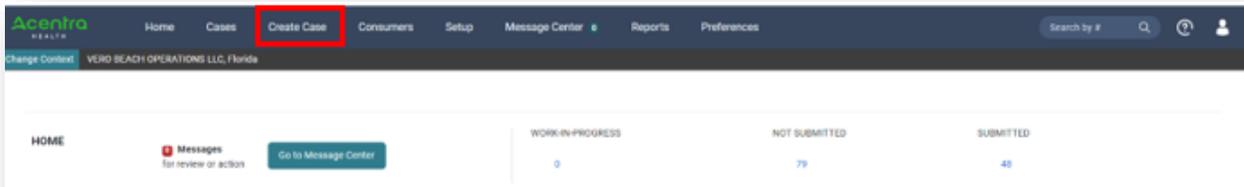
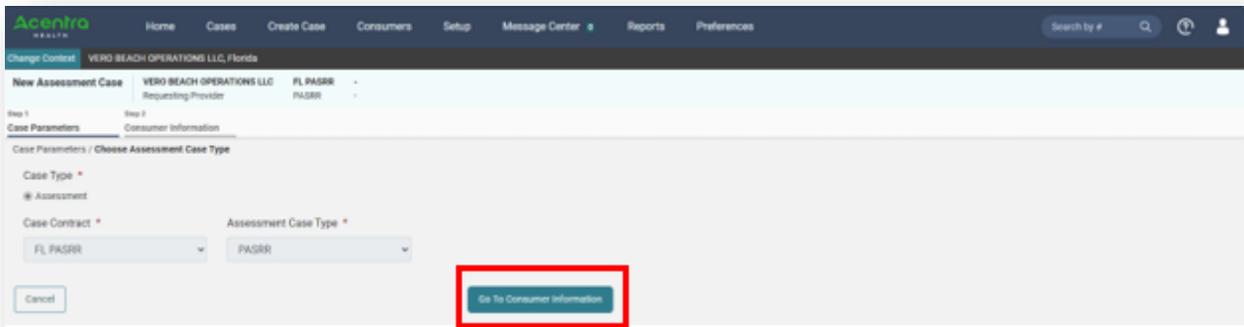


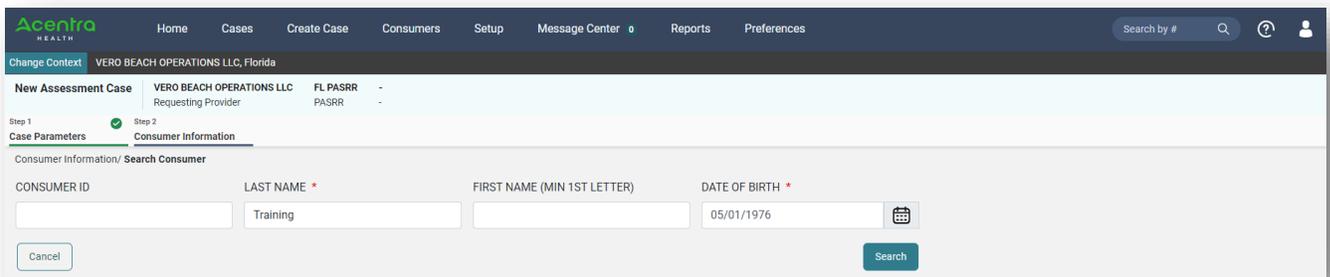
Step 1: Log in and Select **Create Case**.



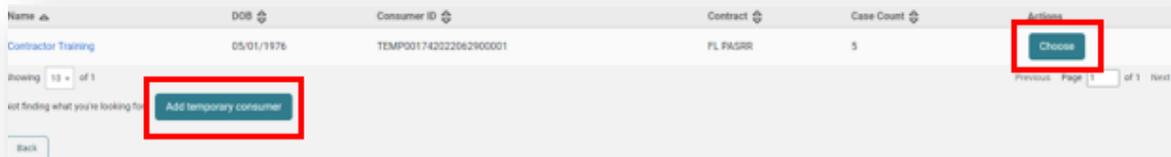
Step 2: Confirm contract and case type information is correct then select **Go to Consumer Information**.



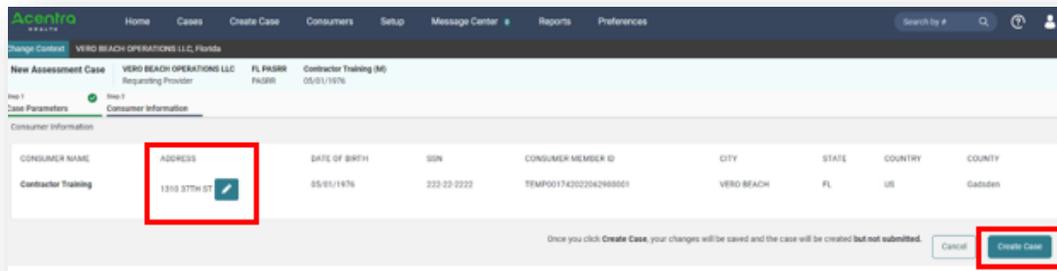
Step 3: At a minimum, enter consumer's full last name and date of birth and then select **Search**.



