

## Summary

This document will outline the process for adding a procedure code to a new request.

# 1

### Create a New Request

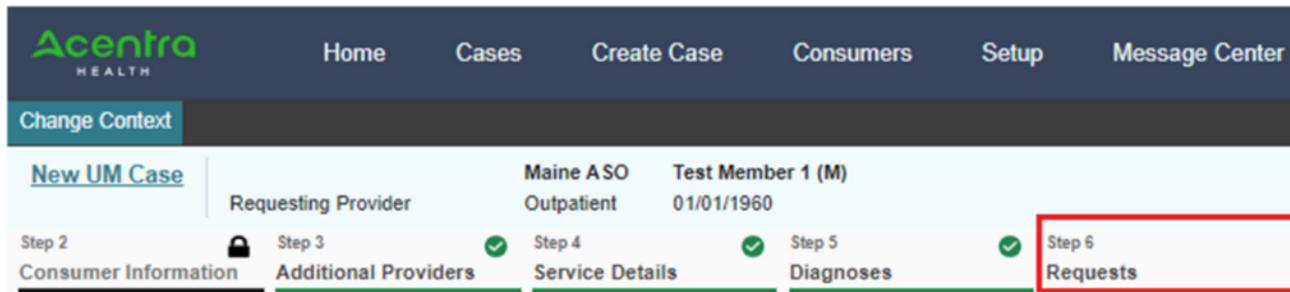
Begin by creating a new request by clicking on the Create Case tab.



# 2

### Follow Each Step

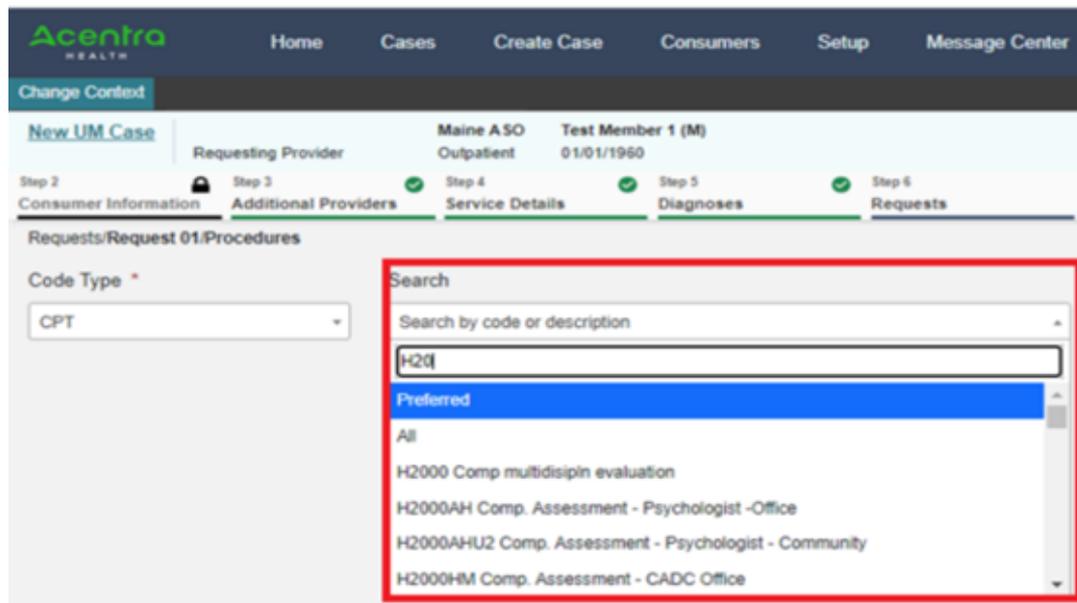
Follow each step of submitting a new request until you reach Step 6 - Requests



# 3

### Search by Code or Description

In the search box begin typing in the procedure code or description of the code. You will need to enter in the first three characters for the search feature to begin working. Once you have found the procedure code, click on it to automatically add it to your request.



# 4

## Adding Dates and Units

Once you have added the procedure code, you will need to add the start date for your request. Start dates can be within 10 calendar days in advance of the submission date, or 5 calendar days back from the submission date. Enter in the duration of the request to automatically populate your end date. In the Quantity box, enter in the total number of units for this request. To view the current service length, visit our website to access the service grid: <https://me.kepro.com/resources/training/>. Once you have added the dates and units, continue through the request to complete it.

The screenshot displays the Acentra Health web application interface. At the top, there is a navigation bar with links for Home, Cases, Create Case, Consumers, Setup, Message Center, Reports, and Preferences. Below this is a 'Change Context' bar. The main content area is titled 'New UM Case' and shows a progress bar with steps: Step 2 (Consumer Information), Step 3 (Additional Providers), Step 4 (Service Details), Step 5 (Diagnoses), Step 6 (Requests), Step 7 (Questionnaires), and Step 8 (Attachments). The 'Requests' step is currently active. The page shows a search for 'H2000' with a dropdown menu set to 'CPT'. Below the search, there is a list of results for 'Request 01' (Un-Submitted, 1/0) and a detailed view for 'H2000' (Un-Submitted, N/A - N/A, 0/0). The detailed view includes fields for 'Requested Start Date', 'Requested End Date', 'Requested Duration', and 'Requested Quantity', all of which are highlighted with a red box. The 'Requested Start Date' and 'Requested End Date' fields are currently empty and have calendar icons next to them. The 'Requested Duration' and 'Requested Quantity' fields are also empty.