

# Submitting Documentation for a Case in the Atrezzo Provider Portal

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Navigate to the Atrezzo Login page via: <https://mhcp.acentra.com/>

This will bring you to your homepage.

On the homepage you will notice any cases you have started but not submitted to Acentra.

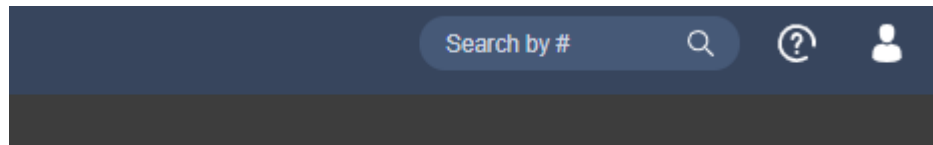
You may also notice a **red** number next to the **Message Center**. The messages here indicate that clinical reviewers have reached out to you for additional information or you have a notification about a case.

CONTRACT	CASE TYPE	CONSUMER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
Minnesota SUD	UM-OUTPATIENT	TEMP001302022111400000	Member Test	09/14/1989	11/22/2024 12:54:53 PM
Minnesota SUD	UM-OUTPATIENT	TEMP001302022111400000	Member Test	09/14/1989	11/22/2024 12:51:49 PM
Minnesota Medicaid	UM-OUTPATIENT	TEMP001302022111400000	Member Test	09/14/1989	2/21/2024 8:14:26 AM
Minnesota Medicaid	UM-OUTPATIENT	TEMP001302022111400000	Member Test	09/14/1989	2/5/2024 9:01:50 AM

There are two ways to search for cases by CASE ID/Authorization or by CASE STATUS.

## Search for cases by CASE ID or Authorization

(1) In the upper right-hand corner, place the **Case ID** or **Authorization** from the spreadsheet in the “Search by #” box. Hit Enter.

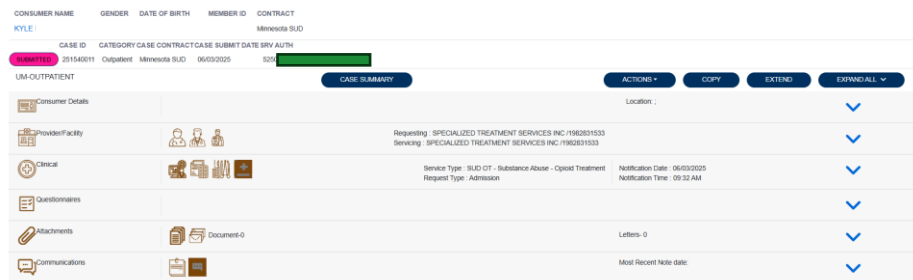


This will pull up a case summary page. You'll see the TCN listed under the SRV Auth section.

You will do two things here.

1 – complete the Questionnaire

2 – Upload additional clinical information



Click the down arrow next to the Questionnaire section.

Click on “SUD Provider Questionnaire 2025 2.0”

QUESTIONNAIRE									
ASSESSMENT INFORMATION			CREATED INFORMATION			COMPLETED INFORMATION		ACTION	
REQUEST	ID	NAME	TYPE	BY	ON	BY	ON	DELETE	
R01	3776388	SUD Provider Questionnaire 2025 2.0	Checklist	Acmira Health	06/04/2025 04:06:47 PM				

Complete the two questions here.

Click – Mark as Complete.

This will return you to the case summary.

SUD Provider - Treatment

1. What is the recoded level of care? (include MCOUD if applicable) \*

☐ MCOUD

☐ 1.0

☐ 2.1

☐ 2.5

☐ 3.1

☐ 3.3

☐ 3.5

☐ WM - 3.2

☐ WM - 3.7

2. Has a medical consultation addressed if this client would benefit from Medically Assisted Therapy (MAT)? \*

☐ Yes ☐ No

RETURN TO CASE

Autosaved

MARK AS COMPLETE 3

At the top of the case summary, click on “Actions”.

