

## Summary

Providers may request a report of all cases using the Reports link at the top of the main page. Reports can be filtered by NPI, date submitted, and status.

Once logged-in to your Atrezzo account, click on the link for “Reports”:



On the report screen, enter the NPI for the cases you want to obtain a report, the timeframe you would like to pull, the dates of submission, and either “Select All” or filter by case status. Then click “View Report”:

The screenshot shows the report request form. It includes fields for NPI, a frequency dropdown (set to '1'), Start Date (7/26/2021), and End Date (8/1/2021 11:59:59 PM). A 'Status' dropdown menu is open, showing options: (Select All), Approved, Denied, Pending, Submitted, Expedited, Peer to Peer, and Reconsideration. A 'View Report' button is located in the top right corner of the form.

Once the report is displayed, you may choose to download the report to a number of different formats, including Excel:

The screenshot shows the report display page. At the top, there are filters for Start Date (8/10/2021) and End Date (8/10/2021 11:59:59 PM), and a Status dropdown (Approved, Denied, Pending, Submil). Below the filters is a navigation bar with a download icon. A dropdown menu is open, showing various file formats: Word, Excel (highlighted), PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. Below the menu, the report content is displayed, including a summary and a table of records.

Requests submitted or certified between 08/10/2021 and 08/10/2021  
 or appeals completed between 08/10/2021 and 08/10/2021  
 NPI: ...

Total records: 13

KEPRO Case ID	Submit Date	Member First Name	Member Last Name	Member ID	Request	Procedure Code	Procedure Name
	8/10/2021				Prior Auth	97140	MANUAL THER.
	8/10/2021				Prior Auth	97110	THERAPEUTIC E
	7/1/2021				Prior Auth	74170	CT ABDOMEN V
	8/10/2021				Prior Auth	74170	CT ABDOMEN V

After downloading, you may further sort and filter using the functionality in Excel.