Acentra

Provider Portal Quick Reference Guide How to Add a Diagnosis Code

Summary

The Atrezzo system requires a diagnosis code to be entered at each request. The instructions below describe the process for adding diagnosis codes to your request.



Create a New Request

Begin by creating a new request by clicking on the Create Case tab.

| REALTH | |
|----------------|--|
| Change Context | |

Follow Each Step

Follow each step of submitting a new request until you reach Step 5 Diagnoses





Search by Code or Description

In the search box begin typing in the diagnosis code or description of the code. You will need to enter in the first three characters for the search feature to begin working.





Click to Add Diagnosis Code

When you have found the diagnosis code you would like to add, click on it to automatically add it to your request. Repeat this process for each additional diagnosis code.

| Acentra | Home | Cases | Create | Case | Consumers | Setup | Message (| |
|-----------------------------|----------------------------|-----------|--------------------------|--------------------------|---------------------|----------------|-----------|--|
| Change Context | | | | | | | | |
| New UM Case Req | uesting Provider | 1 | Maine ASO Outpatient | Test Membe 01/01/1960 | ber 1 (M) 0 | | | |
| Step 2 Consumer Information | Step 3 Additional Provi | ders | Step 4 Service Detail | , ° | Step 5 Diagnoses | Step 6 Requ | ests | |
| Diagnosis/Add Diagnosi | s | | | | | | | |
| Code Type * | Search | | | | | | | |
| ICD10 | Select a D | agnosis (| Code | * | | | | |
| | | | | | | | _ | |
| Order Rank 🛆 | Code 🗧 | > | Descript | ion 🚭 | | | | |
| ::: 1 | F43.1 | | POST-TR | AUMATIC | STRESS DISO | RDER PTSD | | |



Rearrange Diagnosis Code Order

If you've added more than one diagnosis code, you can rearrange the order in which they appear, by clicking on the Rank and dragging it up or down in the list. You can also delete a diagnosis code prior to submission if you added one in error. When you have finished entering in the diagnosis codes, click Go to Request and proceed with completing your submission.

| Acentra | | Home | Cases | Create Case | Consumers | Setup | Message Center | Reports | Preferences | | Search by | | ? | - |
|-----------------------------|--------|----------------------------|-----------|---|---------------------|----------|----------------|--------------------------|-----------------------|--------------------------|------------------------|------------|------------|------|
| Change Context | | | Main | e DHHS | | | | | | | | | | |
| New UM Case | Requ | uesting Provider | | Maine ASO Test Me Outpatient 01/01/1 | ember 1 (M) 960 | | | | | | | | | |
| Step 2 Consumer Informat | tion | Step 3 Additional Provi | iders 🛛 | Step 4 Service Details | Step 5 Diagnoses | Step | p6 quests | Step 7 Questionnaires | Step 8 Attachments | Step 9 Communications | Step 10 Submit Case | _ | | |
| Diagnosis/Add Dia | gnosis | | | | | | | | | | | | | |
| Code Type * | | Search | | | | | | | | | | | | |
| ICD10 | * | Select a D | Diagnosis | Code * | | | | | | | | | | |
| Order Rank 🛆 | | Code | \$ | Description 🖨 | | | | | Source 🖨 | Created By | 2 | Deactivate | | |
| ::: 1 | | F43.10 | | POST-TRAUMA | ATIC STRESS DISC | RDER UNS | | | Manual | pines1 | | Remove | | |
| ::: 2 | 1 | F20.0 | | PARANOID SCH | HIZOPHRENIA | | | | Manual | pines1 | | Remove | | |
| Showing 10 + | of 2 | | | | | | | | | | Previou | s Page 1 | of 1 | Next |
| Add a Note | | | | | | | | | | | c | ancel Go | to Request | ts |