

## **Getting Started**

- Visit the Acentra Provider Portal (Atrezzo) login page: <a href="https://portal.kepro.com/">https://portal.kepro.com/</a>
- 2. Log in with your email address and password. Never share passwords!
- Should you need to reset your password, you can do this by clicking on the "Forgot Password" link directly under the login section. You will be prompted to send/verify TWO separate verification codes, then the system will prompt you to enter a new password.

Did you know? A Level I screen must be completed prior to admission for all applicants to a Medicaid certified nursing facility regardless of payer

# **Submitting a Level I PASRR Request**

### **Search Consumer & Create Case**

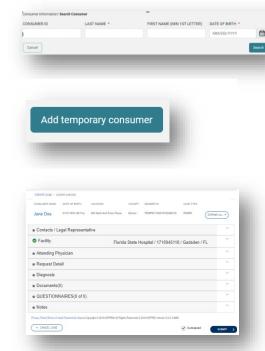
- 1. Select Create Case from left navigation pane.
- 2. Select Go To Consumer Information.
- 3. Search for consumer by entering last name and date of birth, then click Search. If found, Select Choose, then click Create Case
- 4. If not found, click "Add a Temporary Consumer" to add the Consumer to the system. Fill in all required (\*) fields. Click Create Temporary Consumer.

### **Enter Case Details**

- 1. The Submitting Provider should be defaulted to your facility.
- 2. The Request Detail section is required. Please select PASRR Level I (or PASRR Level I Resident Review if this review is for an existing nursing facility resident with a significant change in condition).
- 3. The Questionnaire section will populate with the appropriate electronic form. Complete the questions in the electronic form, then mark as complete.
- 4. Additional sections are not required but can be completed if desired. Click Submit for outcome and letter.

#### **Review & Print Results**

- 1. After submitting the case, the Case Summary screen will display the status and outcome of the review.
- 2. If the Level I resulted in a **negative outcome**, the individual may be admitted to the nursing facility.
- If the Level I resulted in a positive outcome, please submit a new case to request a Level II evaluation if a nursing home is desired.
- 4. The outcome letters can be printed and saved in the individual's file.





#### **Need More Assistance?**

- Training materials can be found by clicking on the Help icon on the left navigation pane as well as at <a href="http://floridapasrr.acentra.com">http://floridapasrr.acentra.com</a>
- For technical assistance, please call Acentra at **866-880-4080** Monday through Friday 8am to 5pm EST.