Micro Learning Video: PDC Special Auth Requests

In this video, you will learn about the process to submit the Special Auth Request.

1. Click **New Special Authorization**.
   Navigate to the **Special Authorization Requests** sub-grid of a specimen record.
2. Fill out the **Requested by** field.
   The PDC assignment field will be automatically populated by SIS to your PDC site if the specimen is referred to you. If the approved service(s) will be assigned to a different PDC, change the PDC assignment field to that site. Upon saving the request, the associated specimen and case records will be shared with the newly assigned PDC.
3. Click **Save**.

After saving, the Requested Services grid will appear on the record and the request will be in the Draft status. You must save the request before you can add services to the Requested Services grid.