Acentra

CANCEL

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.

Acentro Home Cases Create Case Members Setup Mess	sage Center o Reports Preferences Search by # Q 🖉 💄
Action Button Once on the request page, click Actions I	located at the top.
NSUMER NAME GENDER DATE OF BIRTH MEMBER ID/PLAN CO	DNTRACT
NITEST F 01/15/1977 (45 Yrs) TEMP001762021021000001 We	est Virginia
CASE ID CATEGORY CASE CONTRACT CASE SUBMIT DATE SRV AUTH	
UBMITTED 222350001 Outpatient WV Medical 08/23/2022	
M-OUTPATIENT CASE S	
 Selecting Add Additional 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. 	Add Additional ition: 123 Somewhere Street Anywhere West Vir Clinical Information Request Authorization Revision Add Additional Clinical Information Request Peer To Request • Peer Review Select One
	Add Additional Clinical Information Cere 22236001 Data Test (97) WW Medical Revealed 10 U1/12/1977 Outpatient Note Advanced File Types: doc, docx, jog, jog, md, pdf, mg, Mf, Mf, shs, shs, ne. Decument Type Cedect One