Managing Open Cases - Indici

1.	To find your open cases in Indici, select REPORT, scroll down to MORE, Select COORDINATION SERVICES REPORT	
2.	The Patient Coordination Services page will open. Select ALL PROVIDERS in the Provider field and leave the case number field blank. For Referral Status select SERVICES and OUTCOMES. Click on SEARCH	
3.	A list of your open cases will appear.	
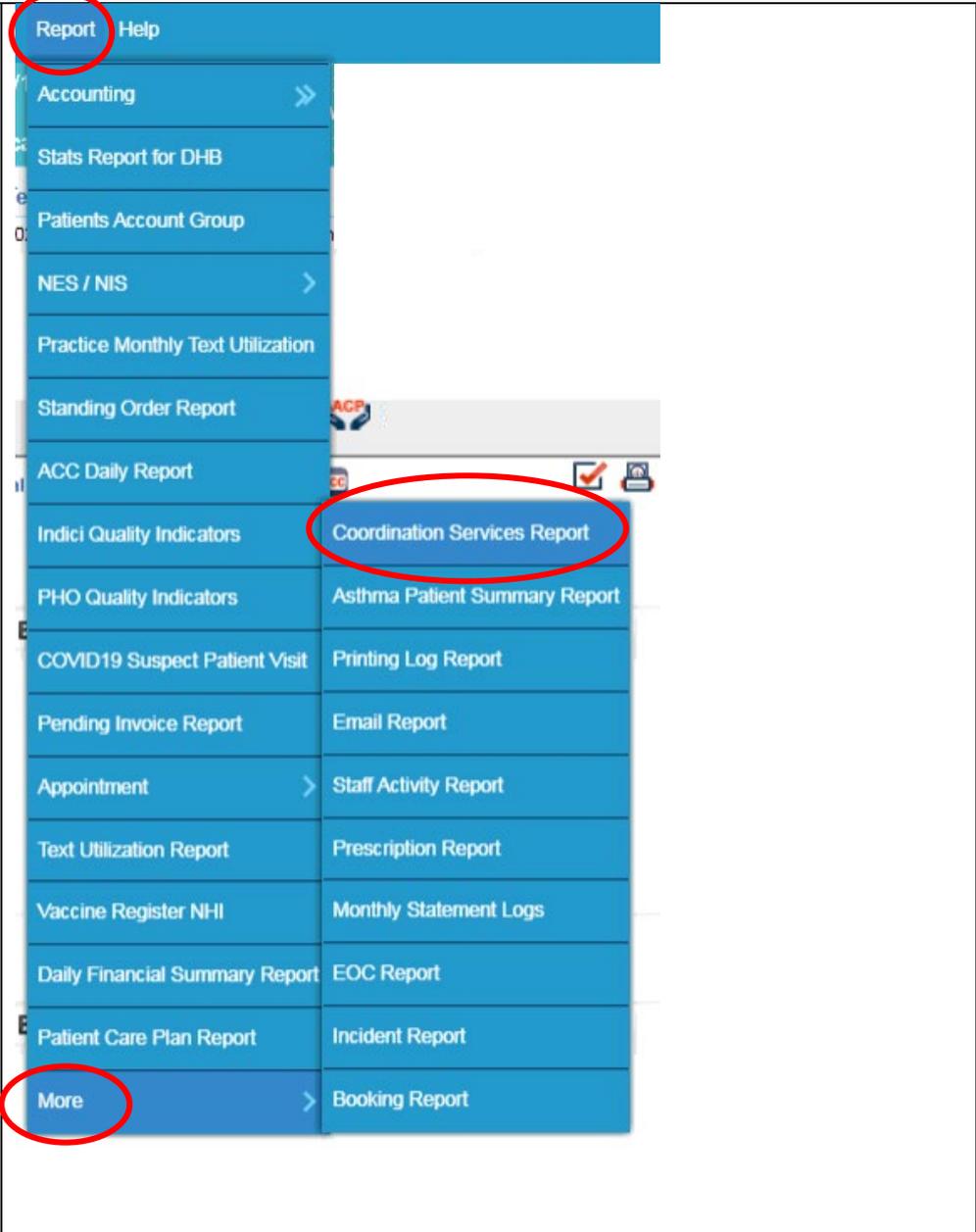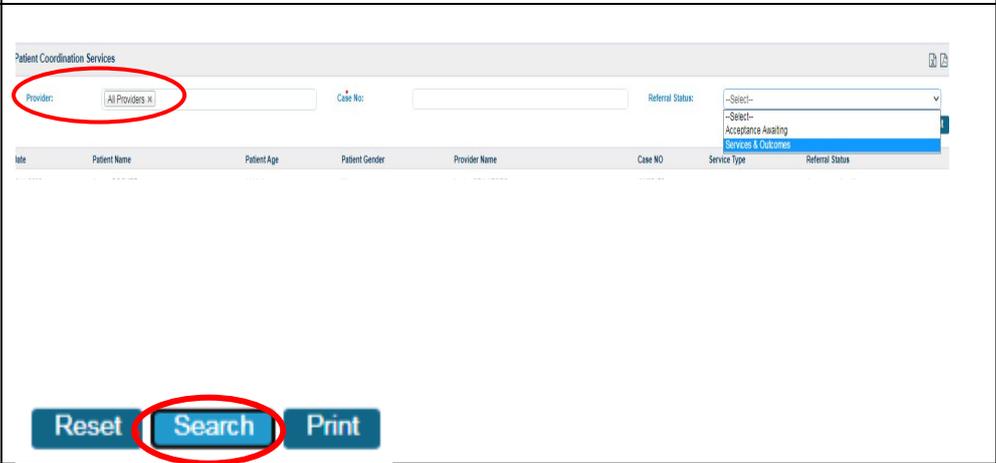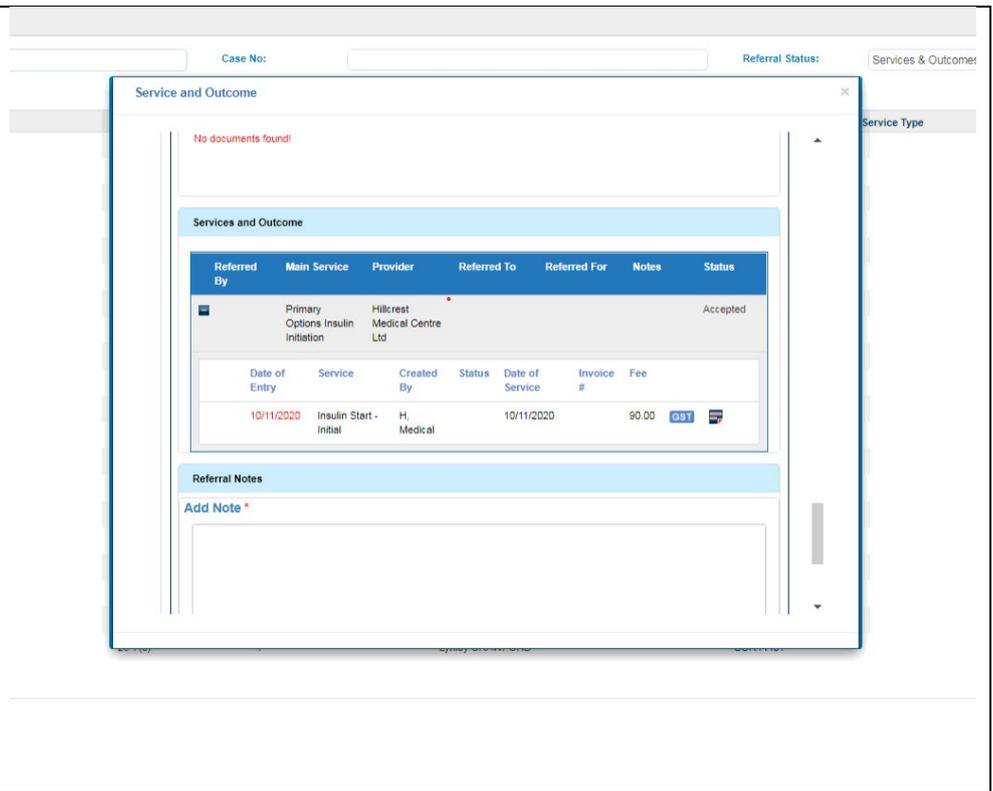
	Please note, some of these cases may already have a claim lodged but do not have an outcome. Some cases may need a claim to be made and an outcome to be submitted. By clicking on the case number in the list, a snapshot will open of the case. This shows you what has been submitted however will not allow you to make a claim/outcome from this page.	
4.	We would recommend printing off the list and working through each case to lodge an outcome and or claim.	<mark>**NB: A claim cannot be paid if an outcome has not been submitted for the case**</mark>