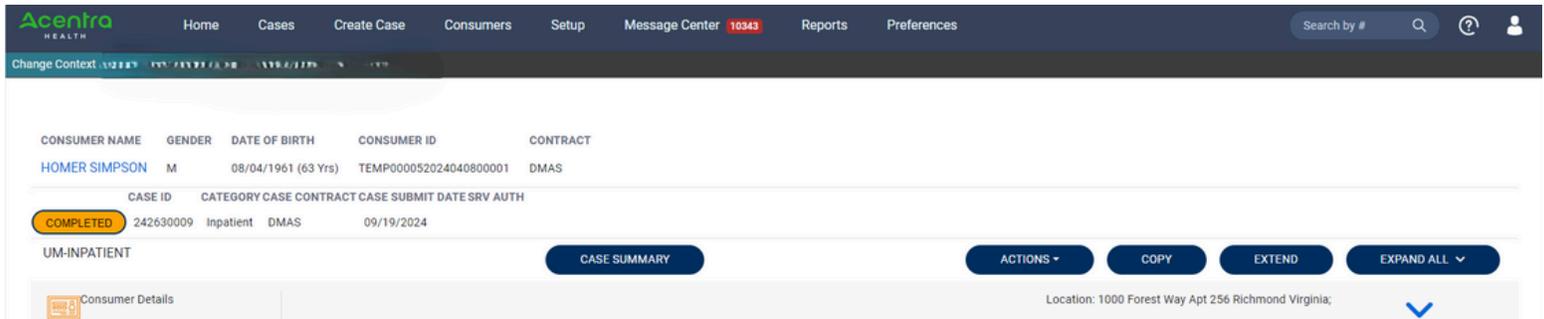


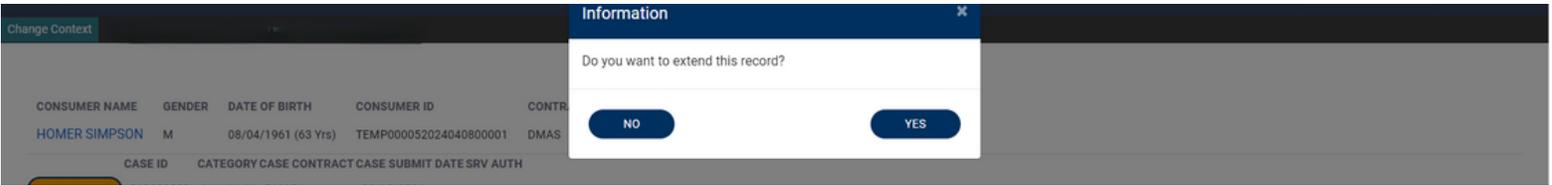
How to Submit Case Extensions in Atrezzo

Providers that need to extend cases can submit this information in Atrezzo. This will allow Providers to extend cases without creating a new case. Listed below is a step-by-step guide that was created on the [process of creating these extensions](#).

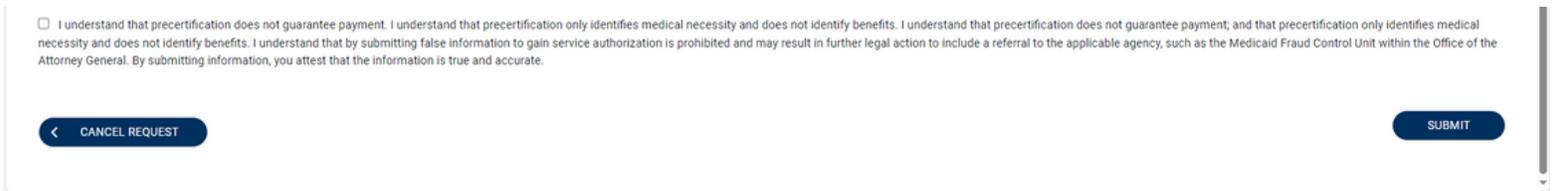
Search for the member by entering the Case ID or search by using identifying factors such as Medicaid ID or Name and date of birth. Once successfully located, [click on the Extend button](#).



