

Orders Awaiting Authorization



Course Overview

Use Orders Awaiting Authorization to review and respond to authorization requests.

This guide explains how to access the Orders Awaiting Authorization workflow and approve or deny orders.

Use This Guide When

- Reviewing orders pending authorization
- Authorizing an order
- Denying an order

What You'll Be Able to Do

- Access Orders Awaiting Authorization
- Authorize an order
- Deny an order

Orders Awaiting Authorization



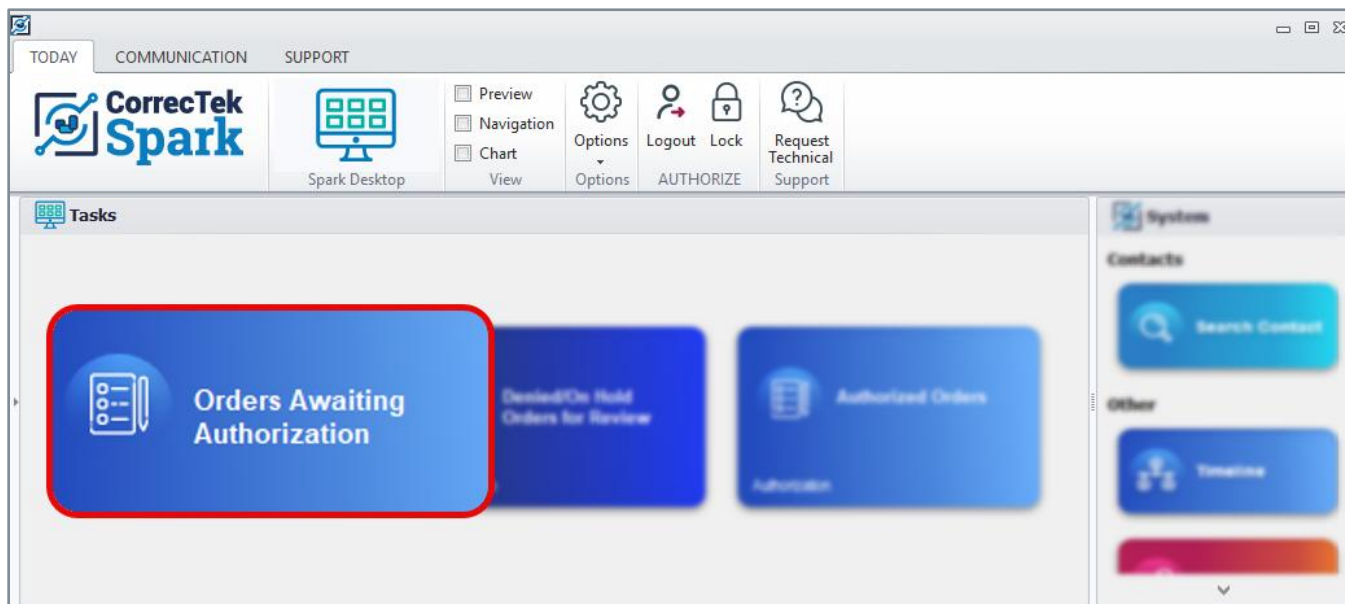
Topics Covered

Course Overview	1
Use This Guide When.....	1
What You'll Be Able to Do	1
Spark Desktop	3
Return to Spark Desktop.....	6
Related Courses	7

