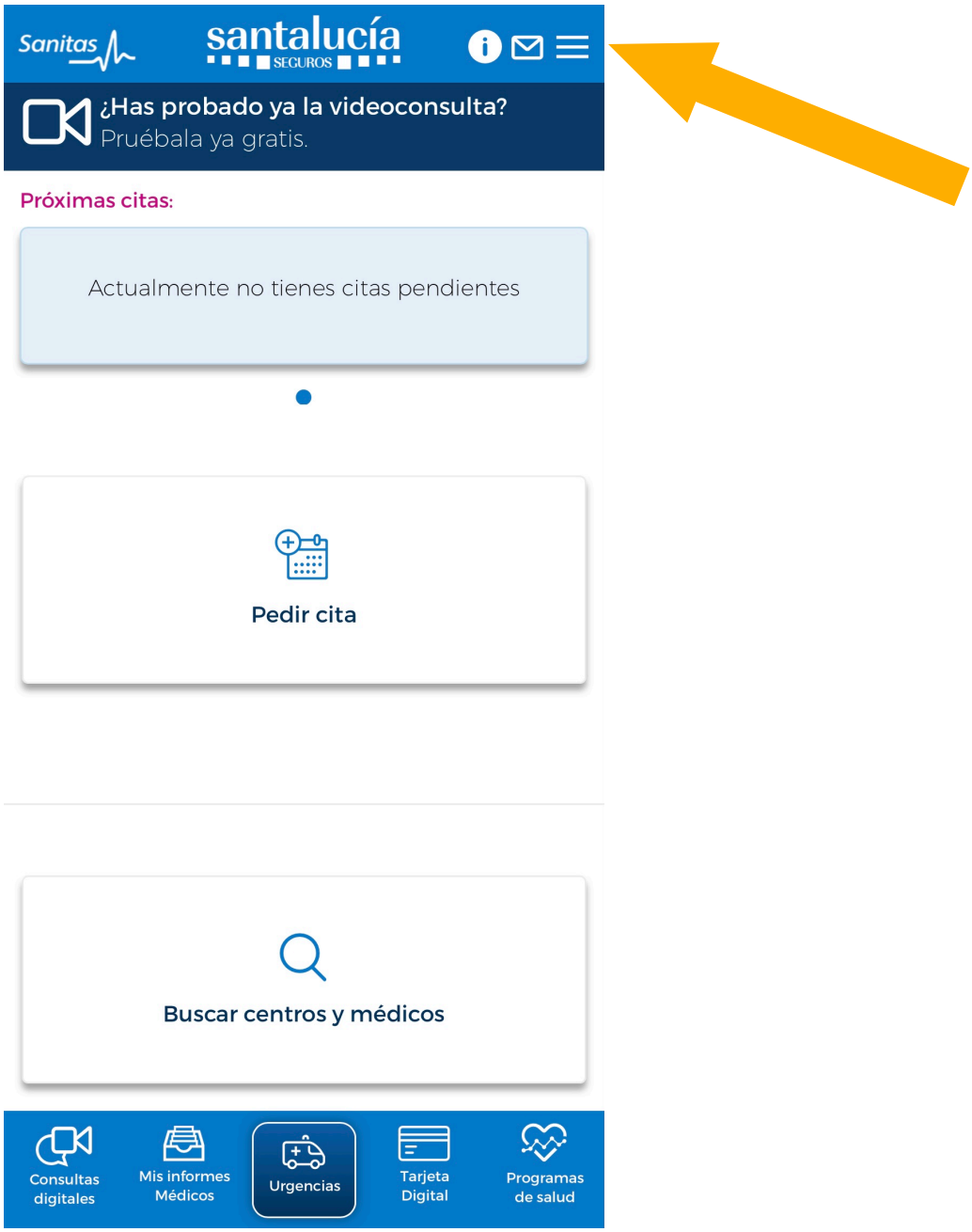
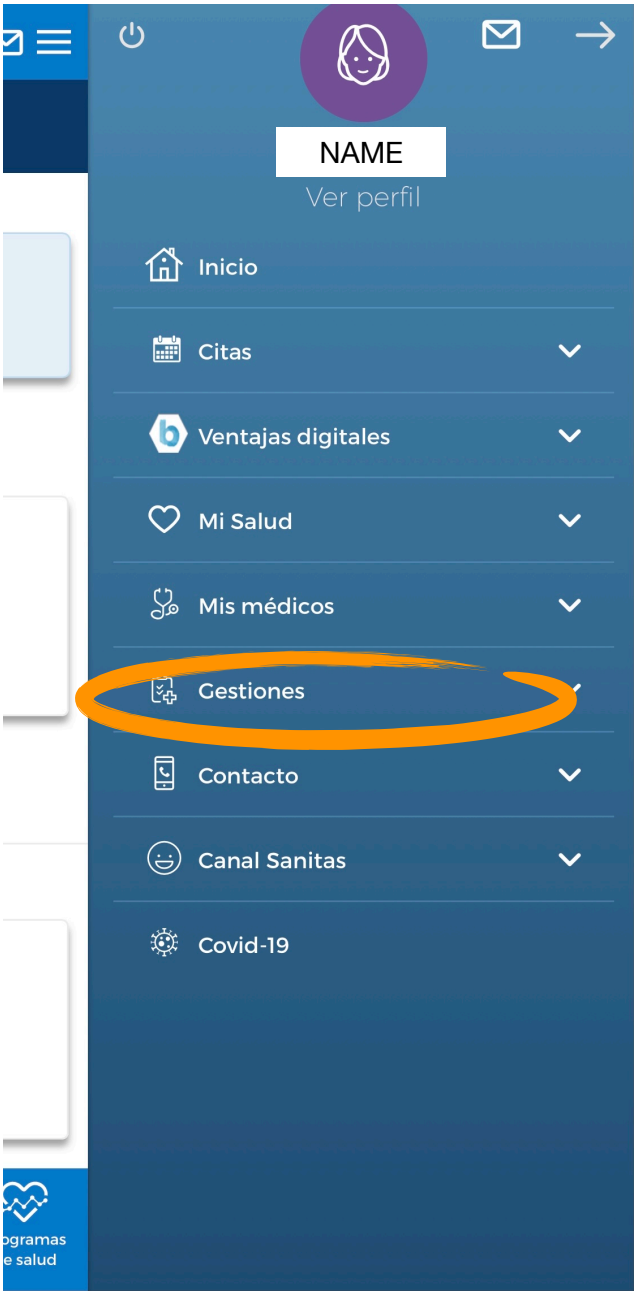
How to ask for authorisation ?

