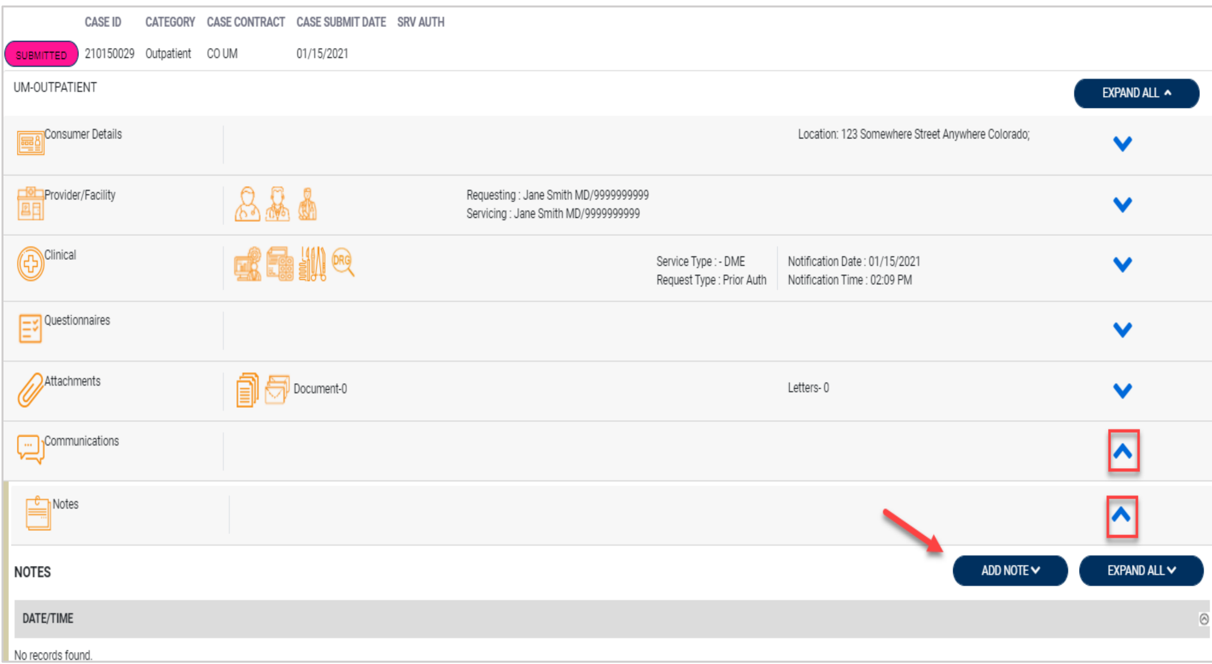
Provider Portal Quick Reference Guide:
How to Make Revisions to Submitted Request

Summary

Once a request has been submitted, you will not be able to make changes or additions manually. The instructions below describe how to make revisions to a submitted request.

1. Open Submitted Request

On the request page, expand Communications, then expand Notes, and click **ADD NOTE**.



2. Add Communication - Note

Once the note section expands, enter a note with what information is requested, such as what code(s) to add, what needs to be changed). Then click **SAVE**. This will send a note to Kepro to make the revision(s) to the submitted request.