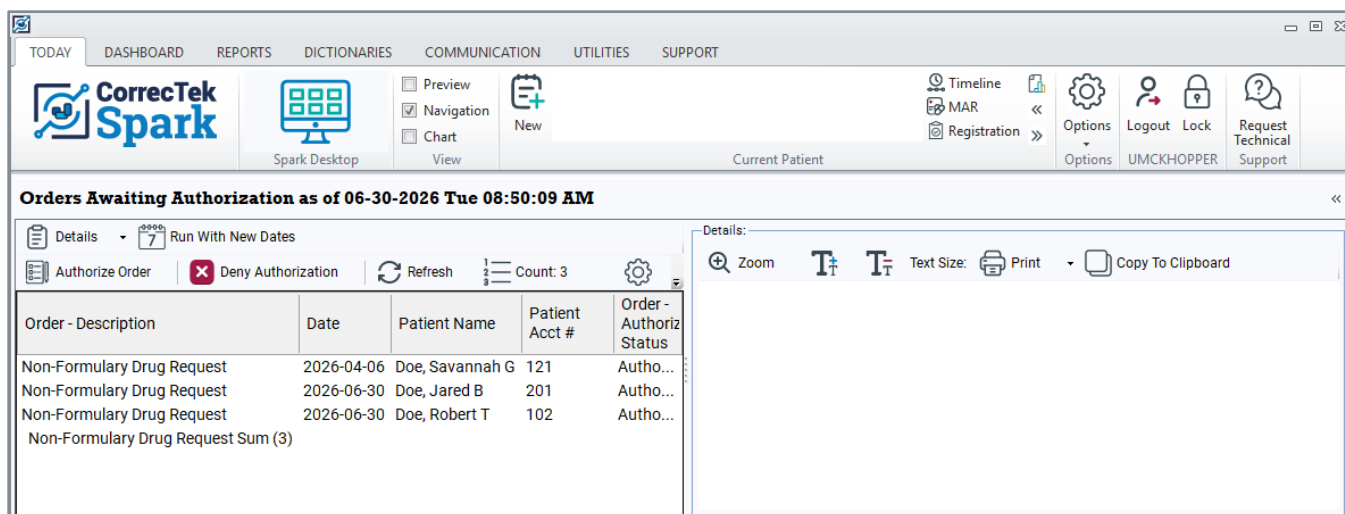
Orders Awaiting Authorization

Spark Desktop

From the Spark Desktop, click **Orders Awaiting Authorization**.



The workflow dashboard opens, displaying all facility orders that currently require authorization.



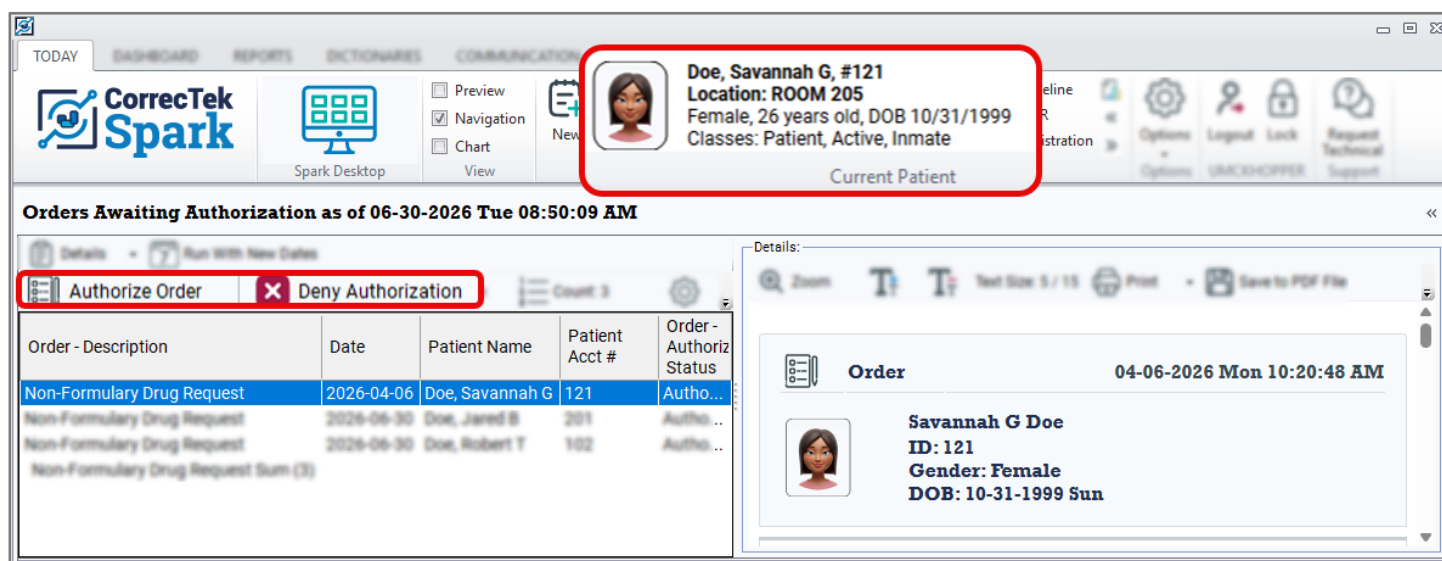
Orders Awaiting Authorization

Authorize or Deny Order

Review the clinical information in the details panel.

