

Submitting Documentation for a Case in the Atrezzo Provider Portal

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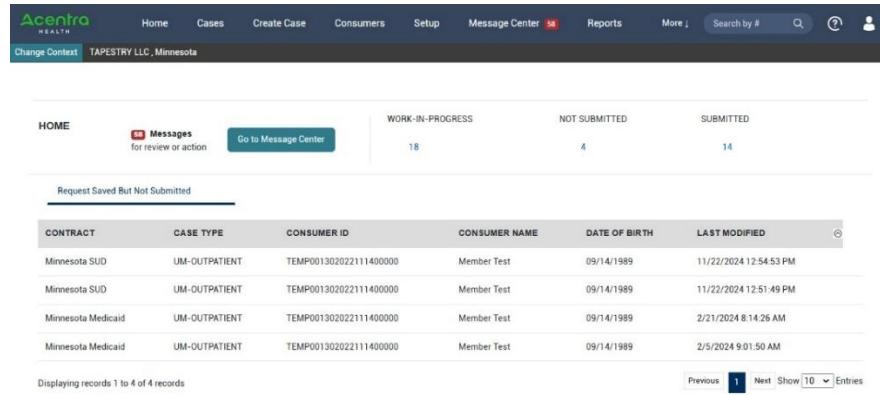
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Navigate to the Atrezzo Login page via: <https://mhcp.acentra.com/>

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.

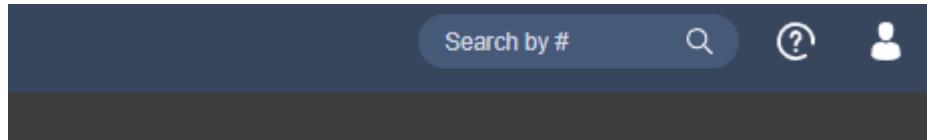


CONTRACT	CASE TYPE	CONSUMER ID	CONSUMER NAME	DATE OF BIRTH	LAST MODIFIED
Minnesota SUD	UM-OUTPATIENT	TEMP001302022111400000	Member Test	09/14/1989	11/22/2024 12:54:53 PM
Minnesota SUD	UM-OUTPATIENT	TEMP001302022111400000	Member Test	09/14/1989	11/22/2024 12:51:49 PM
Minnesota Medicaid	UM-OUTPATIENT	TEMP001302022111400000	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

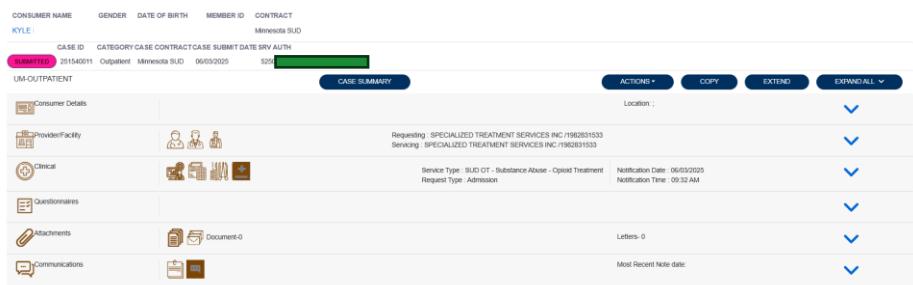
(1) In the upper right-hand corner, place the **Case ID** or **Authorization** from the spreadsheet in the "Search by #" box. Hit Enter.



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”

The screenshot shows a table with columns: REQUEST, ID, NAME, TYPE, CREATED BY, CREATED ON, COMPLETED BY, COMPLETED ON, and ACTION. There is one row for 'R01' with ID '3776988', NAME 'SUD Provider Questionnaire 2025 2.0', TYPE 'Checklist', CREATED BY 'Acenra Health', and CREATED ON '09/04/2025 04:09:47 PM'. The ACTION column has a 'DELETE' link. At the bottom, there are buttons for 'Previous', 'Next', 'Show 10', and 'Entries'.

Complete the two questions here.

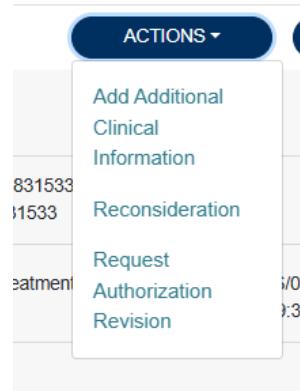
Click – Mark as Complete.

