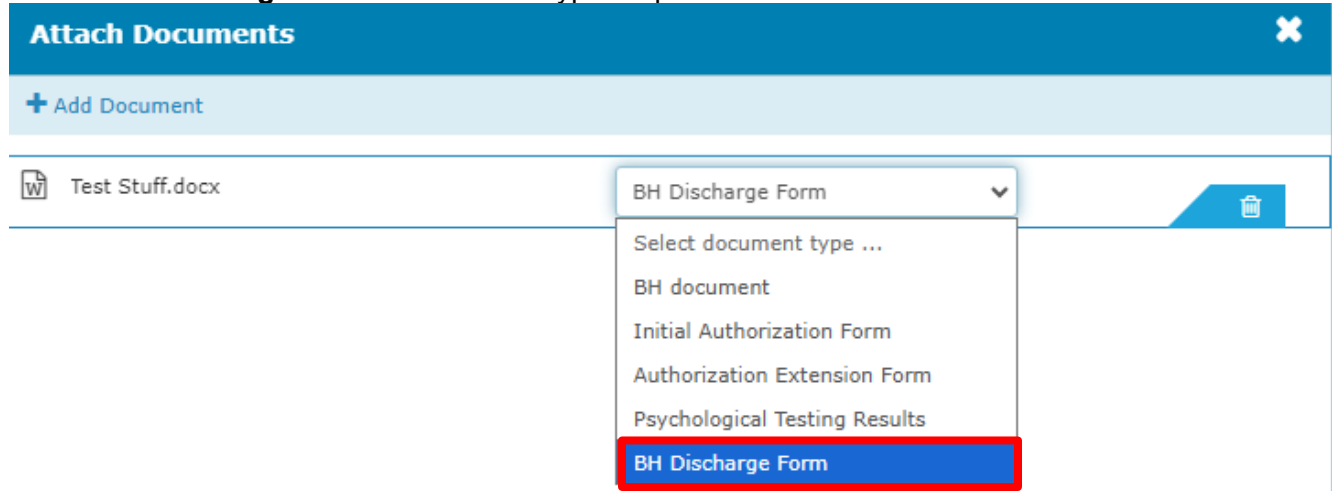# Discharging an Authorization

Discharging a request is the process of ending an existing authorization in the system, providers should follow the below instructions to complete this process. This step is required for ACT/ CTT, Targeted Case Management, and Mobile MH/ID providers.
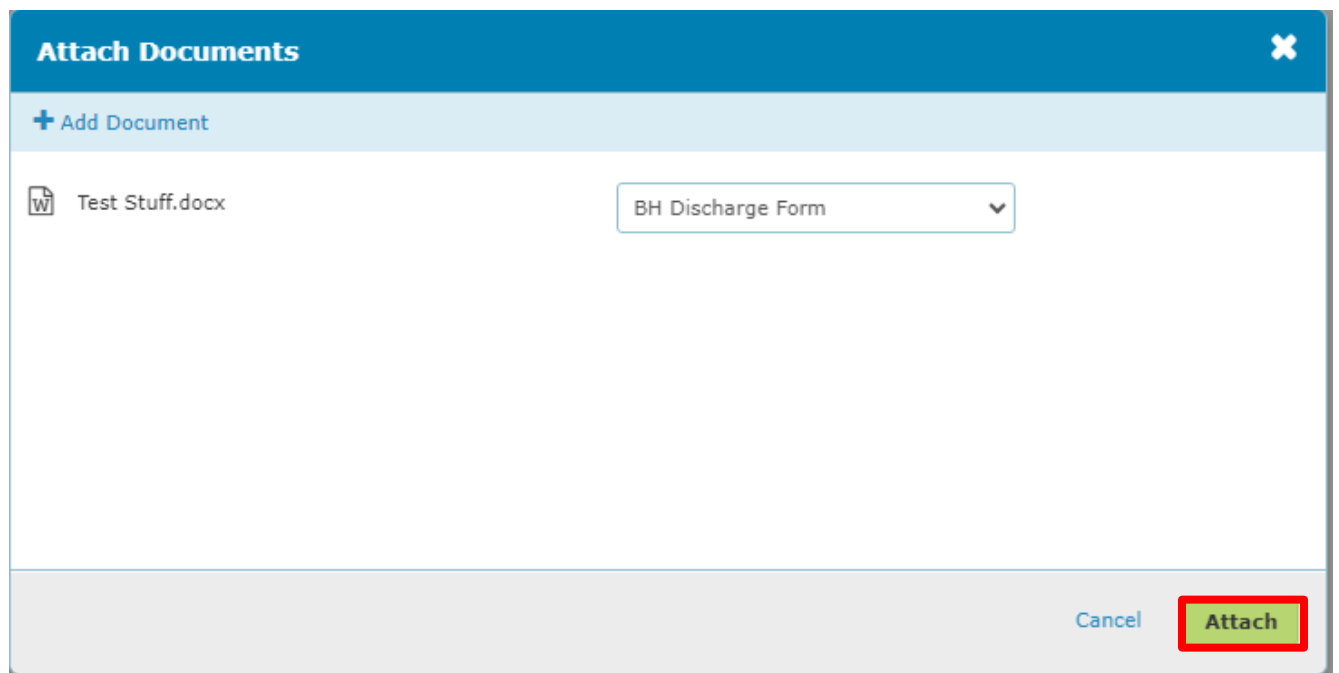
Step	Action
1.	Locate the existing request under **Workflows for this Plan**. **Workflows for this Plan** Eligibility and Benefits Inquiry Claim Status Inquiry Behavioral Health Authorization Management Behavioral Health Authorizations Log <table><tr><th>If…</th><th>Then…</th></tr><tr><td>The request was created in NaviNet</td><td>Select **Behavioral Health Authorizations Log**</td></tr><tr><td>The request was not created in NaviNet (for example if the request was faxed, phoned, or submitted via Jiva)</td><td>Select **Behavioral Health Authorizations Management** and then **Search for Existing Authorization** (also referred to as Authorization Inquiry by NaviNet)</td></tr></table>
2.	Select **Attach** on the request that needs to be amended. **GRETA EMERSON** Date of Service: 03/18/2022 Date of Submission: 03/18/2022 ✓ Approved as of 03/18/2022 AmeriHealth Caritas Auth #: 92203003350 ⊘ Auth Details ➕ Create New 🕑 History 🔗 Attach 🔁 Refresh Status
3.	Select **Add Document.** **Attach Documents** ✖ ➕ Add Document Drop Documents here to Attach
4.	Attach supporting clinical documentation (supported document types: pdf, docx, xml, csv, png, gif). The user may attach up to 10 documents. The user can identify the document type based on the drop down list. If the user attaches a document, the document type is mandatory. The user also has the ability to delete any document attached in error.

	Select **BH Discharge Form** in document type drop down. **Attach Documents** ✖ ✚ Add Document 📄 Test Stuff.docx BH Discharge Form ▾ 🗑 Select document type ... BH document Initial Authorization Form Authorization Extension Form Psychological Testing Results **BH Discharge Form**
5.	Select **Attach** when the request is complete. **Attach Documents** ✖ ✚ Add Document 📄 Test Stuff.docx BH Discharge Form ▾ Cancel **Attach**