All **Requests for Authorization (RFAs)** generated in daisyBill maintain a **Status**. For efficiency's sake, it's important to know what each **Status** means.

A. Incomplete

An RFA in **Incomplete** status has been created but not sent. An RFA should only be in **Incomplete** status if you are still obtaining information for the RFA.

Tasks:
[Document Required](#)
[Send RFA](#)
[RFA Failed Review](#)

B. Sent

Sent status indicates the RFA is in the process of being transmitted to the recipient. An RFA stays in **Sent** status until daisyBill receives confirmation that the fax transmission is successful. The fax confirmation can be found in the **RFA History**.

Tasks:
None

C. Failed

If after multiple tries an RFA is not successfully transmitted to the recipient, the RFA status changes to **Failed**. The submitting user is notified via email that the submission RFA failed and to check the email or fax number and try again.

Tasks:
Fax/Email Failed

D. Received

Once confirmation of the successful fax transmission is received the RFA moves to **Received** status. The fax confirmation can be found in the **RFA History**.

Tasks:

[Match UR Decision](#)
[Post UR Decision](#)
[No Response](#)

E. Closed

When all Requested Treatments on an RFA have a UR Decision attached to them, or a user has determined that a UR Decision is not required for some or all treatments, the RFA automatically goes to closed status.

Tasks:
[Schedule Approved Treatment](#)
[Scheduling Information Received](#)
[Treatment Report Received](#)

You'll never lose track of an RFA again!