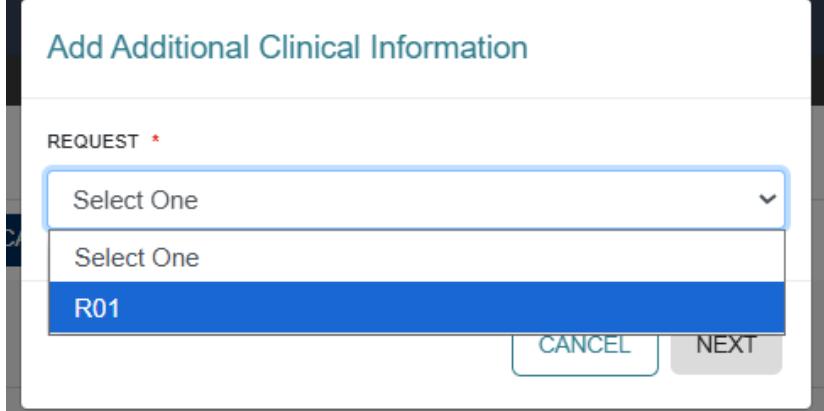
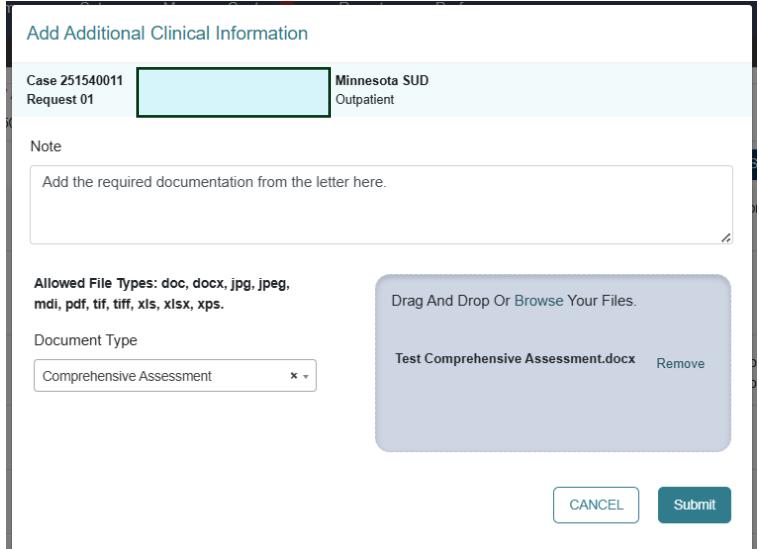
This will return you to the case summary.

The screenshot shows a form with two questions. Question 1 asks 'What is the received level of care? (Include MOUD if applicable)'. The options are: MOUD, 1.0, 2.1, 2.5, 3.1, 3.3, 3.5, VM - 3.2, and VM - 3.7. Question 2 asks 'Has a medical consultation addressed if this client would benefit from Medically Assisted Therapy (MAT)?'. The options are: Yes and No. At the bottom are 'RETURN TO CASE' and 'MARK AS COMPLETE' buttons.

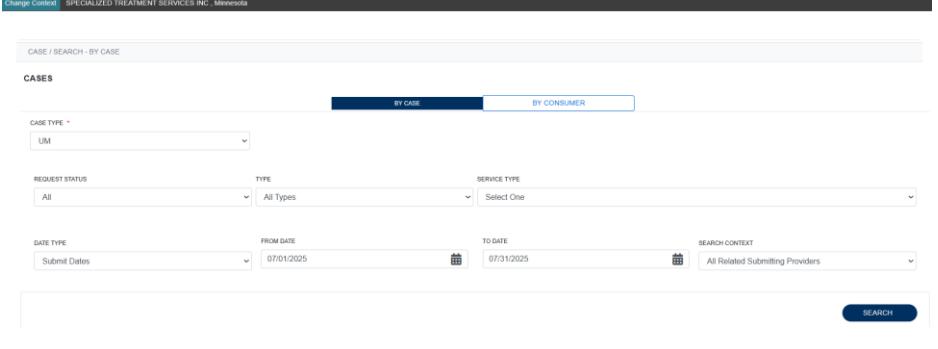
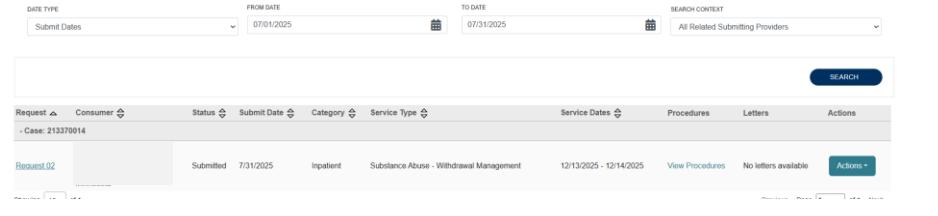
At the top of the case summary, click on “Actions”.

