# How to enter and track authorizations in MC+

1. On the menu screen click on https://www.myclientsplus.com/img/client_setup.png Client Setup

Add or change client information

1. Select you clients name from the drop down box
2. Scroll down to **Session Counting [Enter or view tracking info]**
3. Click on **[Enter or view tracking info]**
4. Select units, enter start and end date of the authorization,
5. In the drop down box select the CPT code
6. Enter the number of units or session approved by the MCO
7. Type in the authorization number if one exists.
8. Click close
9. Scroll down to the bottom of the client set up form and click **“save”**
10. When entering a client session bill you will notice the authorization number and amount of units written in red at the top of the client session form.
11. Copy the authorization number
12. Scroll down and paste the authorization number in the box labeled “**Prior Auth Number**”
13. Save your work.
14. The authorization number will decrease as the sessions are billed. Please keep this in mind as the session will not be deducted if the session has not yet been billed.