

# Adding EAP Authorization: Step by Step Guide

14 Steps [View most recent version on Tango.us](#) 

---

Created by

Progress Counseling Group

Creation Date

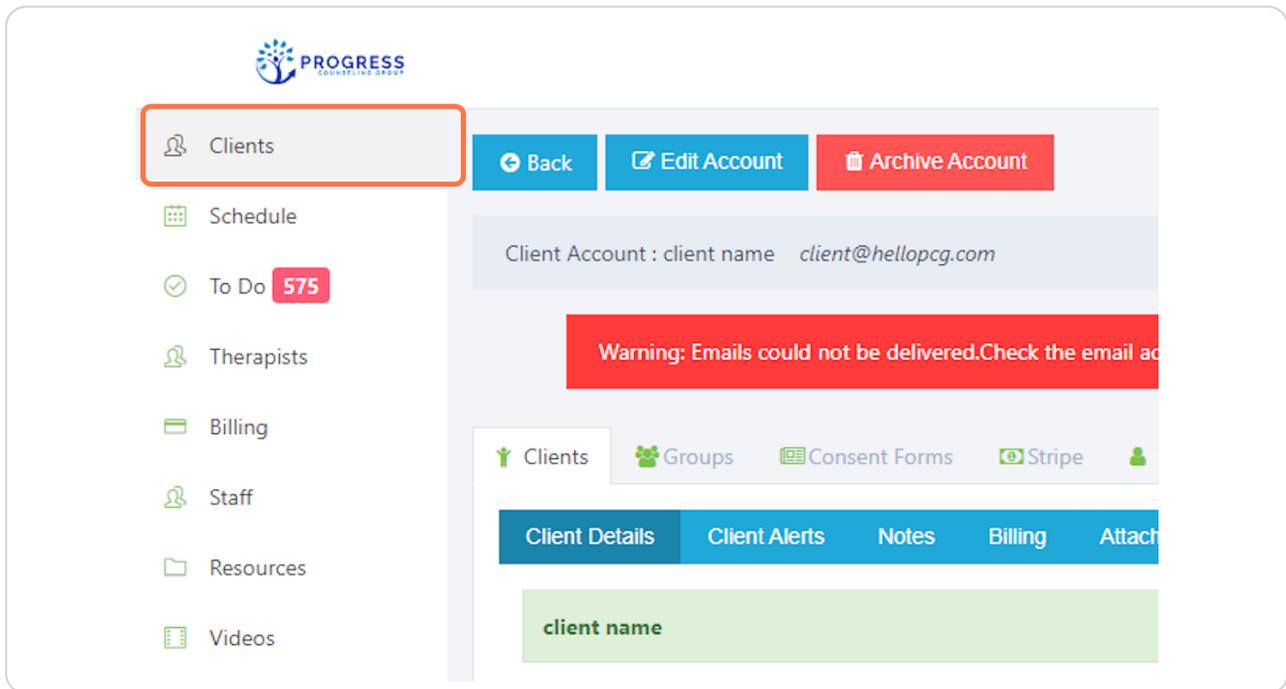
July 16, 2023

Last Updated

October 21, 2023

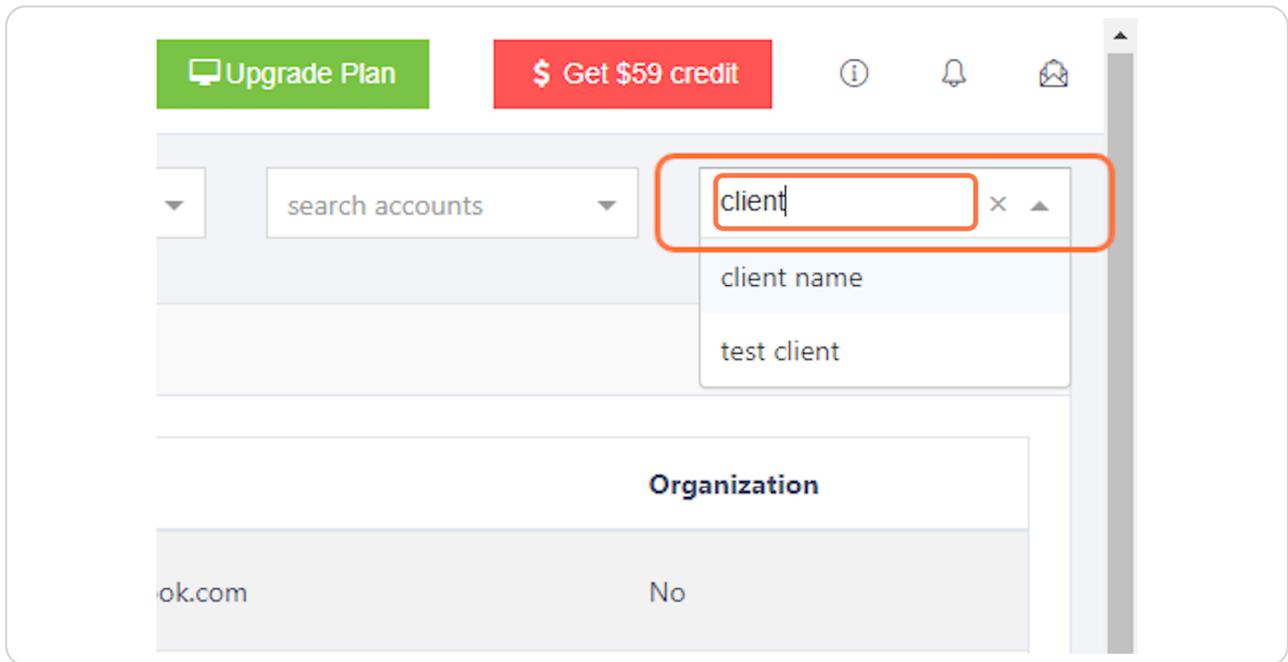
