

Drag and Drop or Browse your files

CANCEL

Summary

Attaching additional documentation, making revisions, and reconsiderations will need to be made by using the action function. The instructions below describe how to start the process of creating these actions 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.

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Change Context	-	-									

Action Button

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

CONSUMER NAME GENDER DATE OF BIRTH MEMBER ID/PLAN 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	SUMMARY ACTIONS - COPY EXTEND									
Selecting an Action The Actions will expand and display the available actions that can be selected for the case. Select the appropriate option from the dropdown.	ACTIONS - COPY EXTEND Add Additional tion: 123 Somewhere Street Anywhere West Vir Clinical Information Reconsideration Request Authorization 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 .	Request Peer To Peer Review REQUEST * Select One Add Additional Clinical Information CANCEL Case 2235000 Bail Tat (f) Outputient Outputient									