

Summary

Attaching additional documentation will need to be made by using the action function. The instructions below describe how to start the process of adding additional information from within the case.



Search for Case ID

Enter the Case ID into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.

🗱 Kepro	Home	Cases	Create Case	Consumers	Setup	Message Center o	Reports	Preferences	Search by #	٩	
Change Context	-										

Action Button

Once on the request page, click **Actions** located at the top.

	CONTRACT								
DANI TEST F 01/15/1977 (45 Yrs) TEMP001762021021000001 West Virginia CASE ID CATEGORY CASE CONTRACT CASE SUBMIT DATE SRV AUTH									
SUBMITTED 222350001 Outpatient WV Medical 08/23/2022 UM-OUTPATIENT CASE	E SUMMARY ACTIONS - COPY EXTEND								
Solocting Add Additional	ACTIONS - COPY EXTEND								
Selecting Add Additional	Add Additional ition: 123 Somewhere Street Anywhere West Vir								

Clinical Information

The Actions will expand and show the available actions that can be selected for the case. Select Add Additional Clinical Information

Complete Information

A new box will appear. Select the request number from the dropdown and click **next**. A note or document must be attached to submit the action. Choose the document type and click **Submit**.

ACTIONS -	COPY EXTEND						
Add Additional Clinical Information	ition: 123 Somewhere Street Anywhere West Vir						
Request ⁹ Authorization ⁷ Revision	Add Additional Clinical Information						
Request Peer To Peer Review	REQUEST *						
Add Additional Clinical Informat	CANCEL NEXT						
Dani Test (F) WV M Request 01 01/15/1977 Outpat Note 01/15/1977 01/15/1977							
Allowed File Types: doc, docx, jpg, jpeg, m pdf, png, tif, tiff, xis, xisx, xps. Document Type Select One	h. Drag and Drop of Etrovice your files.						
	CANCEL						