## STEP 1

### Click on Clients



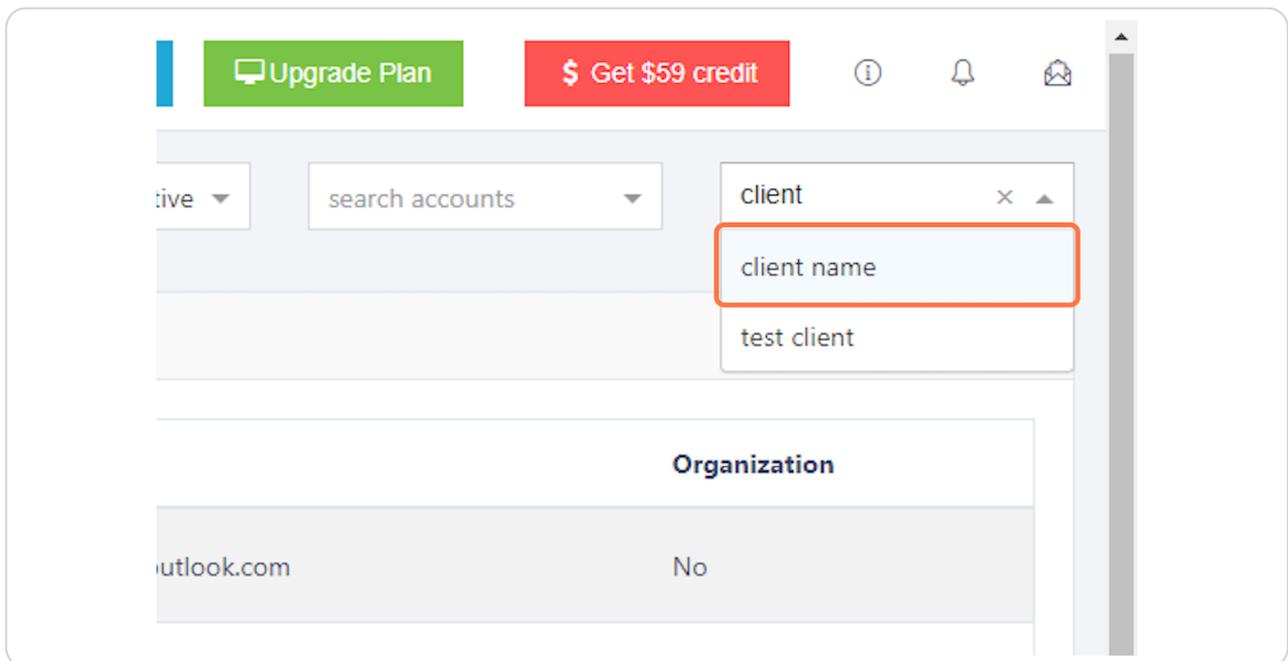
## STEP 2

### Click on "Search Clients"



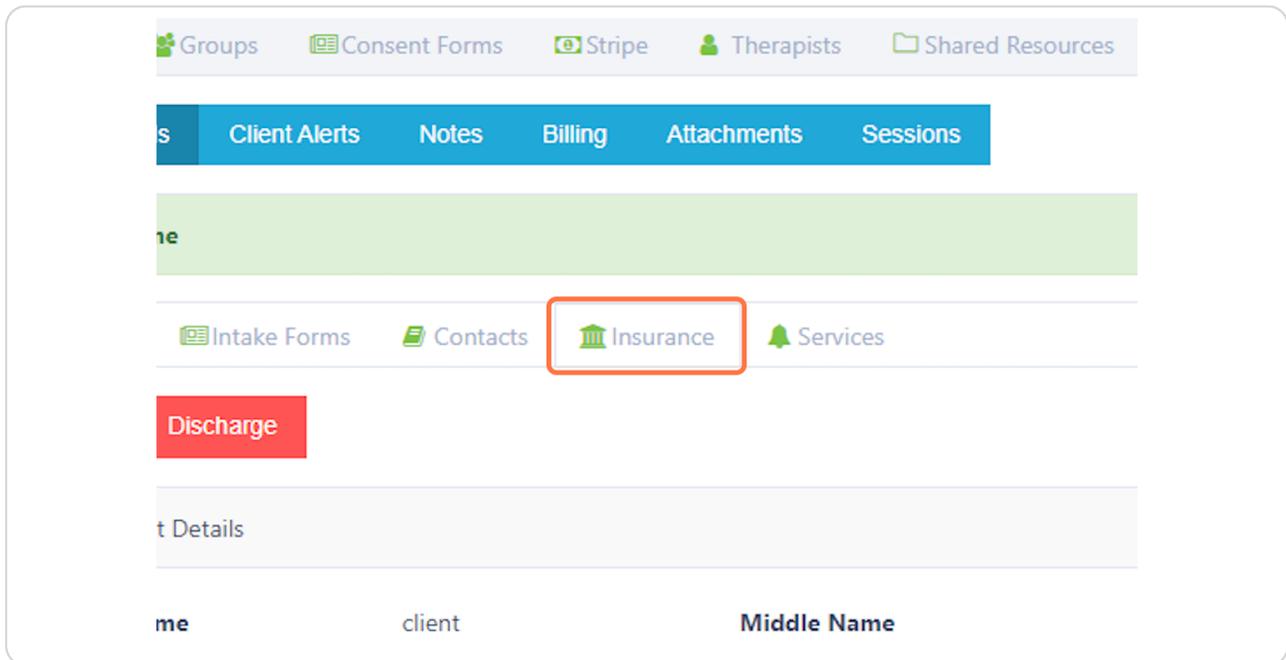
## STEP 3

### Select Client



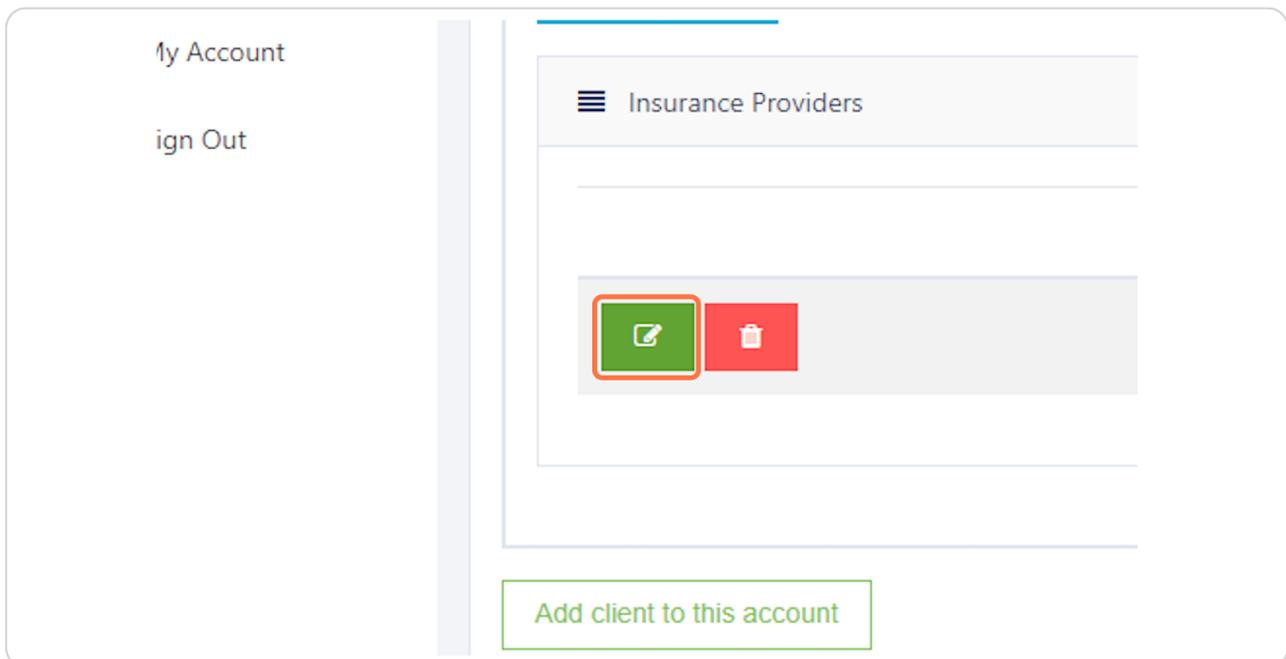
## STEP 4

### Click on Insurance tab



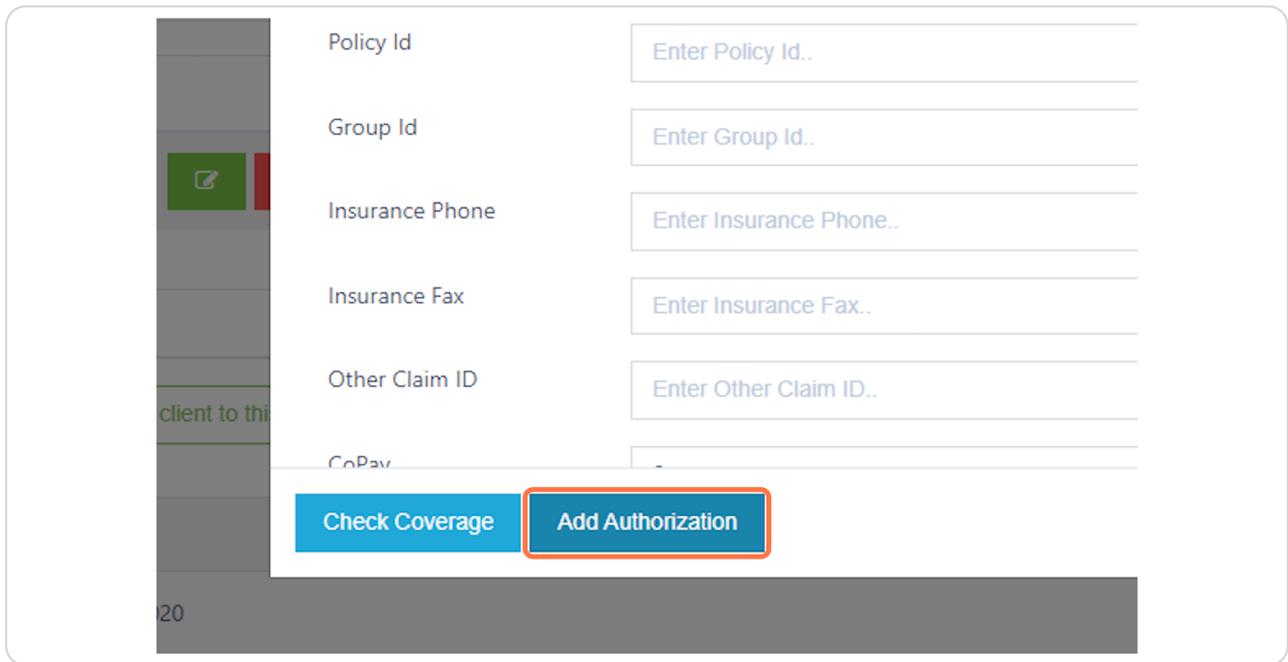
