

Summary

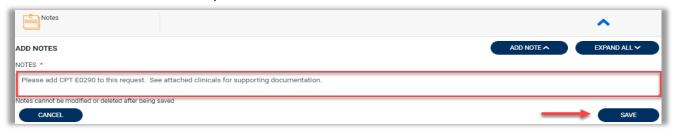
Once a request has been submitted, you will not be able to make changes or additions manually. The instructions below describe how to make revisions to a submitted request.

Open Submitted Request
On the request page, expand
Communications, then expand
Notes, and click ADD NOTE.



Add Communication - Note

Once the note section expands, enter a note with what information is requested, such as what code(s) to add, what needs to be changed). Then click **SAVE**. This will send a note to Kepro to make the revision(s) to the submitted request.



Upload Supporting Clinical Documentation

Expand Attachments, expand Documents, and select **CLICK HERE TO UPLOAD FILE**. When pop up displays, click **BROWSE** to search for documents. Select the file, select the Document Type and Request,

then click **UPLOAD**.