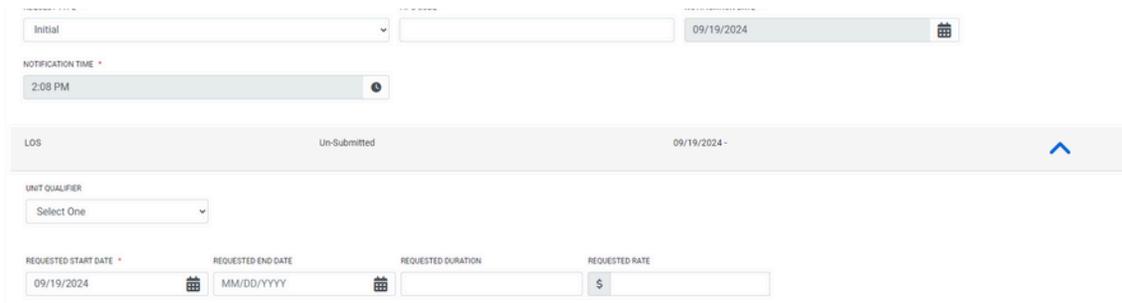
After the [Extend button](#) is selected, it will allow the provider to confirm that this is the task that they are attempting to complete. At this time, the provider should [select Yes](#).



The Provider will know that they are completing the correct steps, as a [disclaimer will generate at the bottom of the page](#).



The Provider will then need to [click on the Clinical Tab and go to the section that is indicated by Request Line 2 \(R02\)](#). The request type will automatically default to "Initial" but can be changed to "Concurrent".



Once the Request Type and the Date Range are adjusted, the Provider is ready to submit this information within the Atrezzo Portal.

Request 02 Un-Submitted COPY ↑

REQUEST TYPE * RIPS CODE NOTIFICATION DATE * 📅

NOTIFICATION TIME * ⓘ

LOS Un-Submitted ↑

UNIT QUALIFIER

REQUESTED START DATE * 📅 REQUESTED END DATE 📅 REQUESTED DURATION REQUESTED RATE

Based on the Procedure Code, it will **generate a questionnaire that will need to be completed.**

| ASSESSMENT INFORMATION | | | CREATED INFORMATION | | | COMPLETED INFORMATION | | ACTION |
|------------------------|---------|--------------------------------|---------------------|----------------|------------------------|-----------------------|------------------------|--------|
| REQUEST | ID | NAME | TYPE | BY | ON | BY | ON | DELETE |
| R02 | 3767837 | Inpatient Psychiatric Services | Checklist | Acentra Health | 09/19/2024 02:09:51 PM | | | |
| R01 | 3767833 | Inpatient Psychiatric | Checklist | Acentra Health | 09/19/2024 01:42:17 PM | Acentra Health | 09/19/2024 01:43:03 PM | |

When the Provider has completed all steps, the extension will be ready for submission. At this time, the provider would need to attest and **hit the Submit button.**

- + InterQual Reviews(0) ↓
- ⚖ Appeal (0) ↓
- 📄 Discharge ↓
- 📋 Questionnaires Complete: 1, Incomplete: 0 ↓
- 📎 Attachments Document-0 ↓
- 💬 Communications Letters-0 ↓
- 📅 Notes ↑
- 📧 Messages New Message 0 ↓

I understand that precertification does not guarantee payment. I understand that precertification only identifies medical necessity and does not identify benefits. I understand that precertification does not guarantee payment, and that precertification only identifies medical necessity and does not identify benefits. I understand that by submitting false information to gain service authorization is prohibited and may result in further legal action to include a referral to the applicable agency, such as the Medicaid Fraud Control Unit within the Office of the Attorney General. By submitting information, you attest that the information is true and accurate.

← CANCEL REQUEST

SUBMIT



Click [here](#) to view our other **Reference Materials** and **step-by-step guides.**