## STEP 5

### Click on Edit Button



## STEP 6

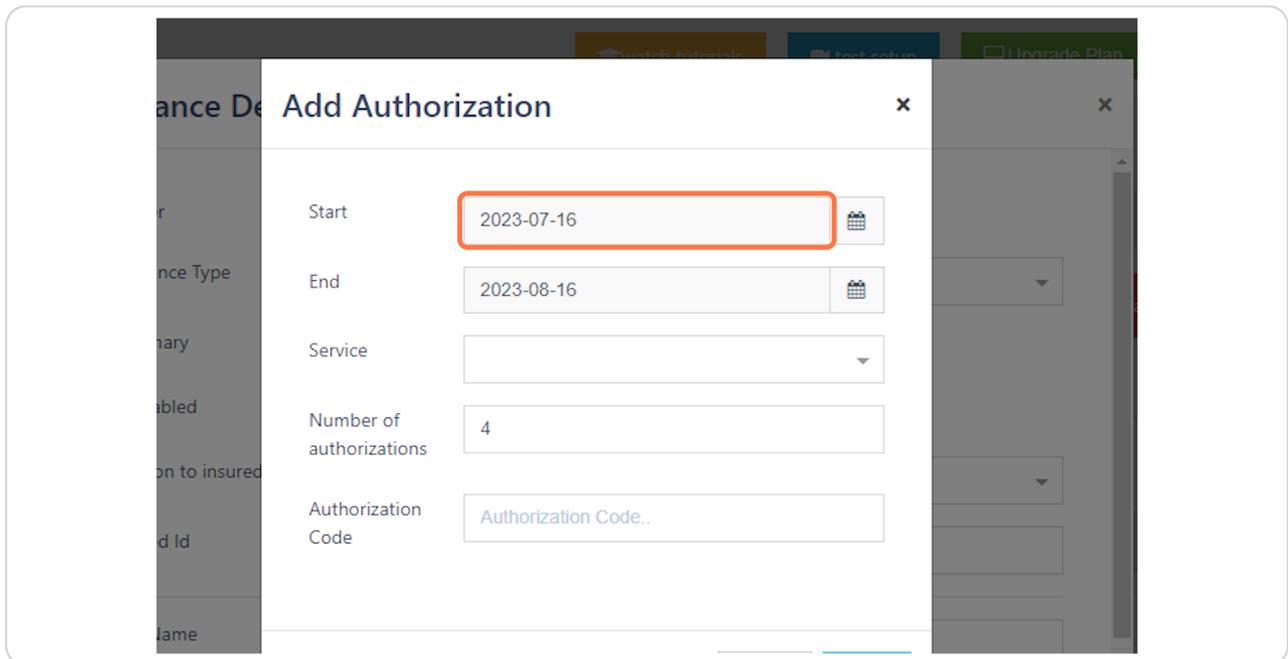
### Click on Add Authorization



A screenshot of a web form titled "Add Authorization". The form contains several input fields with placeholder text: "Policy Id" (placeholder: "Enter Policy Id.."), "Group Id" (placeholder: "Enter Group Id.."), "Insurance Phone" (placeholder: "Enter Insurance Phone.."), "Insurance Fax" (placeholder: "Enter Insurance Fax.."), "Other Claim ID" (placeholder: "Enter Other Claim ID.."), and "CoPay". At the bottom of the form, there are two buttons: "Check Coverage" and "Add Authorization". The "Add Authorization" button is highlighted with a red rectangular border.

