Authorization Queue Check

WORKSHEET / Type in the shaded boxes or print a fresh copy.

Use a fictional batch. Separate requests with a documented decision from requests withdrawn before a decision. Give one open request a next action.

01 Work through the example

	Example	Your case
Requests in batch	**14**	
Decisions documented	**8**	
Withdrawn before decision	**2**	

Calculation: starting count minus both outcome groups

Requests still open

A submitted request stays open until its outcome is documented. Use fictional references in this sample.

02 Make a handoff note

Fictional batch ID

Question for payer follow-up

Assigned staff member

Use fictional case references only. Keep identifying information out of this sample.

Authorization Queue Check

PRACTICE TEST / Use the example values on page 1.

1. With the example values, what is the requests still open?

- 7
- 12
- 4

2. If "Withdrawn before decision" changes from 2 to 3, with the other example values unchanged, what is the new result?

- 4
- 3
- 10

3. Which action makes the most sense for this example?

- Record the next contact and assign a follow-up owner.
- Close the record and skip the next review.
- Assume submission counts as an approval.

What helped you, or what would you change?

Check your answers in Practice-and-Test.html for a score and an explanation of each answer. The PDF stores your selections when saved in a compatible PDF reader.