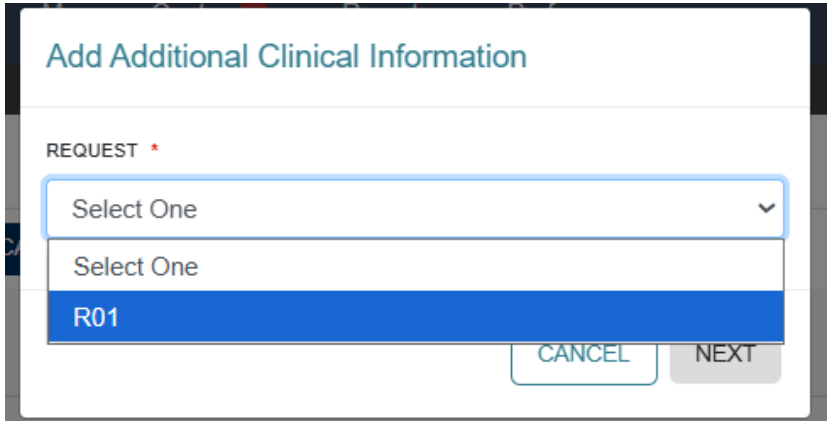
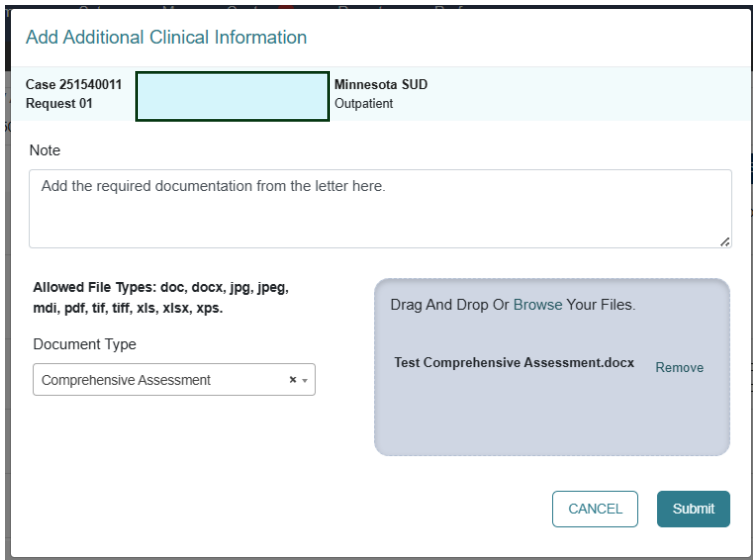
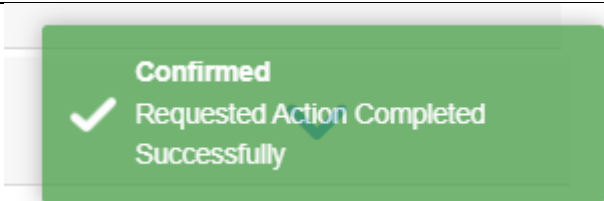
Click “Add Additional Clinical Information”

ACTIONS

Add Additional Clinical Information

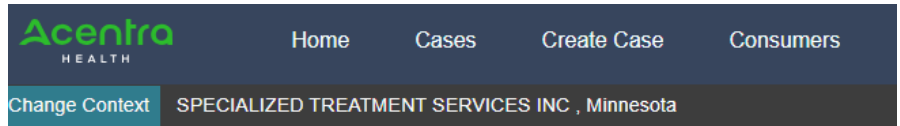
Reconsideration

Request Authorization Revision

<p>Choose R01 and click “Next”</p>	
<p>Add the required documentation for your Level of Care here.</p> <p>Click “Submit”</p>	
<p>You will receive the below confirmation in the lower right-hand corner to indicate success.</p>	

## Search for cases by CASE STATUS

Click on “Cases” in the bar at the top



This will bring you to a search function.

Input the following information:

Case Type: UM

Request Status: Submitted

Type: All Types

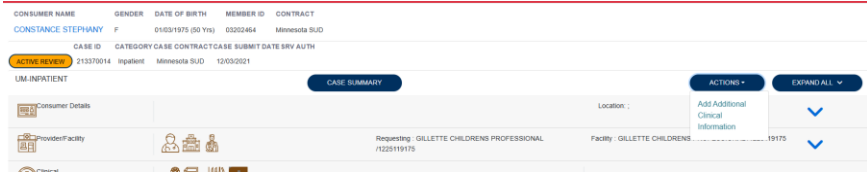
Date Type: Submit Dates  
(enter one month timeframe)

