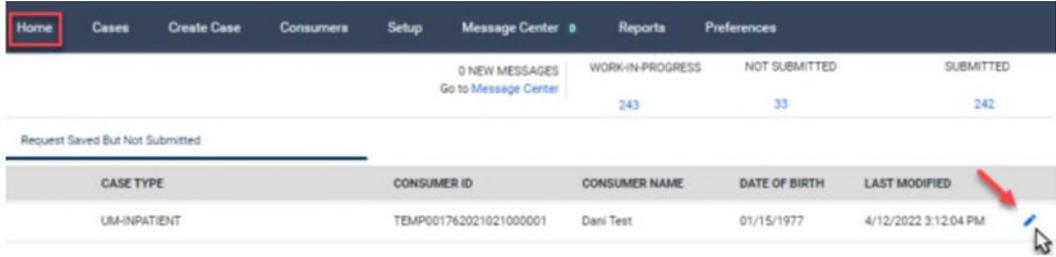


Summary

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.

1 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.



2
On

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

3 complete, click Submit. If any **Submit Request** Once all required fields are required fields are incomplete, a warning message will appear. Click **OK** to continue.



4



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.

 Clinical	
 Service Details	 
 Diagnosis	 
 Procedures	 