

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.

1Review 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	e Reports	Preferences		
				0 NEW MESSAGES	WORK-IN-PROGRESS	NOT SUBMITTED	SUBMITTE	D
				Go to Message Center	243	33	242	
Request Si	aved But Not 5	Submitted						
	CASE TY	PE		CONSUMER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED	
	UM-INPA	TIENT		TEMP001762021021000001	Dani Test	01/15/1977	4/12/2022 3:12:04 PM	1
								2

the case creation page, expand Clinical and review Service Details,

Diagnosis, and Add Required Information Procedure sections to

identify information necessary for submission.





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	→ v
Diagnosis	
Procedures	→ ×