

## **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.



**Add Required Information** 

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

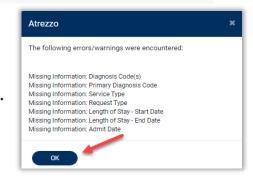
for submission.

Service Details

Diagnosis

Procedures

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.



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## **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.