## STEP 7

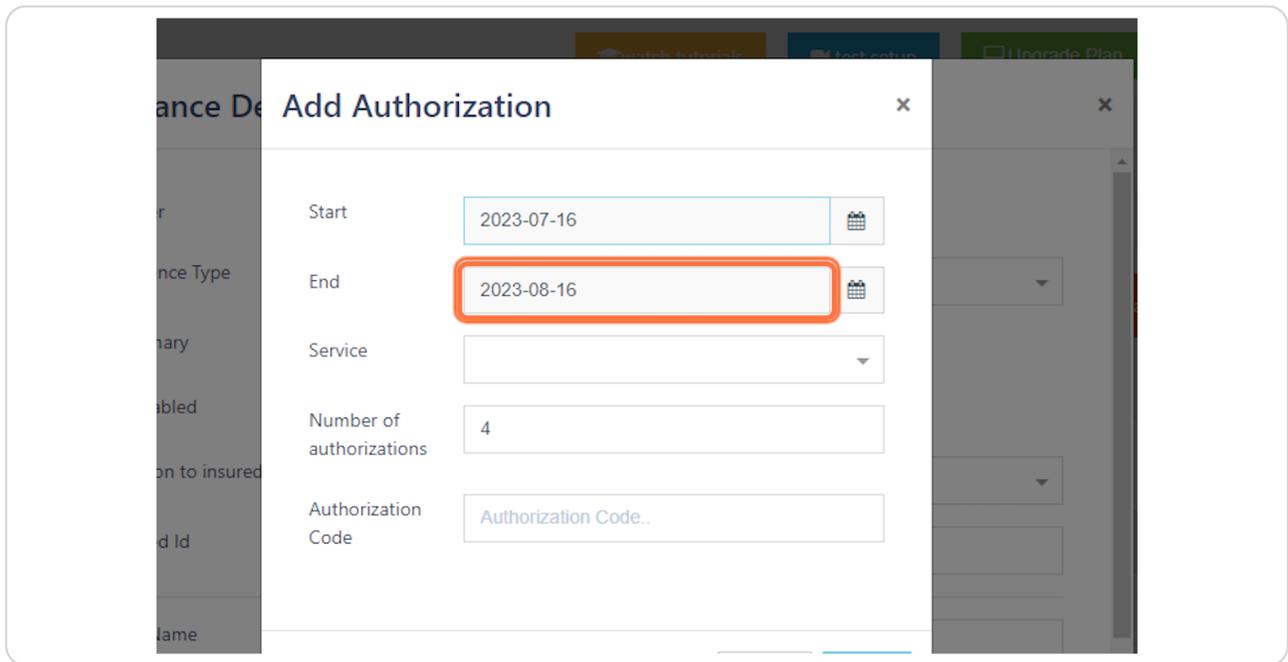
### Enter Authorization Start Date



A screenshot of the "Add Authorization" form, which is a modal window. The form contains the following fields: "Start" (date field with value "2023-07-16" and a calendar icon, highlighted with a red border), "End" (date field with value "2023-08-16" and a calendar icon), "Service" (dropdown menu), "Number of authorizations" (text field with value "4"), and "Authorization Code" (text field with placeholder "Authorization Code..").

## STEP 8

### Enter Authorization End Date

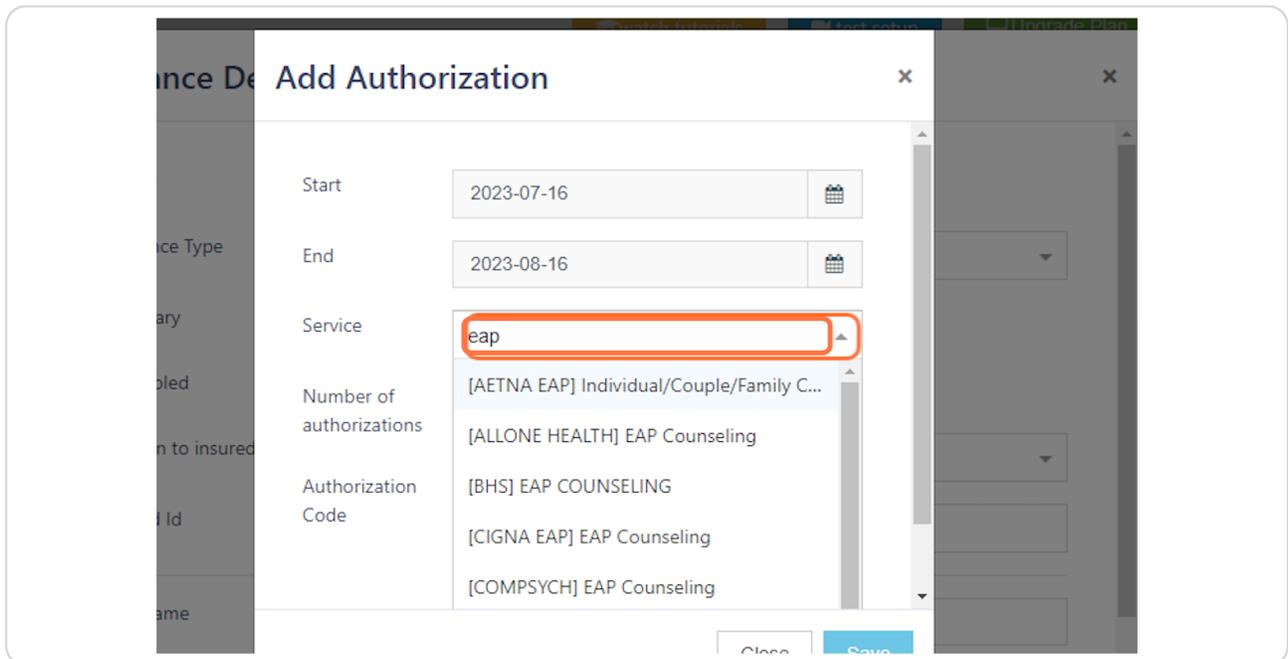


The screenshot shows a modal window titled "Add Authorization" with the following fields:

- Start: 2023-07-16
- End: 2023-08-16 (highlighted with an orange box)
- Service: (empty dropdown)
- Number of authorizations: 4
- Authorization Code: Authorization Code..