Once reviewed, select the applicable action based on the decision:

- **Authorize Order:** Authorizes the selected order
- **Deny Authorization:** Denies the selected order



CorrecTek Spark

Spark Desktop

Preview
Navigation
Chart
View

Doe, Savannah G, #121
Location: ROOM 205
Female, 26 years old, DOB 10/31/1999
Classes: Patient, Active, Inmate
Current Patient

Orders Awaiting Authorization as of 06-30-2026 Tue 08:50:09 AM

Details - Run With New Dates

Authorize Order Deny Authorization

Order - Description	Date	Patient Name	Patient Acct #	Order - Authoriz Status
Non-Formulary Drug Request	2026-04-06	Doe, Savannah G	121	Autho...
Non-Formulary Drug Request	2026-06-30	Doe, Jared B	201	Autho...
Non-Formulary Drug Request	2026-06-30	Doe, Robert T	102	Autho...
Non-Formulary Drug Request Sum (3)				

Details:

Order 04-06-2026 Mon 10:20:48 AM

Savannah G Doe
ID: 121
Gender: Female
DOB: 10-31-1999 Sun

For more information on workflow buttons, see the [Workflow Buttons](#) reference.

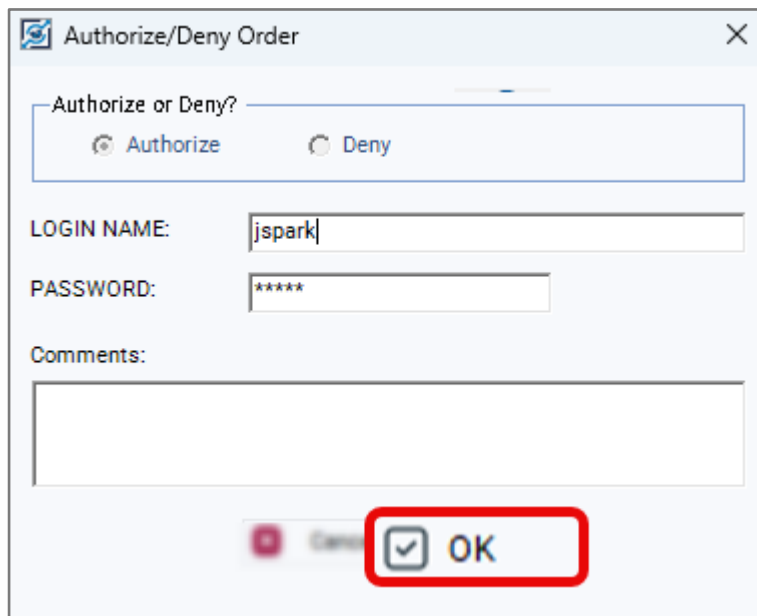
Tip: When a patient appears in the **Current Patient** window, you can access their **MAR**, **Timeline**, **Registration** and **Reports**.

Orders Awaiting Authorization

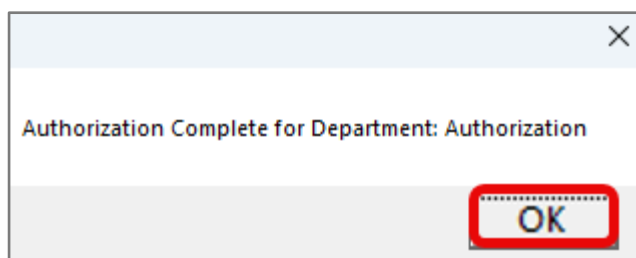
Authorizing an Order

When authorizing an order, enter your Spark password and any required comments.

