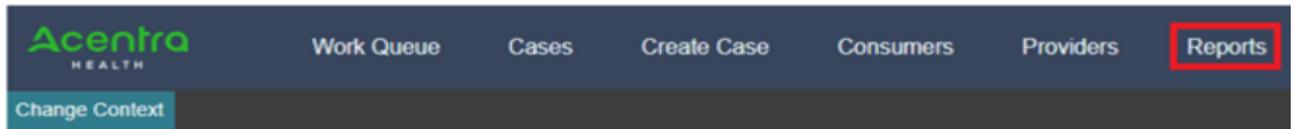## Summary

The Daily Authorization Report is the primary way Acentra Health communicates with providers regarding the status of their case. The instructions below describe how to run the Daily Authorization Report from the Atrezzo portal.

1

Click on the Reports Tab
Users who have been setup with report capabilities will have the reports tab in Atrezzo.
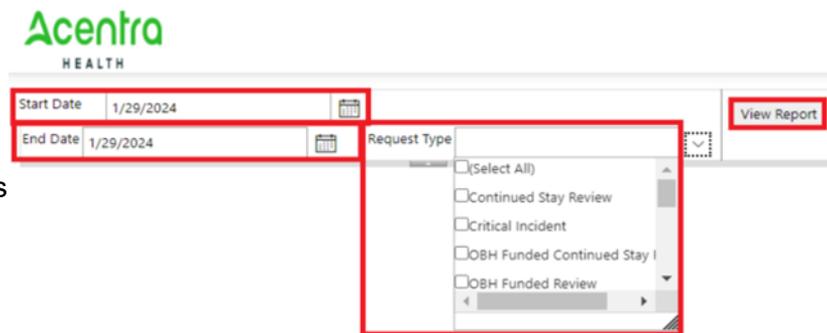

2

Select the Report
Click on the ME Daily Authorization Report to open the search parameters.

3

Select Search Parameters
Enter in the start date and end date you want to search by. Then select the types of requests you want to search by and click view report. Anything matching your search criteria will display.

4

View Report
Once the report runs, you will be able to see all cases that match your search criteria. You can view the report right from the Atrezzo screen, or you can export into different types of files, by click on the Save icon.