## STEP 9

### Type "eap"

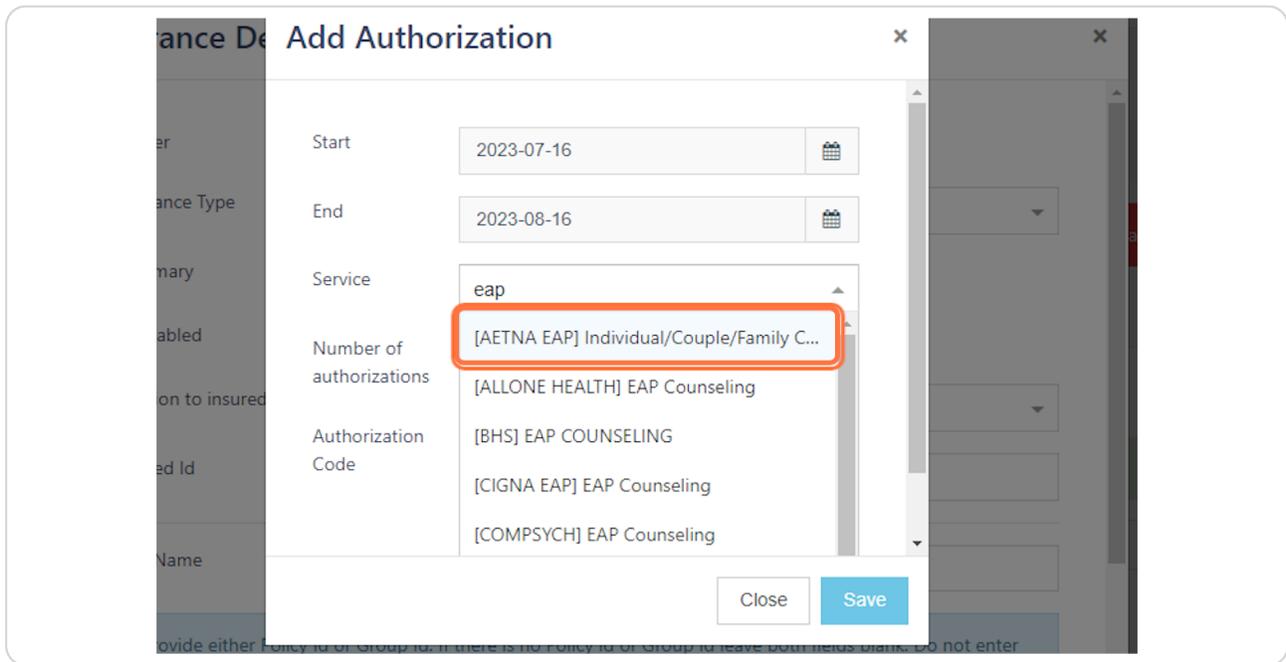


The screenshot shows the "Add Authorization" dialog box with the "Service" dropdown menu open. The search field contains "eap" and the following options are visible:

- [AETNA EAP] Individual/Couple/Family C...
- [ALLONE HEALTH] EAP Counseling
- [BHS] EAP COUNSELING
- [CIGNA EAP] EAP Counseling
- [COMPSYCH] EAP Counseling

## STEP 10

### Select correct EAP Provider



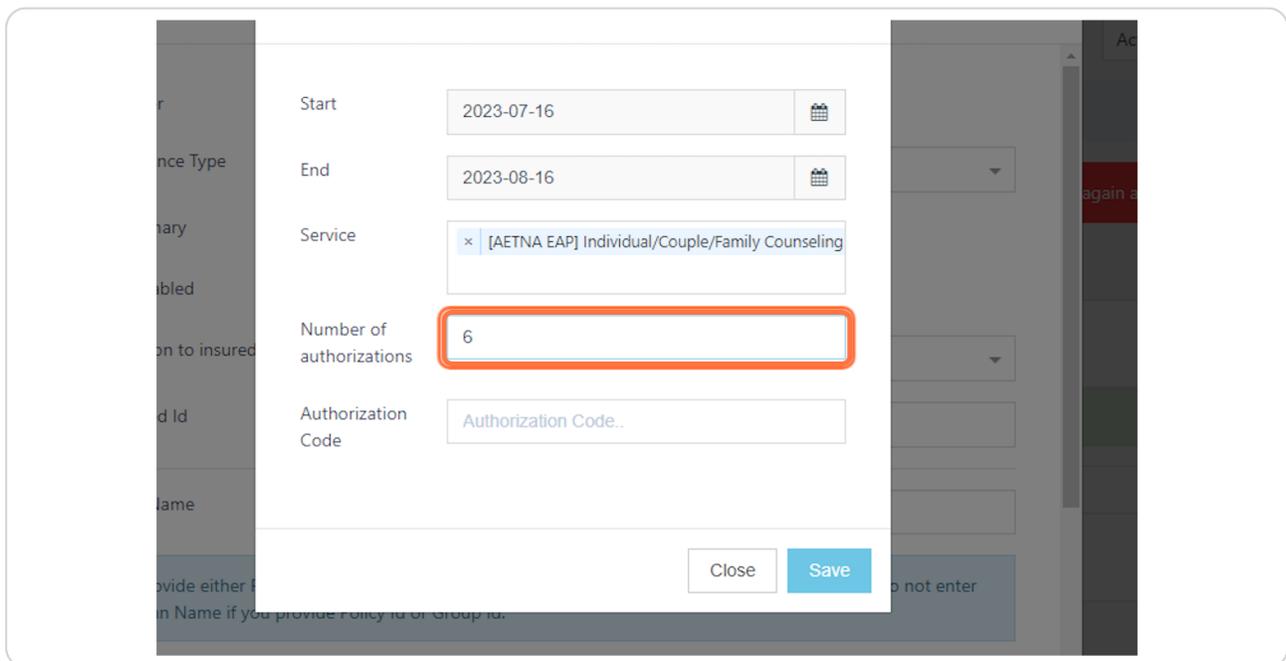
The screenshot shows a modal window titled "Add Authorization" with the following fields and options:

- Start: 2023-07-16
- End: 2023-08-16
- Service: eap (dropdown menu)
- Number of authorizations: [AETNA EAP] Individual/Couple/Family C... (selected and highlighted with an orange box)
- Authorization Code: [ALLONE HEALTH] EAP Counseling, [BHS] EAP COUNSELING, [CIGNA EAP] EAP Counseling, [COMPSYCH] EAP Counseling

Buttons: Close, Save

## STEP 11

### Enter number of Authorized Sessions



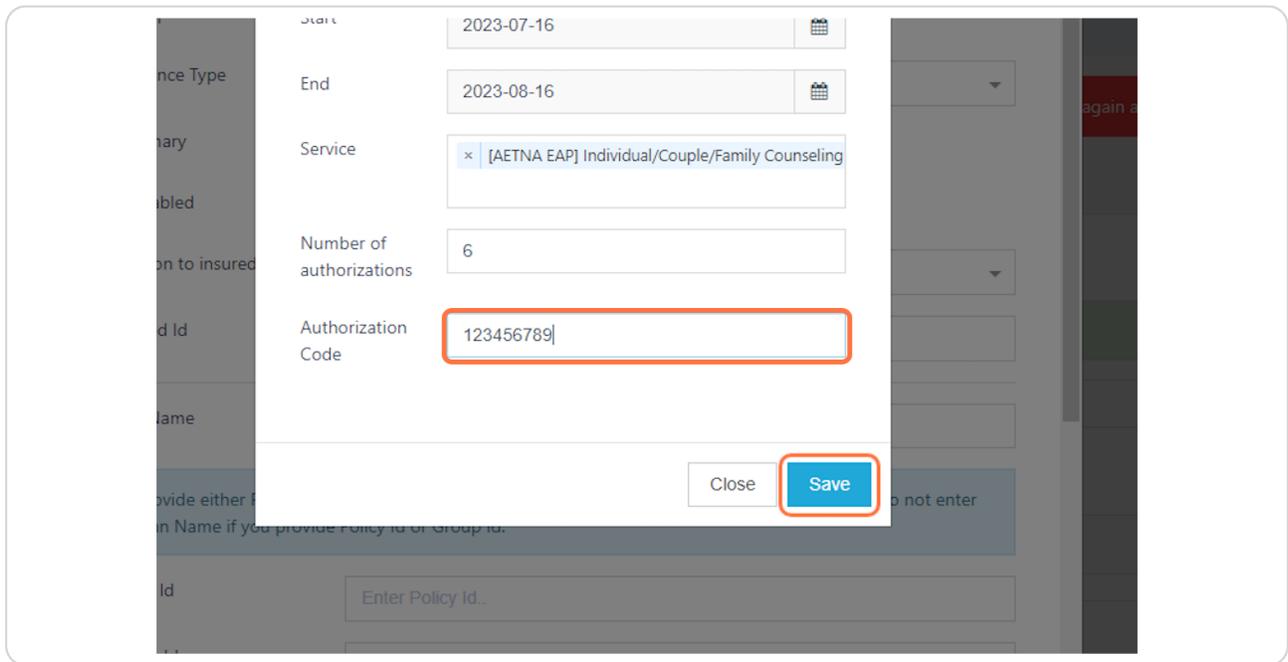
The screenshot shows the same "Add Authorization" modal window with the following fields and options:

- Start: 2023-07-16
- End: 2023-08-16
- Service: x [AETNA EAP] Individual/Couple/Family Counseling
- Number of authorizations: 6 (highlighted with an orange box)
- Authorization Code: Authorization Code..