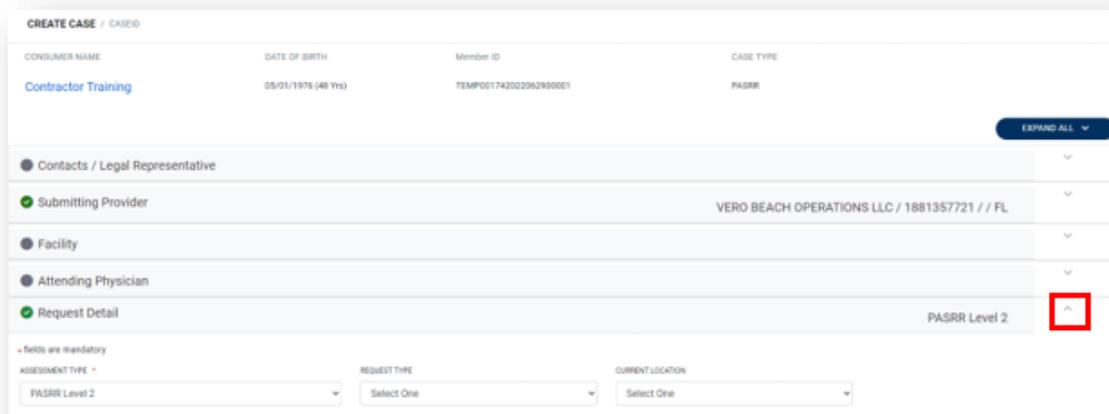
Step 4: If you see your consumer, select **Choose** on the consumer’s row under the Action column. Then follow steps 4a through 4b. If consumer is not found, select **Add temporary consumer** and skip to step 5.



Step 4a: If you found and chose an existing consumer, review the current location/ mailing address and ensure accuracy. If address is no longer accurate, edit by clicking on the pen icon, update the address, and save. Then, select **Create Case**. This confirms the consumer information.



Step 4b: No other steps have changed. As before, expand the **Request Detail** row to select the **Assessment Type** for the case and complete the remaining steps to submit the case.



Step 5: If you choose **Add Temporary Consumer**, enter required demographic information including a valid SSN, Medicaid ID and/or Medicare MBI, select **Create Temporary Consumer**.

OTHER INFORMATION

SSN (XXX-XX-XXXX)

SELF PAY MEDICAID ID/SUBSCRIBER ID

PRIVATE INSURANCE OTHER ID

MEDICARE HICN MEDICARE MBI

Cancel **Create Temporary Consumer**

Step 5a: Select **Create Case**.

Home Cases Create Case Consumers Setup Message Center Reports Preferences

Change Contract: VERO BEACH OPERATIONS LLC, Florida

New Assessment Case VERO BEACH OPERATIONS LLC Requesting Provider FL PASRR PASRR Contractor Training (F) 05/01/1976

Step 1 Case Parameters Step 2 Consumer Information

| CONSUMER NAME | ADDRESS | DATE OF BIRTH | SSN | CONSUMER MEMBER ID | CITY | STATE | COUNTRY | COUNTY |
|---------------------|--------------|---------------|-------------|------------------------|------------|-------|---------|--------|
| Contractor Training | 1310 37TH ST | 05/01/1976 | 222-02-2222 | TEMP001742022062900000 | VERO BEACH | FL | US | Baker |

Once you click **Create Case**, your changes will be saved and the case will be created but not submitted.

Cancel **Create Case**

Step 5b: No other steps have changed. As before, expand the **Request Detail** row to select the **Assessment Type** for the case and complete the remaining steps to submit the case.

CREATE CASE / CASEID

| CONSUMER NAME | DATE OF BIRTH | Member ID | CASE TYPE |
|---------------------|---------------------|------------------------|-----------|
| Contractor Training | 05/01/1976 (48 Yrs) | TEMP001742022062900001 | PASRR |

EXPAND ALL

- Contacts / Legal Representative
- Submitting Provider VERO BEACH OPERATIONS LLC / 1881357721 / FL
- Facility
- Attending Physician
- Request Detail PASRR Level 2

* Fields are mandatory

ASSESSMENT TYPE: PASRR Level 2

REQUEST TYPE: Select One

CURRENT LOCATION: Select One