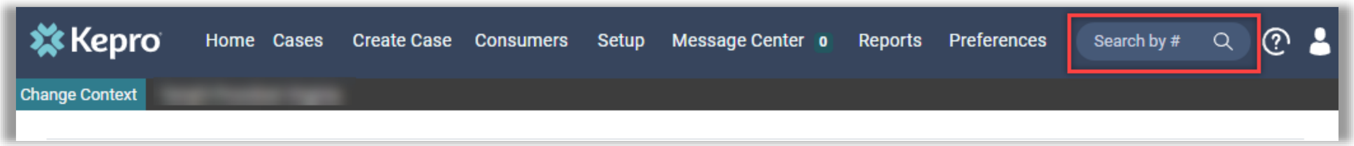
Summary

Requesting an Authorization Revision will need to be made by using the action function. The instructions below describe how to start the process of Requesting an Authorization Revision from within the case.

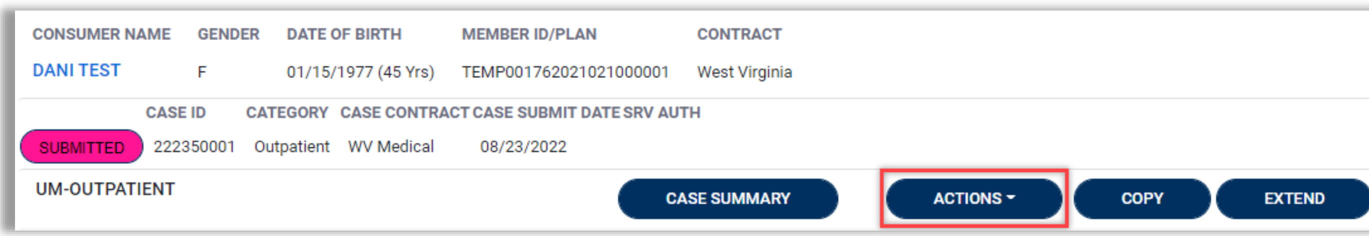
1 Search for Case ID

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



2 Open Submitted Request

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



3 Selecting Authorization Revision

The Actions will expand and show the available actions that can be selected for the case. Select **Request Authorization Revision**.

4 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**.