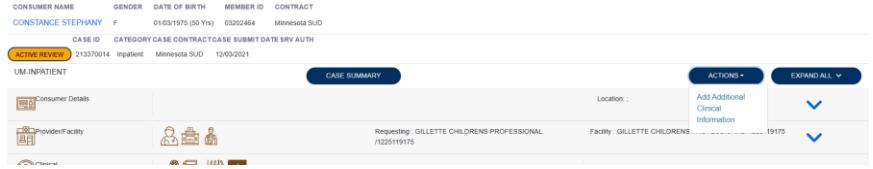
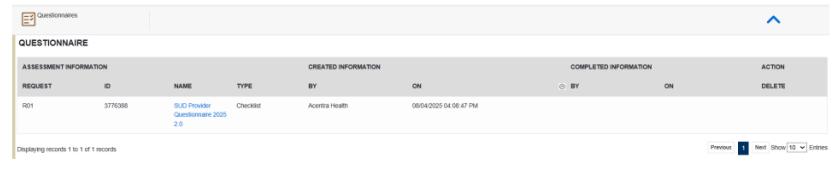
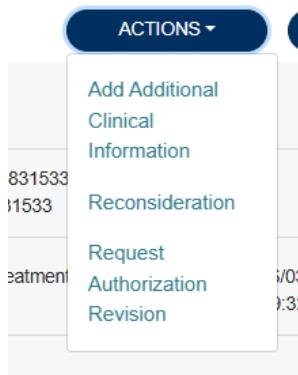
Click “Add Additional Clinical Information”



<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

<p>Click on “Cases” in the bar at the top</p>	
<p>This will bring you to a search function.</p> <p>Input the following information:</p> <p>Case Type: UM</p> <p>Request Status: Submitted</p> <p>Type: All Types</p> <p>Date Type: Submit Dates (enter one month timeframe)</p> <p>Click “Search”</p>	
<p>This will return a list of cases</p>	

<p>Click on “Request 02” to open the Case Summary page.</p>	
<p>Click the down arrow next to the Questionnaire section.</p> <p>Click on “SUD Provider Questionnaire 2025 2.0”</p>	
<p>Complete the two questions here.</p> <p>Click – Mark as Complete.</p> <p>This will return you to the case summary.</p>	
<p>At the top of the case summary, click on “Actions”.</p> <p>Click “Add Additional Clinical Information”</p>	

Choose R01 (or R02) and click "Next"

Add Additional Clinical Information

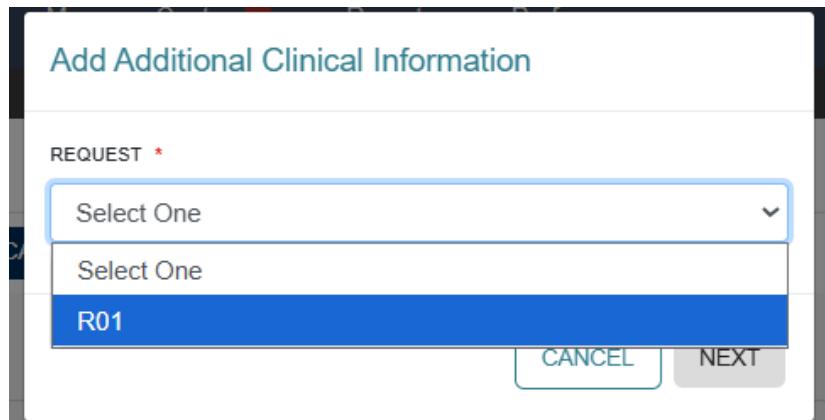
REQUEST *

Select One

Select One

R01

CANCEL NEXT



Add the required documentation for your Level of Care here.

Click "Submit"

Add Additional Clinical Information

Case 251540011 | KYLE BEISSWENGER (M) | Minnesota SUD
Outpatient

Add the required documentation from the letter here.

Allowed File Types: doc, docx, jpg, jpeg, midi, pdf, tif, tiff, xis, xlsx, xps.

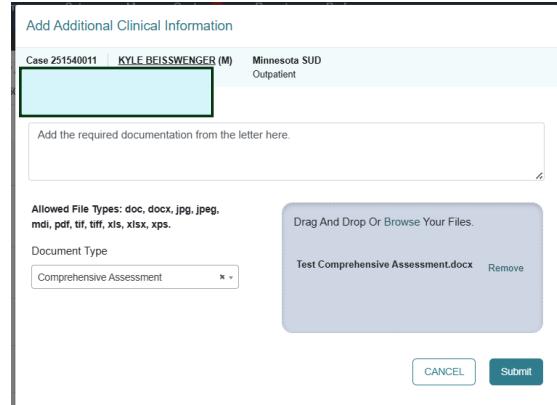
Document Type

Comprehensive Assessment

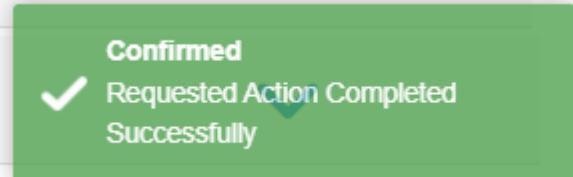
Drag And Drop Or Browse Your Files.

Test Comprehensive Assessment.docx Remove

CANCEL Submit



You will receive the confirmation in the lower right-hand corner to indicate success.



Your case has now been successfully submitted to the Acentra Review team!