



# 1915(i) Updating Pre-Auths on a Plan of Care



Health & Human Services

# Updating Pre-Auths on a Plan of Care

1. When a pre-auth needs to be updated you will create a Change Form. [Click here to go to the Change Form Guide.](#) Detail in that Change Form what pre-auth(s) you are updating. Then open the POC to edit it.
2. Go into each pre-auth that needs to be updated and click on Return. This will put the pre-auth into **Returned** status.
3. Go into each pre-auth in a **Returned** status and make the changes that you need to make. Once you Save the pre-auth this will put the pre-auth into **Updating** status. Updating status is equivalent to a pre-auth in Draft status.
4. Go into each pre-auth in **Updating** status and Submit it. This will put the pre-auth into **Pending Update Approval** status. Pending Update Approval status is equivalent to a pre-auth in a Pending Approval status.
5. Go into each pre-auth in **Pending Update Approval** status and Approve it. This will put the pre-auth into **Approved** status.
6. Follow the Change Form guide to save the changes you have made to the plan of care.

