Authorization - Billing Rate Changes

Description: In this topic, the user will learn how to change the billing rate of an existing authorization.

Role Required: Super User, Billing Team

Permission Required: Authorization Admin

Change the Billing Rate of an Authorization

- 1. Log in to DCI
- 2. Click Authorization on the main menu
- 3. Click Authorizations on the submenu
- 4. Use the filters to search by client name and service code and click **Search**
- 5. Click anywhere on the authorization row to open the Authorization Details page
- 6. Click Actions
- 7. Select Rate Change from the drop-down menu
- 8. Enter the new rate in the Billing Rate field
- 9. Click Save and Yes to confirm

Approve/Reject Pending Billing Rate Changes

- 1. Log in to DCI
- 2. Click Authorization on the main menu
- 3. Click Pending Authorizations on the submenu
- 4. Use the filters to locate the authorization with the billing rate change and click Search
- 5. Click A to approve or the red R to reject the pending billing rate change
- 6. Click anywhere on the pending authorization row to view the authorization details page
- 7. Select the Rate Changes tab to view all rate changes

*Please note: Refresh the billing rate in the billing batch if this rate change affects entries in the current pay cycle.

Related articles

- Business Rule List
- Authorizations Widget
- Authorizations Overview
- Roles Overview
- System Set-Up Admin Guide