Click **OK**.



Click **OK**.



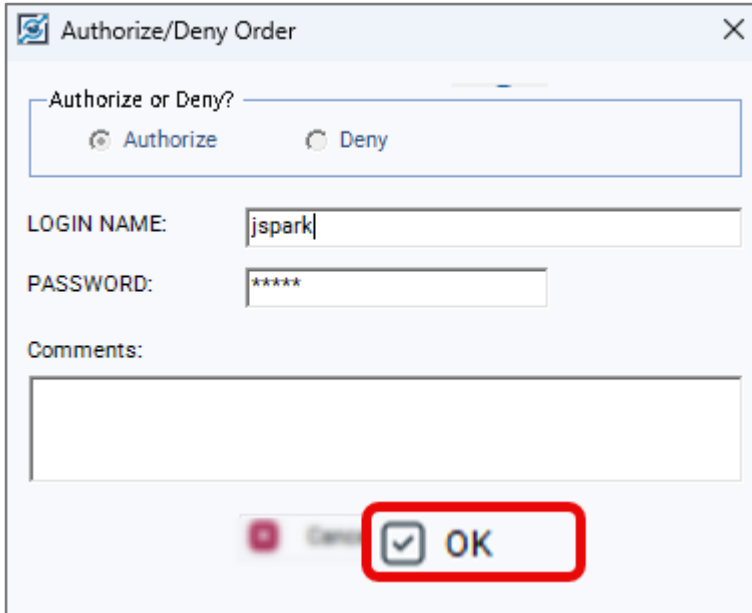
The system returns to the list of orders awaiting authorization.

Denying an Order

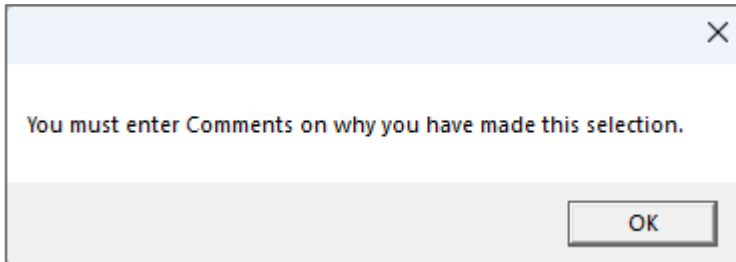
When denying an order, enter your Spark password and required comments.

Orders Awaiting Authorization

Click **OK**.



If comments are not entered, the following message appears.

