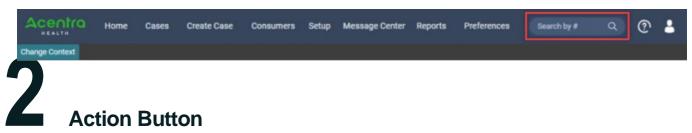


Provider Portal Quick Reference Guide How to Request a Reconsideration

Summary

Requesting a Reconsideration will need to be made by using the action function. The instructions below describe how to start the process of Requesting a Reconsideration from within the case.

1Search for Case ID Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.



Once on the request page, click **Actions** located at the top.



3 available actions that can be selected

Selecting Reconsideration The

Actions will expand and show the for the

case. Select Reconsideration

4 request number from the dropdown

Complete Information A new box will appear. Select the and click next. A note or document must be attached to submit the action. Choose the document type and click Submit.

	ACTIONS -	COPY EXTEND	
	Add Additional Clinical Information Reconsideration	ition: 123 Somewhere Street Anywhere West Vii	
p /l	Request Authorization Revision Request Peer To Peer Review	ation Date : 08/23/2022 ation Time : 07:20 AM Reconsideration	
		REQUEST * Select One	v
		V/ Medical CANCE	L NEXT
i	sote		
	Altraved File Types: dec. decs. jpg. jae pdf, png. 85, 687, sls., slss. sps. Document Type Indied Disc	Drag and Drag on Two.	