



CALIFORNIA  
COAST  
PHYSICIANS

Your health is our mission.

## Authorization Procedure

All health maintenance organizations plans (HMO) require an authorization to see anyone other than your Primary Care Physician. There are three categories on requesting an authorization

**Stat Authorization:** Critical, given a response within 4 hours of our call.

**Urgent Authorization:** Urgent, given a response within 24 hours.

**Regular Authorization:** Non-emergency given a response within 72 hours.

**Our office process is 7 business days for non-emergency referrals,** Sea View requires us to have all necessary documentation when requesting any authorizations, therefore all diagnostic testing, labs, and notes must be submitted with our referral. Should there be missing information this will delay your authorization.

Your Authorization will be submitted approximately on \_\_\_\_\_

You will receive a copy of the authorization in the mail with all the information on where/who to call to schedule your appointment. If you have not received an authorization within 2 weeks of the submitted date, or have any question regarding this notice, please do not hesitate to contact our authorization coordinator.

Thank you,

Authorization Coordinator