## How to Request Provider Reports in Atrezzo

## 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.

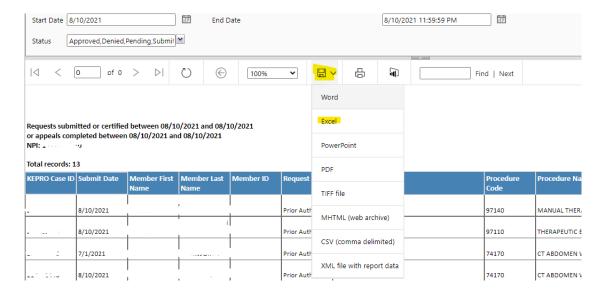
Once logged-in to your Atrezzo account, click on the link for "Reports":



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":



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



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