Buttons: Close, Save

## STEP 12

### Enter Authorization Number



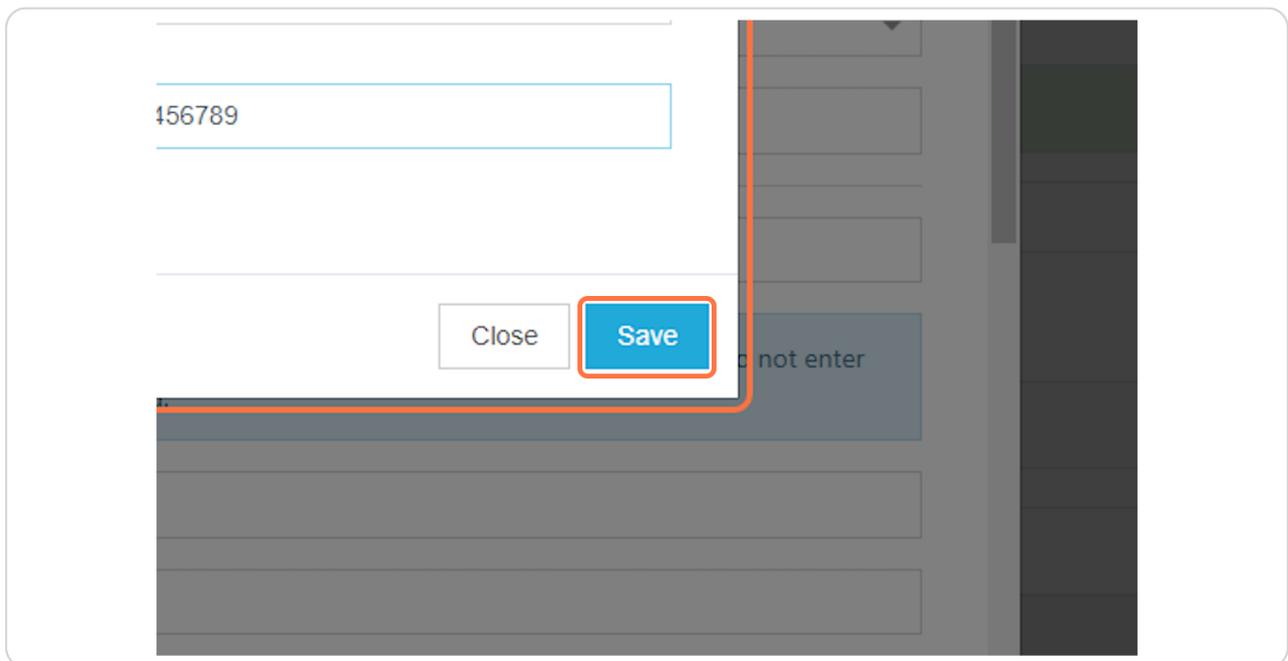
A screenshot of a web form with a modal window open. The modal window contains the following fields:

- Start: 2023-07-16
- End: 2023-08-16
- Service: [AETNA EAP] Individual/Couple/Family Counseling
- Number of authorizations: 6
- Authorization Code: 123456789 (highlighted with an orange border)

At the bottom right of the modal, there are two buttons: "Close" and "Save" (highlighted with an orange border).

## STEP 13

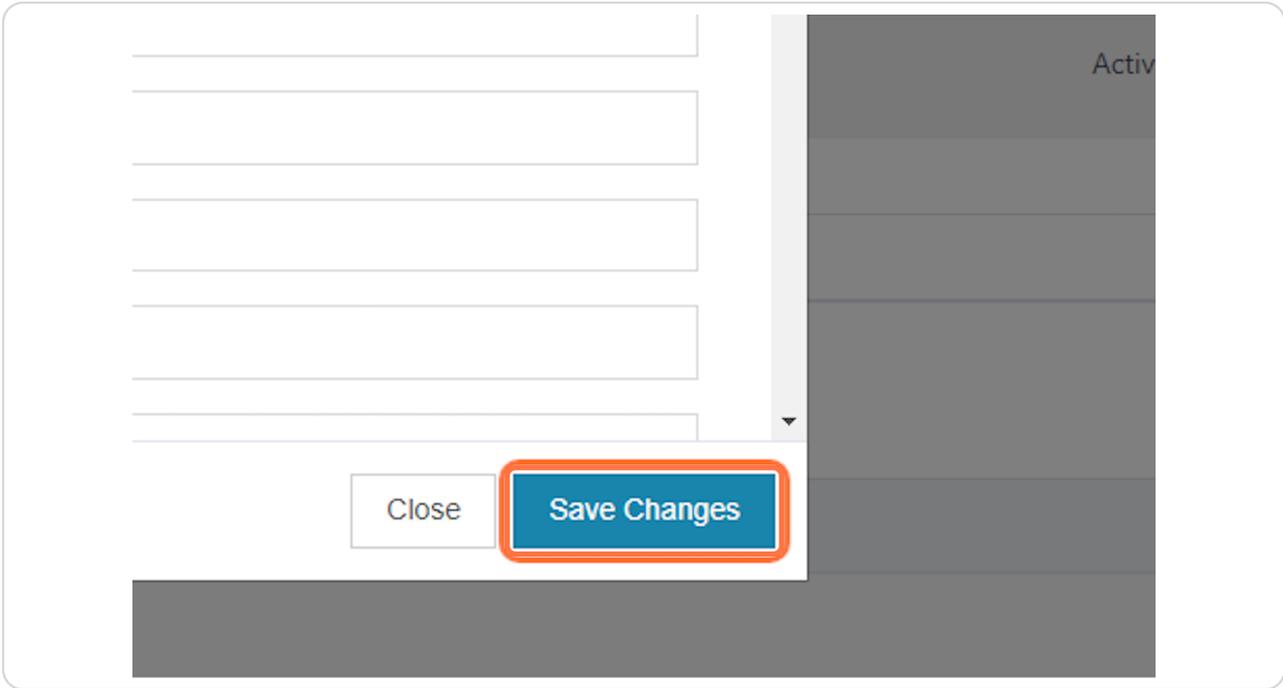
### Click on Save



A screenshot of the same web form, but the modal window is now closed. The "Authorization Code" field in the background form contains the value "123456789". The "Save" button at the bottom right of the modal area is highlighted with an orange border.

STEP 14

Click on Save Changes



*Tango*

Never miss a step again. Visit [Tango.us](https://tango.us)