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 - Overview
- System Set-Up - Admin Guide
- Where does the bill rate on a billing entry come from?
- How do I see all entries associated with an authorization?