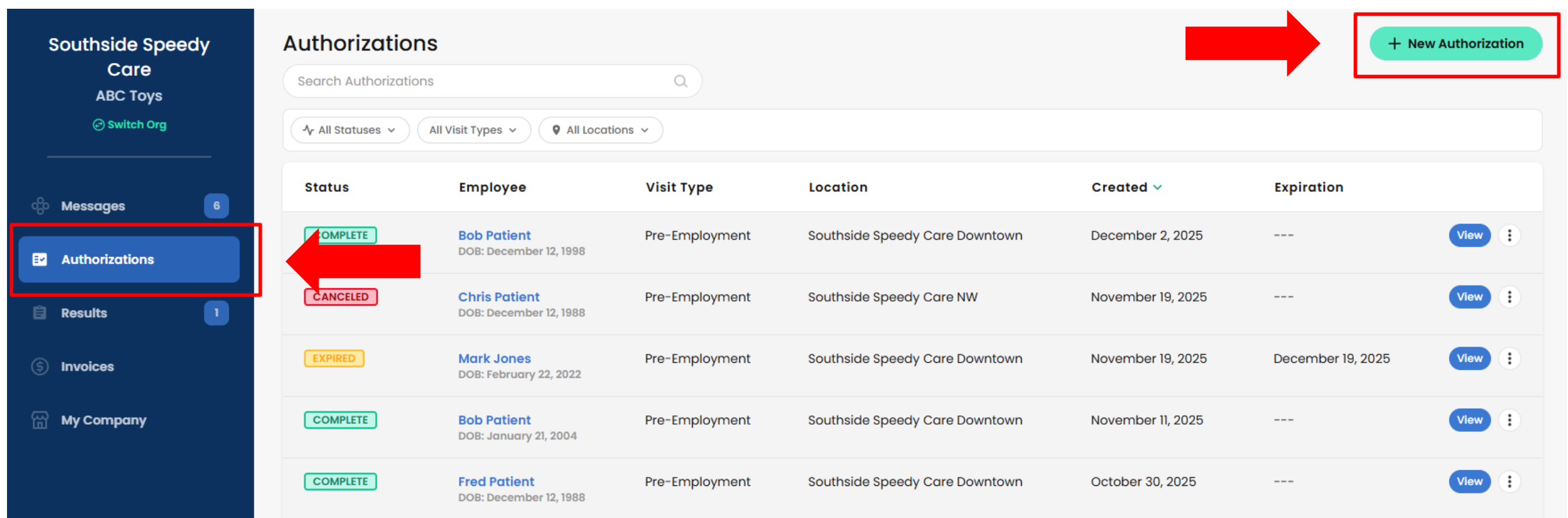


# HOW TO Submit an Authorization

**Log in** to Cowork Health.

Go to the **Authorizations** menu on the lefthand side of your screen and then click the **+ New Authorization** button.



