

**Summary**

The Notes section will display documentation regarding the case and provide detailed information on the status, or determination. These instructions will show you how to view case notes.

**1 Expand the Communications Ribbon**  
From the case page, expand the Communications ribbon.

TEST TEST M 05/31/1977 (45 Yrs) TEMP001962028032700000 Colorado

CASE ID: 230869012 CATEGORY: Inpatient CONTRACT CASE SUBMIT DATE: 03/27/2023 SRV AUTH: 00 UM

UM-INPATIENT

CASE SUMMARY ACTIONS COPY EXTEND EXPAND ALL

Consumer Details	Location: 123 Road Ln Denver Colorado		⌵
Provider/Facility	Requesting: Denver Hospital/999999999	Facility: Denver Hospital/999999999	⌵
Clinical	Service Type: 375 - Inpatient Hospital DRG Request Type: Admission	Notification Date: 03/27/2023 Notification Time: 04:10 PM	⌵
Questionnaires			⌵
Attachments	Document-2	Letters: 0	⌵
Communications	Most Recent Note date:03/27/2023		⌵

**2 Expand the Notes Ribbon**  
Notes and Messages ribbons will appear, click the Notes Ribbon to expand.

Communications	⌵
Notes	⌵
Messages	New Message 1 ⌵

**3 Review Notes**  
Review the Request, Date/Time, Note Type, and the Note fields.

Notes

NOTES EXPAND ALL

REQUEST	DATE/TIME	NOTE TYPE
R01	03/27/2023 04:30:50 PM	ExternalNotes
NOTE:	Detailed note	