

FL PASRR Provider Portal Quick Reference Guide **Level I Review**

SEARCH CONSUMER

Getting Started – Complete a PASRR Level I

- 1. Visit the KEPRO Provider Portal (Atrezzo) login page: https://portal.kepro.com/
- 2. Log in with your username and password. Never share passwords!
- 3. Should you need to reset your password, you can do this by clicking on the "Forgot Password" link directly under the login section.

Search Consumer & Create Case

- 1. Select Create Case from left navigation pane.
- 2. Search for consumer by entering last name and date of birth, then click Search. If found, Select Consumer, then click Next. Skip to step 4.
- 3. If not found, click "Add a Temporary Consumer" to add the Consumer to the system. Fill in all required (*) fields. For Contract and Plan fields, select "FL PASRR" from the drop-down menu. Click Next.
- 4. The Case Parameters section should automatically default to the FL PASRR values. Click Create Case.

Enter Case Details in Required Sections

- The Submitting Provider section will default to your facility. Skip Facility section.
- The Request Detail section is required. Please select PASRR Level I (or PASRR Level I Resident Review for a significant change in condition).
- 3. The Questionnaire section will populate with the appropriate electronic form. Complete the questions in the electronic form, then mark as complete.
- 4. Additional sections are not required, but can be completed if desired. Click Submit for outcome and letter.

Review & Print Results

- 1. After submitting the case, the Case Summary screen will display the status and outcome of the review.
- 2. If the Level I resulted in a negative outcome, the individual may be admitted to the nursing facility.
- If the Level I resulted in a positive outcome, please submit 3. a new case to request a Level II evaluation if a nursing home is desired.
- 4. The entire case summary as well as outcome letters can be printed and saved in the individual's file.

Need More Assistance?

- Training materials can be found by clicking on the Help icon on the left navigation pane as well as at <u>http://floridapasrr.kepro.com</u>
- For technical assistance, please call KEPRO at 866-880-4080 x 1 Mon Fri 8am to 5pm EST.



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