Acentra

Provider Portal Quick Reference Guide How to Complete a Saved Request

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.

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		Reports	Preferences	
				0 NEW MESSAGES			WORK-IN-PROGRESS	NOT SUBMITTED	SUBMITTED
					do to message center		243	33	242
Request Sa	eved But Not !	Submitted							
	CASE TY	/PE		CONSU	MER ID	(CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
	UM-INPA	TIENT		TEMPOO	01762021021000001	0	Dani Test	01/15/1977	4/12/2022 3:12:04 PM
									45



Add Required Information

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





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	
ОК	



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.