

Summary

If a request was started but not submitted, it will be listed as a Saved but Not Submitted Request on the home page. The instructions below describe how to complete the request.




1 Review Requests on Home Page

Review the requests listed as saved but not submitted. To complete, click the edit icon on the row of the desired request.

| | | | | | | | | |
|---------------------------------|-------|-------------|------------------------|---------------|--|-------------------------|---------------------|------------------|
| Home | Cases | Create Case | Consumers | Setup | Message Center 0 | Reports | Preferences | |
| | | | | | 0 NEW MESSAGES Go to Message Center | WORK-IN-PROGRESS 243 | NOT SUBMITTED 33 | SUBMITTED 242 |
| Request Saved But Not Submitted | | | | | | | | |
| CASE TYPE | | | CONSUMER ID | CONSUMER NAME | DATE OF BIRTH | LAST MODIFIED | | |
| UM-INPATIENT | | | TEMP001762021021000001 | Dani Test | 01/15/1977 | 4/12/2022 3:12:04 PM | | |

2 Add Required Information

On the case creation page, expand Clinical and review Service Details, Diagnosis, and Procedure sections to identify information necessary for submission.

| | |
|-----------------|---|
| Clinical |  |
| Service Details |  |
| Diagnosis |  |
| Procedures |  |

3 Submit Request

Once all required fields are complete, click Submit. If any required fields are incomplete, a warning message will appear. Click **OK** to continue.

Atrezzo

The following errors/warnings were encountered:

- Missing Information: Diagnosis Code(s)
- Missing Information: Primary Diagnosis Code
- Missing Information: Service Type
- Missing Information: Request Type
- Missing Information: Length of Stay - Start Date
- Missing Information: Length of Stay - End Date
- Missing Information: Admit Date

OK

4

| | |
|-------------------|---|
| Consumer Details | |
| Provider/Facility | |
| Clinical | ! |
| Service Details | ! |
| Diagnosis | ! |
| Procedures | ! |

Review Required Fields

The case creation page will display **!** to identify which sections are missing required information. Expand each section with a **!** displayed.

Once required information is added, the **!** will disappear and the case can be submitted.