

## 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.

### 1 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.

CASE TYPE	CONSUMER ID	CONSUMER :	DATE OF BIRTH	LAST MODIFIED
UM	TEMP001982021011200000	ANG Test		1/15/2021 3:10:16 PM
UM	TEMP001982021011200000	ANG Test	12/15/1960	1/12/2021 12:28:05 PM

### 2 Add Required Information

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

### 3 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.

The following errors/warnings were encountered:

- Missing Information: Diagnosis Code(s)
- Missing Information: Primary Diagnosis Code
- Missing Information: Service Type
- Missing Information: Request Type
- Missing Information: Length of Stay - Start Date
- Missing Information: Length of Stay - End Date
- Missing Information: Admit Date

OK

### 4

### 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.