Enter in MI SANITAS

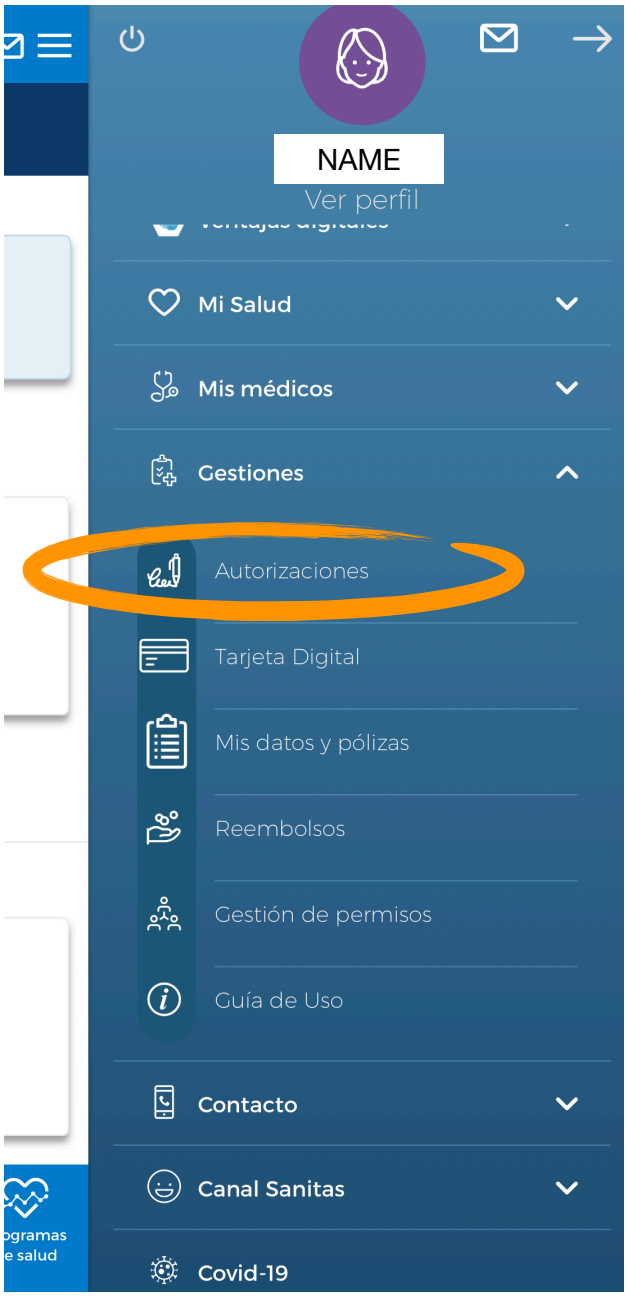
Click on the main menu



Select “Gestiones"