Click “Search”

This will return a list of cases

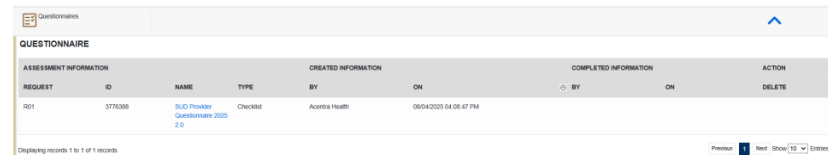
Request	Consumer	Status	Submit Date	Category	Service Type	Service Dates	Procedures	Letters	Actions
Request: 213270014		Submitted	7/31/2025	Inpatient	Substance Abuse - Withdrawal Management	12/13/2025 - 12/14/2025	View Procedures	No letters available	Actions

Click on “Request 02”  
to open the Case  
Summary page.



Click the down arrow  
next to the  
Questionnaire section.

Click on “SUD Provider  
Questionnaire 2025  
2.0”



Complete the two  
questions here.

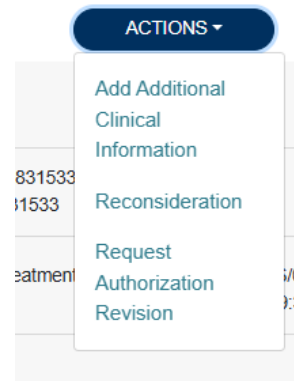
Click – Mark as  
Complete.

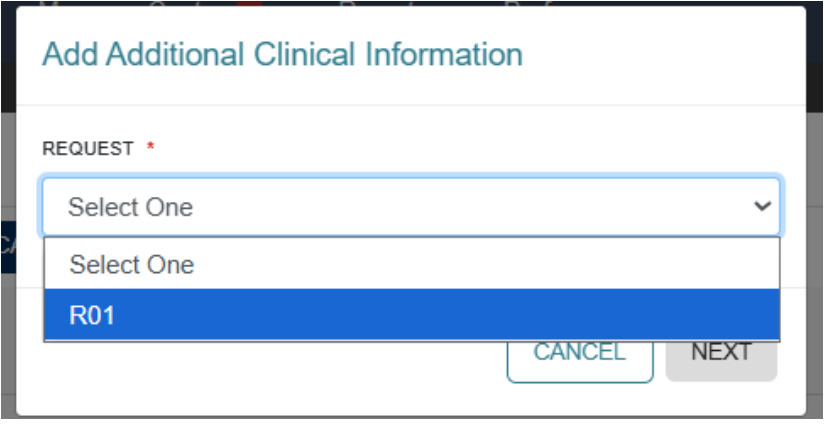
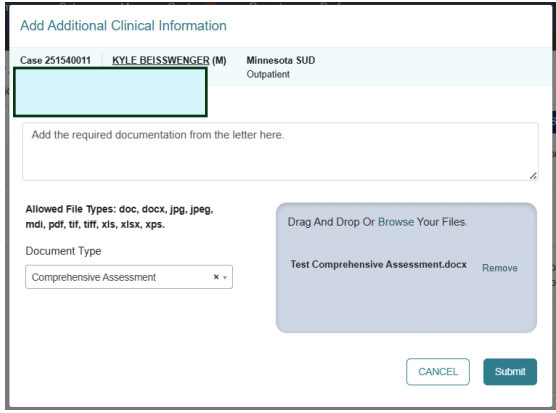
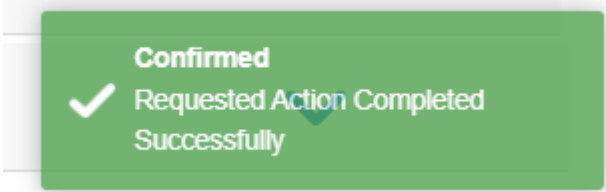
This will return you to  
the case summary.



At the top of the case  
summary, click on  
“Actions”.

Click “Add Additional  
Clinical Information”



<p>Choose R01 (or R02) and click “Next”</p>	
<p>Add the required documentation for your Level of Care here.</p> <p>Click “Submit”</p>	
<p>You will receive the confirmation in the lower right-hand corner to indicate success.</p>	
<p><b>Your case has now been successfully submitted to the Acentra Review team!</b></p>	