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| Text  Description automatically generated | End of yearAuthorization Review Checklist |

| Done? | Item | Items Needed to Complete | Who is responsible | Date | Date |
| --- | --- | --- | --- | --- | --- |
|[ ]  Authorization Expirations | Update reports for tracking all expiring authorizations |  |  |  |
|[ ]  Authorization Expirations | Submit as early as possible for new year authorization expiration dates to avoid delay |  |  |  |
|[ ]  New Year Plan Changes | Prepare for the authorization process for families with health insurance coverage changes |  |  |  |
|[ ]  New Year Plan Changes | Review any updated secondary health insurance coverage and submit for authorization |  |  |  |
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