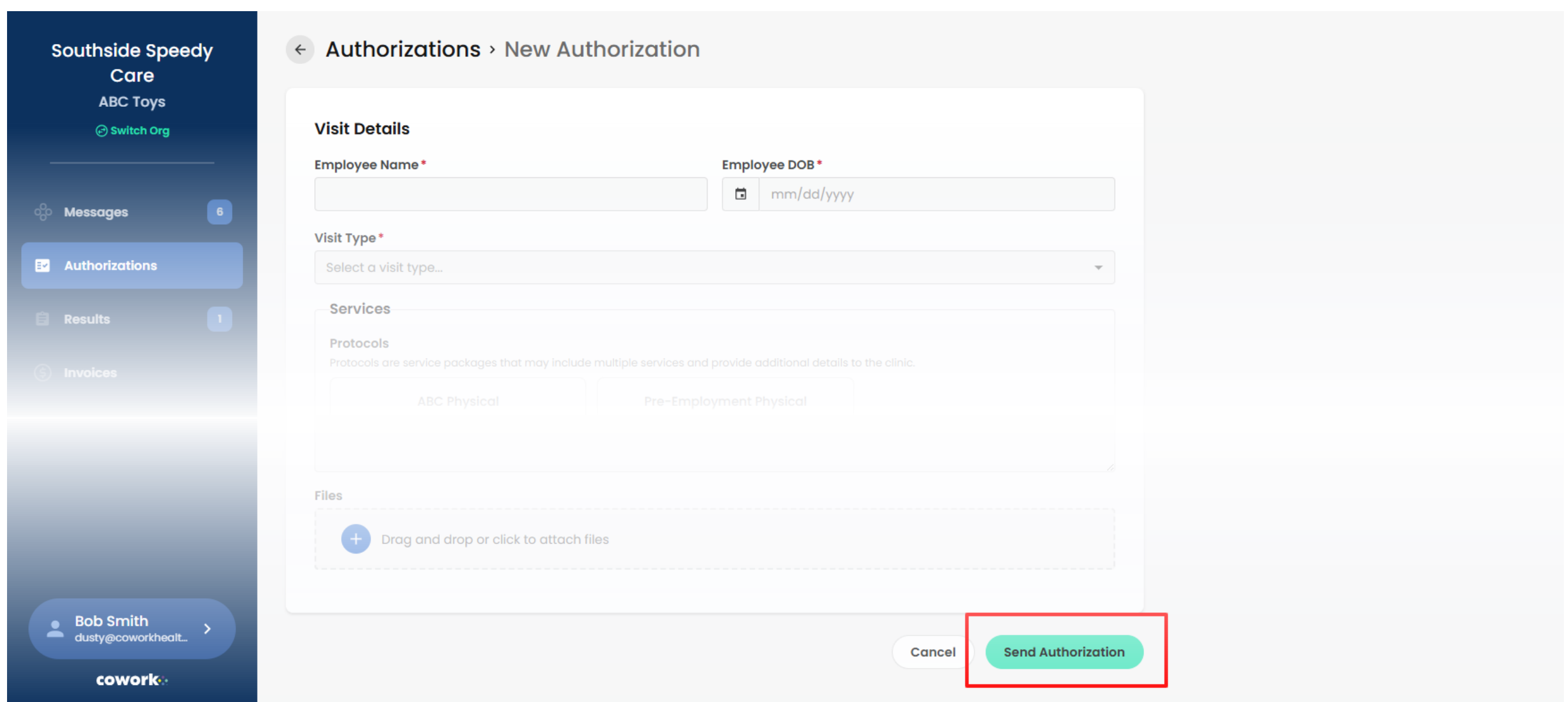
**Authorizations**

Search Authorizations

All Statuses All Visit Types All Locations

Status	Employee	Visit Type	Location	Created	Expiration
COMPLETE	Bob Patient DOB: December 12, 1988	Pre-Employment	Southside Speedy Care Downtown	December 2, 2025	---
CANCELED	Chris Patient DOB: December 12, 1988	Pre-Employment	Southside Speedy Care NW	November 19, 2025	---
EXPIRED	Mark Jones DOB: February 22, 2022	Pre-Employment	Southside Speedy Care Downtown	November 19, 2025	December 19, 2025
COMPLETE	Bob Patient DOB: January 21, 2004	Pre-Employment	Southside Speedy Care Downtown	November 11, 2025	---
COMPLETE	Fred Patient DOB: December 12, 1988	Pre-Employment	Southside Speedy Care Downtown	October 30, 2025	---

Fill out the required information for the employee visit, scroll down and click the **Send Authorization** button.



**Authorizations > New Authorization**

**Visit Details**

Employee Name\*

Employee DOB\*

Visit Type\*

**Services**

Protocols  
Protocols are service packages that may include multiple services and provide additional details to the clinic.

ABC Physical Pre-Employment Physical

**Files**

Cancel **Send Authorization**