Select “Autorizaciones”



Once you are there, you will see the history of your authorised services:

- in blue: document number / number of the prescription
- same line, right handside: status of the authorization. There are 3 possible status: autorizada = authorised, pendiente = pending, denegada = denied.
- date: date of authorisation
- service: name of the service e.g. physiotherapy

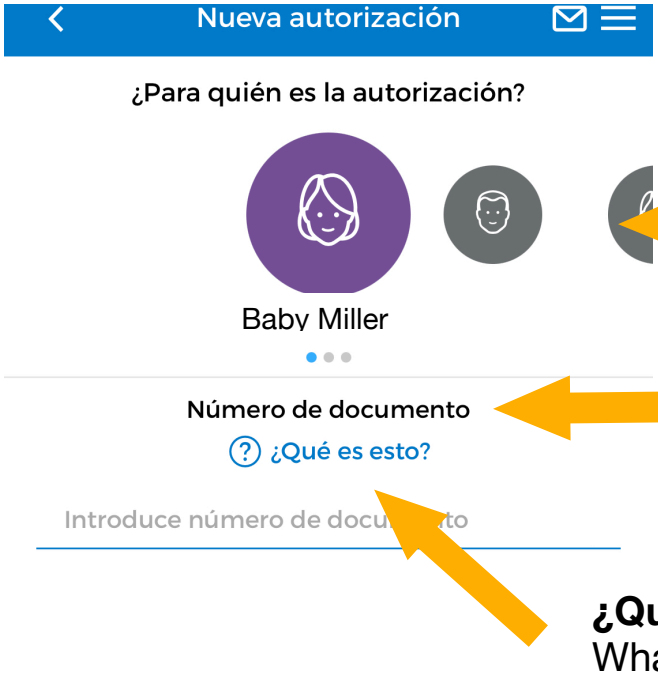
Click on "Nueva autorización" (=new authorisation) <u>at the bottom of your screen</u>

If there are several people in the same policy and you have the right to see their data, the first step will be to **choose the person who needs the authorisation.**

Número de documento: insert the document number

¿Qué es esto? (= What is this ?) Sample of document

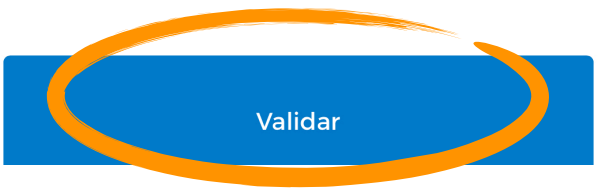
Validar (= confirm)



