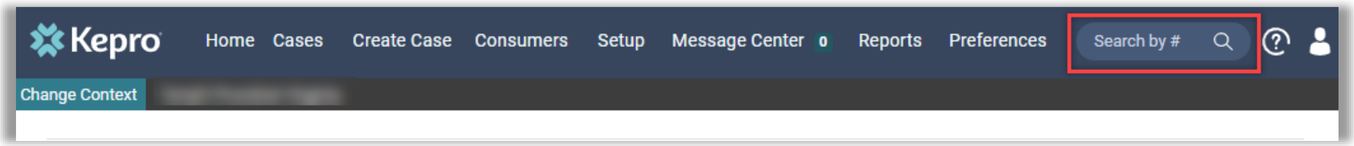
Adding Additional Documentation

Summary

Attaching additional documentation will need to be made by using the action function. The instructions below describe how to start the process of adding additional information from within the case.

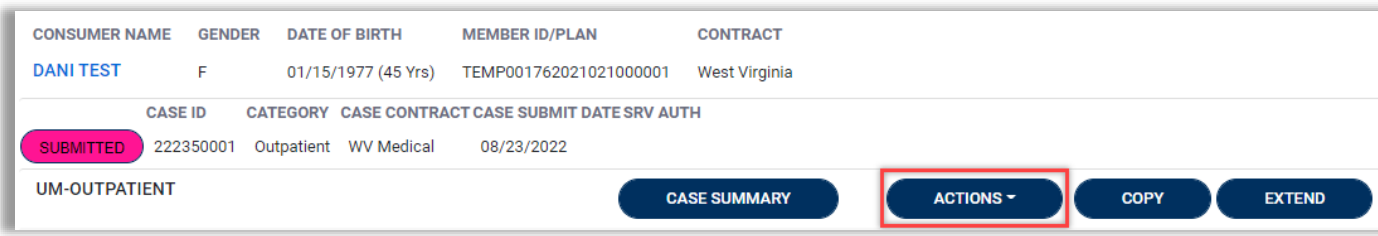
1 Search for Case ID

Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.



2 Action Button

Once on the request page, click **Actions** located at the top.



3 Selecting Add Additional Clinical Information

The Actions will expand and show the available actions that can be selected for the case. Select **Add Additional Clinical Information**.

4 Complete Information

A new box will appear. Select the request number from the dropdown and click **next**. A note or document must be attached to submit the action. Choose the document type and click **Submit**.