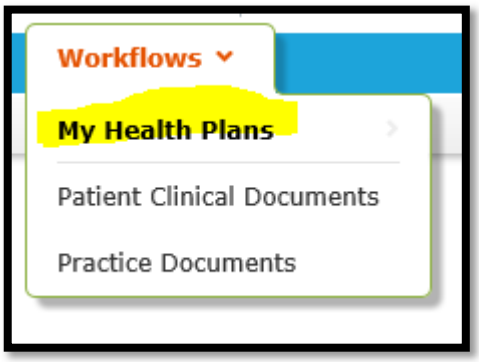
NaviNet® Authorization Search

Keystone First
Community HealthChoices
Coverage by Vista Health Plan,
an independent licensee of the Blue Cross and Blue Shield Association.

1. Once you have logged in to NaviNet, locate the **Workflows** menu at the top left of your screen. Click on **My Health Plans.**



2. Select your health plan: Keystone First Community HealthChoices.

3. At the top left of your screen you will find **Workflows for this Plan**. Click **Report Inquiry**.

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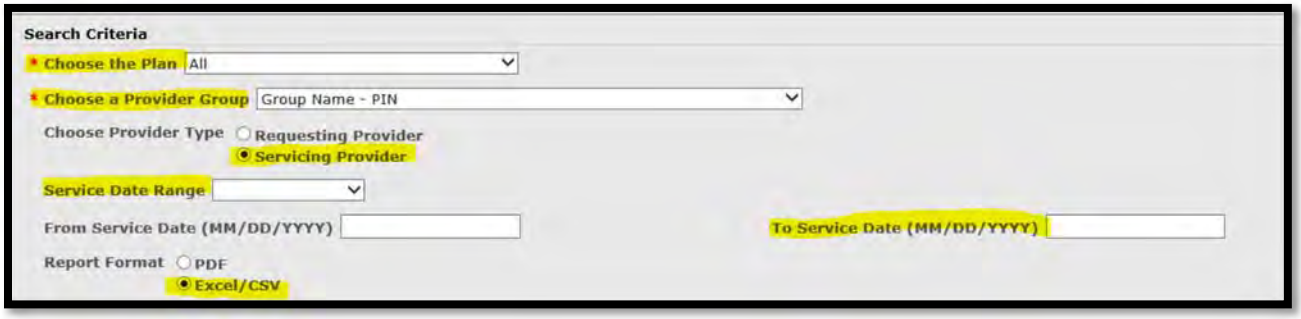
4. Click the **Administrative Reports** option under this menu.

5. Select the **Authorization Status Summary Report** on the next screen.

2. Fill in the required * fields. For Choose the Plan, select **All**. For Choose Provider Type, select the **Servicing Provider** option. For Report Format, select **Excel/CSV or PDF**. Selecting Excel/CSV is preferable as this format will allow you to sort results.



6. You will see a pop-up on your screen. Click the **Save as** option.

7. Save your file as an **Excel Worksheet**.