

DOSESPOT™ ePA QUICKSTART GUIDE

This document provides instructions on how to complete the Electronic Prior Authorization (ePA) workflow in the DoseSpot Prescribing Application leveraging SureScripts. ePA is available for patients with pre-populated formulary information in DoseSpot. Clinicians must have the “ePA” clinician role checked to be able to complete ePA in the Prescribing Application.

Initiate ePA

Locate the medication in the patient’s Pending Medications list. From the Actions dropdown, click “Start Prior Auth”:

Pending Medications

☐ Select All Search:

	Medication	Dispense	Date	Refills	Prescriber	Pharmacy	
<input type="checkbox"/>	Abilify 10 mg tablet NO Substitutions Allowed Sig: Test View Prior Auth History Diagnosis: Major depressive disorder, recurrent severe without psychotic features	60 Tablets	Aug 27, 2018	0	Steve Schneeberger	RTBC Test 82001 Cheyenne, WY	<div>Actions ▼</div> <div>Edit</div> <div>Delete</div> <div>Change Pharmacy</div> <div>Start Prior Auth</div>

Showing 1 to 1 of 1 entries

[Change Pharmacy](#) PIN: [Set PIN](#) [Approve and Send](#) [Approve and Send](#)

A pop up will open with the option to either complete the PA process electronically or offline. Click “ePA Request” to send a PA initiation request to the Payer. The medication will move from the Pending Medications list to the Active Prior Authorization Requests section. Checking the “Expedite Prior Authorization” button for an ePA Request will send an expedited request to the Payer for that PA request, and it will move to the Active Prior Authorization Requests section.

Initialize Prior Authorization?

Do you want to complete the Prior Authorization process electronically or offline?

☐ Expedite Prior Authorization

[ePA Request](#)

[Offline Request](#)

Note: If a clinic has the PA Prompt configuration enabled, a popup will appear for prescriptions that commonly require prior authorization. This allows clinicians to start the authorization process before the prescription is sent to the pharmacy. Clinicians can choose to “Initiate ePA” or cancel. The prompt may also appear for specific medications, helping to accelerate prior authorization while maintaining flexibility in the prescribing workflow. **If you choose to cancel, the prescription will still be sent**

Initiate Electronic Prior Authorization

One or more prescriptions are recommended for Prior Authorization, would you like to go ahead and initiate that process?

[Initiate ePA](#)

[Cancel](#)

Initiate Electronic Prior Authorization

One or more prescriptions require a prior authorization. Select 'initiate ePA' to start the process.

Message provided by Eli Lilly and Company.
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[Initiate ePA](#)

[Cancel](#)

Active Prior Authorization Requests

The Active Prior Authorization Requests section displays a list of the patient's PA requests that are currently in progress. Here, the clinician can review prescription details, PA status, and notes. The Status icon shows the current PA request status.

Active Prior Authorization Requests						NEW
Medication	Dispense	Date	Dispensings	Status	Notes	
Caduet 5 mg-80 mg tablet	30 Tablet(s)	Aug 27, 2018	0		PBMF reserves the right to request additional information based upon the response received.	Actions ▾
Tracleer 125 mg tablet	60 Tablet(s)	Aug 28, 2018	0		No Notes	Actions ▾

To view more details, click on the status icon to open the Prior Authorization Status Log:

Prior Authorization Status Log		
Show 10 entries	Search: <input type="text"/>	
Status	Date (UTC)	Additional Notes
Requested	Aug 27, 2018 01:36 PM	
Action Required	Aug 27, 2018 01:29 PM	Please include accurate and timely responses to ensure efficient processing of this Prior Authorization request.
Requested	Aug 27, 2018 01:27 PM	Prior Authorization Case Initiation
Showing 1 to 3 of 3 entries		
Previous 1 Next		
OK		

Prior Auth requests may include an expected response date.

ProCentra 5 mg/5 mL milliliter	23 Milliliter(s)	Aug 16, 2022 7:07:35 PM	0		sdfgsdfgs	Actions ▾
		Expected Response Date: Aug 30, 2022 12:00:00 AM				

Status Icons

Status	
	Expired
	Error
	Pending
	Action Required / In Progress
	Requested

Prior Authorization Questions

Before approving a PA request, the Payer can request additional information from the clinician. This is indicated by the “Action Required” status icon. From the Actions dropdown, click “Answer Questions” to open the PA question workflow.

Active Prior Authorization Requests						NEW
Medication	Dispense	Date	Dispensings	Status	Notes	<div>Answer Questions</div> <div>Cancel Request</div> <div>Actions ▾</div>
Abilify 10 mg tablet	60 Tablet(s)	Aug 27, 2018	0		Please include accurate and timely responses to ensure efficient processing of this Prior Authorization request.	

