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N L Pharmacy Electronic Prior Authorization is an electronic Prior Authorization (PA) process used by some health insurance companies and Pharmacy Benefit Managers (PBM) to ensure expensive medications are prescribed and utilized appropriately.

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### Completing Electronic Prior Authorizations

RN/MAs will complete the medication orders from one of three locations:

- Home Medications MPage Component
  - Quick Orders MPage
  - Orders Tab
- Enter the order for the desired medication and complete the steps part of the normal medication refill process.
- In the scratchpad, complete any required information in the order details.
  - In the navigation pane to the left of the scratchpad, check the **Verify with Payer** box in the **Formulary Details** tab.
  - Click **Sign**.



Orders Medication List Document In Plan

View

Diagnoses & Problems

Related Results

**Formulary Details**

Show Formulary

spironolactone 25 mg oral tablet: \$25.00 OOP  
Supply: 30 Days  
Dispense Quantity: 60 TAB  
Pharmacy: Shollenberger Pharmacy  
Coverage Alerts Exist

Show More

**Prior Authorization**

Verify with Payer

Verification request will be sent to payer upon signing

**NOTE:** If the **Verify with Payer** box is not checked, the verification will **NOT** be sent to the payer and will **NOT** show on the ePA worklist.