Choose the person who needs the authorisation

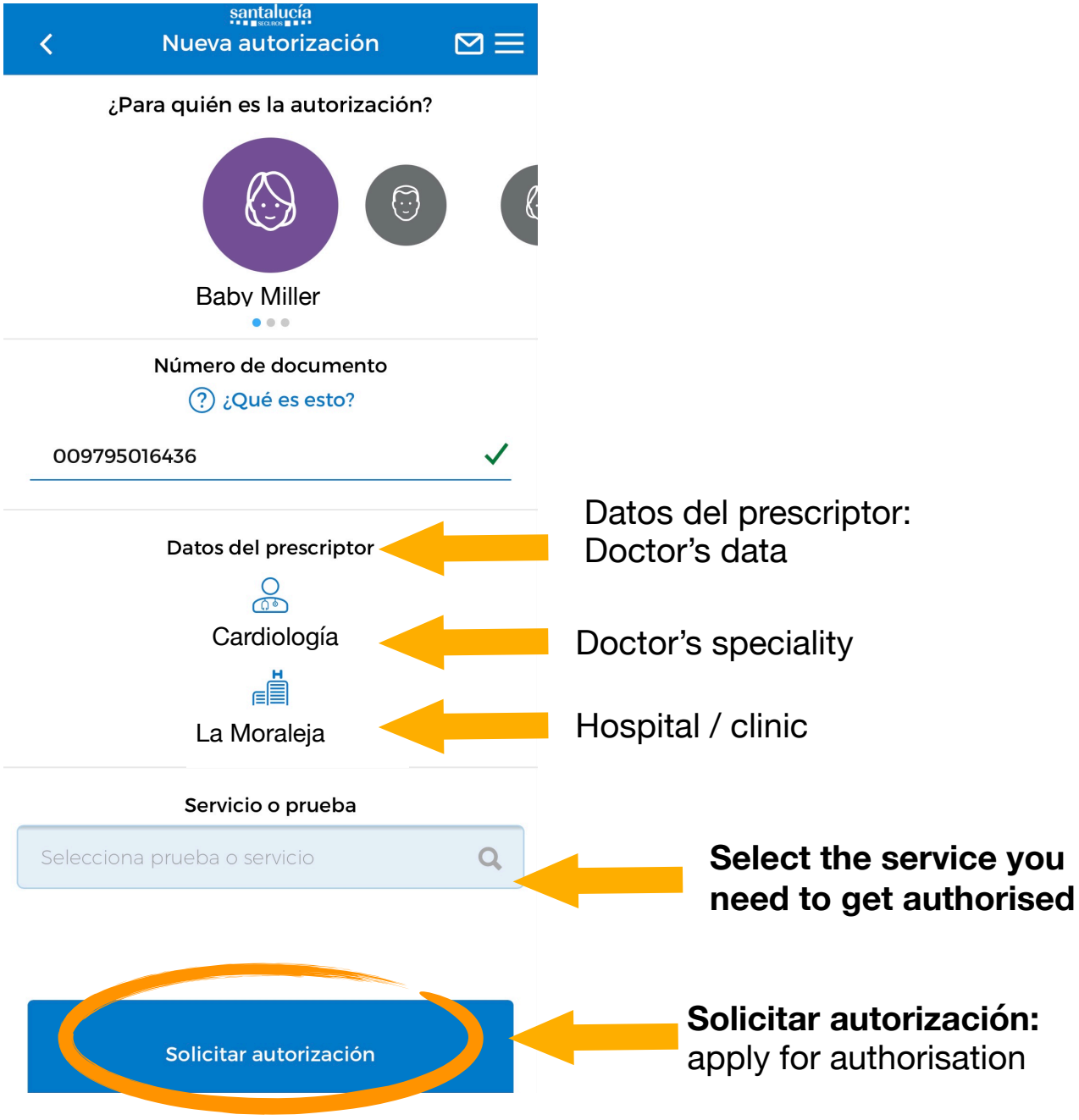
Número de documento
Insert the document number (you find it under the barcode on the doctor's prescription)

