REVIEW A SERVICE REQUEST FOR APPROVAL

Provides guidance for reviewing Service Requests which require Chartstring approval.

GETTING STARTED

Service Request Action Items are located on the Requests tab. For additional details, please refer to the Locate a Service Request for Approval job aid.

DIRECTIONS:

1. From your Action Items list:
   1. Click anywhere on the Action Item Record which you wish to review.

Upon clicking, the Action Item Record will open as a new window. This record contains:

   2a. Linked Record: Click the link to view the full detail of the submitted Service Request
   2b. Submitted By: Identifies the individual who submitted the request
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DIRECTIONS:

3. On the Service Request, you can find the following information:

3a Requested For
3b Requested By
3c Location
3d Service Requested
3e Access Information
3f Billing Type
3g Requested Chartstring
3h Request Description
3i Related Documents