Complete the question set. Review all answers in the Question Set Summary and click “Submit” to send the information to the Payer. A pop up will appear to confirm the submission. Click “OK”.

Submit Answers?

Are you sure you want to submit the answers to the payer?

OK

Cancel

Prior Authorization Questions

PBMB: ePA for Abilify
 PBMB covers Abilify (aripiprazole) with prior authorization when the member meets all of the criteria for one of the following conditions.
For support regarding Prior Authorization questions, call (121) 112-2112, fax (121) 112-1221, or email pbmb_pa_mail@test.com. Answers must be submitted by 9:30 AM 10/10/2019.

Question Set Summary
 1) The member has the following diagnosis:
 Depression
 2) Will the member use Abilify in conjunction with antidepressant therapy?
 Yes
 3) Has the member tried and failed treatment with, or does the patient have a contraindication to, at least three antidepressant agents?
 YES
 4) Previously tried and failed for shown contraindication to for treatment of Depression:
 Comments: Edluar
 Start Date: 10/10/2017
 End Date: 10/10/2018
 5) Previously tried and failed for shown contraindication to for treatment of Depression:
 Comments: Sarafem
 Start Date: 10/10/2016
 End Date: 10/10/2017
 6) Previously tried and failed for shown contraindication to for treatment of Depression:
 Comments: Zyprexa
 Start Date: 1/1/2015
 End Date: 2/2/2016

Previous

Submit

ePA Approval

If a PA request is approved by the Payer, the prescription will be moved to the patient’s Pending Medications list. The clinician can then approve and send the prescription to the pharmacy or approve and print the prescription.

To view the Prior Authorization history of a medication, click “View Prior Auth History” in the Medication column. This section displays the Final Status, Authorization #, Status Logs, Question Sets (if applicable), and Appeal Note (if applicable).

Prior Authorization History

Final Status: Approved
 Authorization #: AB-APP-2013

Status Logs +
 Question Sets +

Click “+” icons to expand and review status logs and question sets

OK

Appeal

If a PA request was denied by the Payer, the clinician can request for an appeal (if available) The Appeal Note in the Prior Authorization History section will state whether the denial can be appealed:

Prior Authorization History

Final Status: Denied

Appeal Note: Denial can be appealed.

Status Logs ✕

Show 10 entries

Search:

Status	Date (UTC)	Additional Notes
Denied	Aug 27, 2018 02:58 PM	Product not approved with information provided.; Please include accurate and timely responses to ensure efficient processing of this Prior Authorization request.
Pending	Aug 27, 2018 02:56 PM	

In the Pending Medications list, select “Appeal Prior Auth” from the Actions drop down. In the PA Appeal popup, enter a comment for the appeal, and click Submit to send the appeal request to the Payer. The prescription will be moved from the patient’s Pending Medications list to the Active Prior Authorization Requests section.

Pending Medications

☐ Select All

Medication	Dispense	Date	Refills	Prescriber	Pharmacy	Actions
Intron A 10,000,000 Intl units/ml solution NO Substitutions Allowed Sig: Test View Prior Auth History	1000 Milliliters	Aug 27, 2018	0	Steve Schneeberger	Mail Order Pharmacy 10.6MU Phoenix, AZ	Search Edit Delete Change Pharmacy Appeal Prior Auth

Showing 1 to 1 of 1 entries

[Change Pharmacy](#) PIN: [Set PIN](#) [Approve and Send](#) [Approve and Print](#)

Prior Authorization Appeal

Comments for Appeal:

[Submit](#) [Cancel](#)

The Payer can request additional information from the clinician for the appeal request. Submit the information through completing the question workflow. If the PA request is approved, the prescription will be moved back to the patient’s Pending Medications list, and the clinician can send the prescription to the pharmacy.

Partial Denial

A PA request may be partially denied by the Payer. Clinicians may deny the request, make changes to the request, or cancel the request.

Medication	Dispense	Date	Refills	Prescriber	Pharmacy	Actions
Rescon 2 mg-60 mg tablet	15 Tablet(s)	Aug 16, 2022 5:12:07 PM	1	sd fsd		Actions Mark Denied Cancel and Restart Cancel Request
Restoril 7.5 mg capsule	33 Capsule(s)	Aug 16, 2022 5:27:34 PM	3	dfgd		

Denying the request accepts the denial from the Payer. Cancel and Restart cancels the Prior Authorization request and brings the clinician to step 3 of the Add Prescription process (with the prescription populated) for the clinician to make any necessary changes and resend as a new prescription.