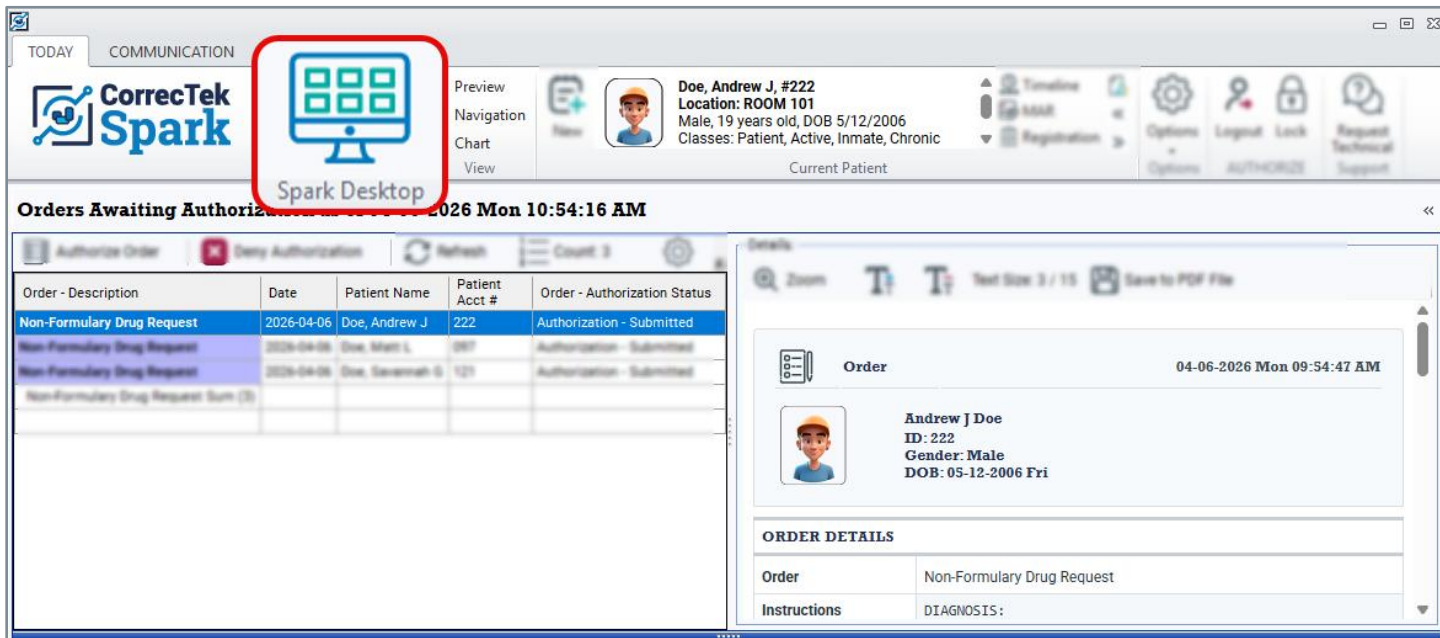


Click **OK** to return to the screen and add comments.

Return to Spark Desktop

Click **Spark Desktop** to return to the Spark Desktop.

Orders Awaiting Authorization



Orders Awaiting Authorization 2026 Mon 10:54:16 AM

Order - Description	Date	Patient Name	Patient Acct #	Order - Authorization Status
Non-Formulary Drug Request	2026-04-06	Doe, Andrew J	222	Authorization - Submitted
Non-Formulary Drug Request	2026-04-06	Doe, Matt L	287	Authorization - Submitted
Non-Formulary Drug Request	2026-04-06	Doe, Savannah G	121	Authorization - Submitted
Non-Formulary Drug Request Sum (3)				

Details

Order: 04-06-2026 Mon 09:54:47 AM

Andrew J Doe
ID: 222
Gender: Male
DOB: 05-12-2006 Fri

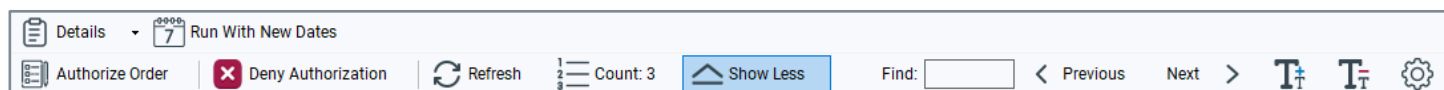
ORDER DETAILS

Order	Non-Formulary Drug Request
Instructions	DIAGNOSIS:

Related Courses

- Initiate Order
- Prescription Authorizations

Workflow Buttons



Details ▾ 7 Run With New Dates

Authorize Order Deny Authorization Refresh Count: 3 Show Less Find: < Previous Next > T T ⚙

Details: Displays an item's details.

Run With New Dates: Runs the report using a different date range.

Orders Awaiting Authorization

Authorize Order: Authorizes the selected order.

Deny Authorization: Denies the selected order.

Refresh: Refreshes the list and removes completed items.

Show Less/More: Displays or hides more button choices.

Find: Searches the list for a keyword.

Previous: Finds the previous matching keyword.

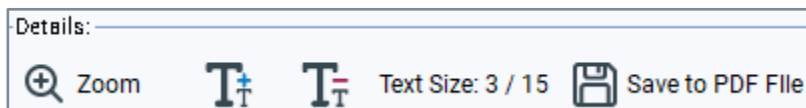
Next: Finds the next matching keyword.

T+: Increases the font size.

T-: Decreases the font size.

Grid Options: Adjusts column size and word wrap.

Print Report: Print the list.



Zoom: Opens the details in a new window.

T+: Increases the font size.

T-: Decreases the font size.

Save to PDF File: Saves the details as a PDF.

Return to the Authorize or Deny Order section.