

Summary

If a request was started but not submitted, it will be listed as a Saved but Not Submitted Request on the home page. The instructions below describe how to complete the request.

Review Requests on Home Page

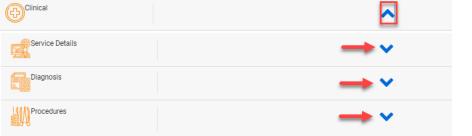
Review the requests listed as saved but not submitted. To complete, click the edit icon on the row of the desired request.

🔂 НОМЕ	1	CASES			MESSAGE CENTER		Help
Request Save	ed But Not Sub	mitted					
c	ASE TYPE	CONSUMER ID		CONSUMER	DATE OF BIRTH	LAST MODIFIED	0
U	м	TEMP001982021011	200000	ANG Test		1/15/2021 3:10:16 PM	
U	м	TEMP001982021011	200000	ANG Test	12/15/1960	1/12/2021 12:28:05 PM	J.

Add Required Information

On the case creation page, expand Clinical and review Service Details, Diagnosis, and Procedure sections to identify information necessary

for submission.



Submit Request

Once all required fields are complete, click Submit. If any required fields are incomplete, a warning message will appear. Click **OK** to continue.





Review Required Fields

The case creation page will display to identify which sections are missing required information. Expand each section with a displayed.

Once required information is added, the will disappear and the case can be submitted.