¿Qué es esto?
What is this ?
Sample of a doctor's prescription

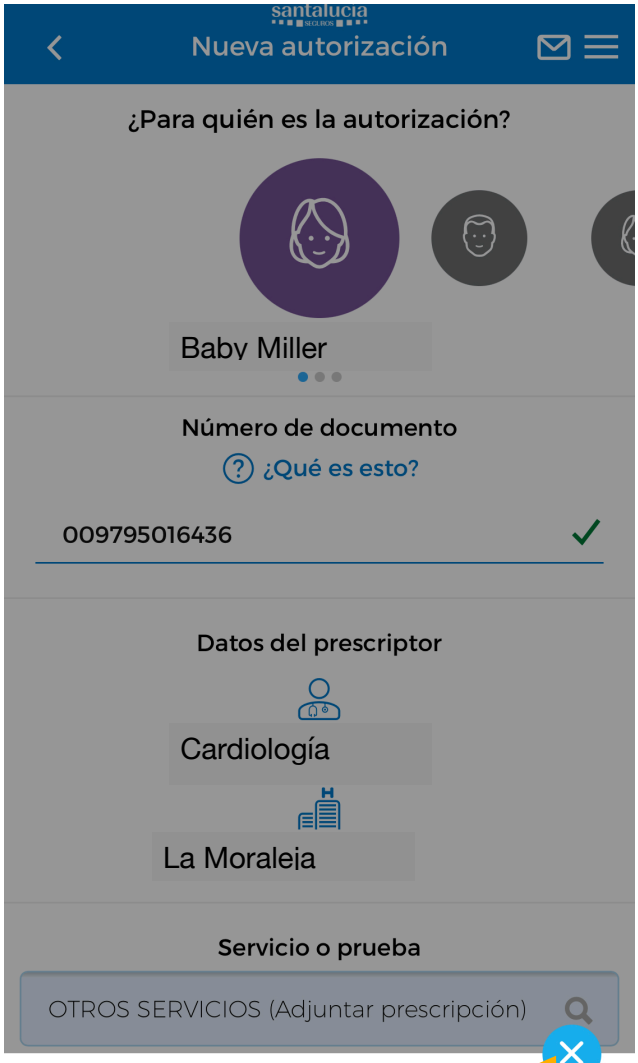


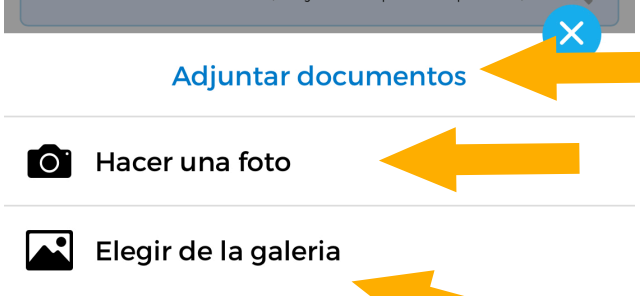
Validar = confirm

Once you inserted the document number, it will automatically show you the following information:



In this section you are requested to add documents such as prescriptions, medical reports etc.

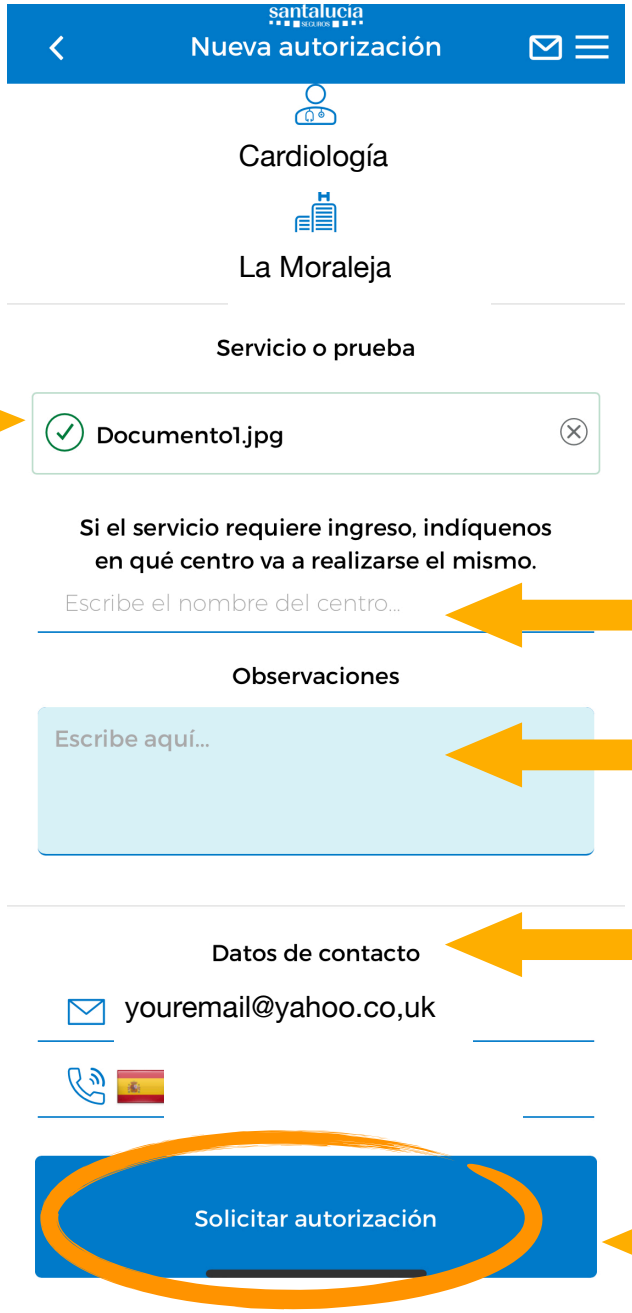




Attach documents

Take a photo NOW

Select a photo from your gallery



Indicates that the document has been successfully attached

If the prescribed service requires hospitalization, please indicate which hospital

Space to write any comments you might want to add

Verify your email address and telephone number

Solicitar autorización = apply for authorisation