# Acentra

#### Provider Portal Quick Reference Guide How to Complete a Saved Request

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
					Go to Message Center	243	33	242
Request Sa	wed But Not S	ubmitted						
	CASE TYPE			CONSUM	MER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
	UM-INPATIENT			TEMPOO	1762021021000001	Dani Test	01/15/1977	4/12/2022 3:12:04 PM



#### **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	
OK	

## **Review Required Fields**

The case creation page will display a red exclamation mark to identify which sections are missing required information. Expand each section with a red exclamation mark displayed. Once required information is added, the red exclamation mark will disappear, and the case can be submitted.

