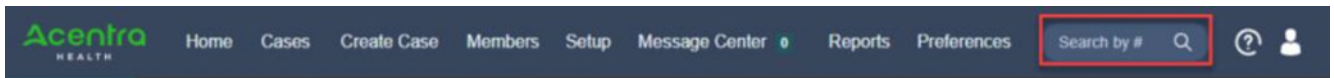


## Summary

Attaching additional documentation, making revisions, and reconsiderations will need to be made by using the action function. The instructions below describe how to start the process of creating these actions from within the case.

**1 Search 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.



## 2 Action Button

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

CONSUMER NAME	GENDER	DATE OF BIRTH	MEMBER ID/PLAN	CONTRACT
DANI TEST	F	01/15/1977 (45 Yrs)	TEMP001762021021000001	West Virginia

CASE ID	CATEGORY	CASE CONTRACT	CASE SUBMIT DATE	SRV AUTH
<b>SUBMITTED</b> 222350001	Outpatient	WV Medical	08/23/2022	

UM-OUTPATIENT

CASE SUMMARY
ACTIONS -
COPY
EXTEND

**3 Selecting an Action** The Actions will expand and display the available actions that can be selected for the case. Select the **appropriate option** from the dropdown.

**4 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**.

