

# Referral Authorization Tracker

Monitor referral authorizations — approved visits, units used, expiration dates, and status

Track every active referral authorization so visits are never rendered without valid auth. Review this log weekly to catch expirations before they cause claim denials.

## LOG DETAILS

**Practice / Provider:**

**Period:**

**Staff Responsible:**

## ACTIVE REFERRAL AUTHORIZATION LOG

Patient	Referred To / Specialist	Auth Number	Service / CPT	Auth'd Visits	Used	Remaining	Expiration	Status
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp

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[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active <input type="checkbox"/> Exp <input type="checkbox"/> Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	<input type="checkbox"/> Active

Patient	Referred To / Specialist	Auth Number	Service / CPT	Auth'd Visits	Used	Remaining	Expiration	Status
							YY]	[ ] Exp [ ] Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	[ ] Active [ ] Exp [ ] Closed
[Patient]	[Specialist]	[Auth #]	[CPT/Svc]	[#]	[#]	[#]	[MM/DD/YY]	[ ] Active [ ] Exp [ ] Closed

Status: Active = auth valid and visits remaining | Exp = Authorization expired | Closed = all visits used or patient discharged

### EXPIRING SOON — 30-DAY ALERT LIST

Review weekly. Move referrals expiring within 30 days here and initiate renewal if continued care is needed.

Patient	Auth Number	Expiration Date	Visits Remaining	Renewal Needed?	Action / Notes
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]
[Patient]	[Auth #]	[MM/DD/YYYY]	[#]	[ ] Yes [ ] No	[Notes]

### RENEWAL REQUEST LOG

Patient	Payer	Renewal Requested	New Auth #	New Expiration	Notes
[Patient]	[Payer]	[MM/DD/YYYY]	[Auth #]	[MM/DD/YYYY]	[Notes]

Patient	Payer	Renewal Requested	New Auth #	New Expiration	Notes
[Patient]	[Payer]	[MM/DD/YYYY]	[Auth #]	[MM/DD/YYYY]	[Notes]
[Patient]	[Payer]	[MM/DD/YYYY]	[Auth #]	[MM/DD/YYYY]	[Notes]
[Patient]	[Payer]	[MM/DD/YYYY]	[Auth #]	[MM/DD/YYYY]	[Notes]
[Patient]	[Payer]	[MM/DD/YYYY]	[Auth #]	[MM/DD/YYYY]	[Notes]
[Patient]	[Payer]	[MM/DD/YYYY]	[Auth #]	[MM/DD/YYYY]	[Notes]

**NOTES / PAYER-SPECIFIC AUTH REQUIREMENTS**

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