

Getting Started

1. Visit the KEPRO Provider Portal (Atrezzo) login page: <https://portal.kepro.com/>
2. Before your first log in, you will need to get your username and password from the designated Administrator at your facility.
3. Log in with your username and password.
4. Review the Terms of Use, click the check box to acknowledge, then click continue.
5. Should you need to reset your password, you can do this by clicking on the "Forgot Password" link directly under the login section.


Did you know?
A Level I screen must be completed prior to admission for all applicants to a Medicaid-certified nursing facility, regardless of payer source.

Submitting a Level I PASRR Request

1

Search Consumer & Create Case

1. Select Create Case from left navigation pane.
2. Search for consumer by entering last name and date of birth, then click Search. If found, Select Consumer, then click Next. Skip to step 4.
3. If not found, click "Add a Temporary Consumer" to add the Consumer to the system. Fill in all required (*) fields. For Contract and Plan fields, select "FL PASRR" from the drop-down menu. Click Next.
4. The Case Parameters section should automatically default to the FL PASRR values. Click Create Case.



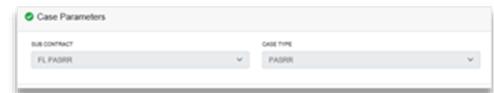
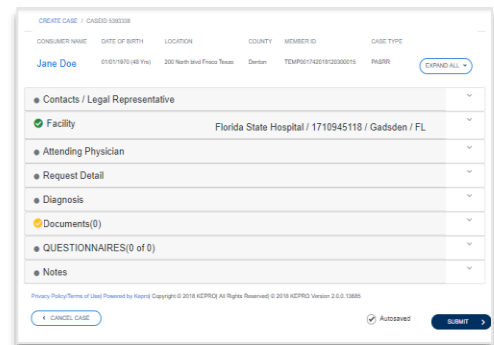
Unable to find the consumer you are looking for?

[+ ADD TEMPORARY CONSUMER](#)

2

Enter Case Details

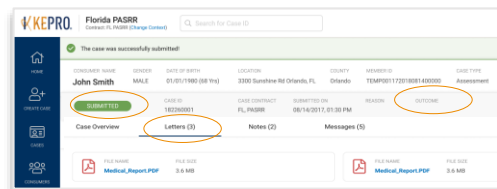
1. The Facility section should be defaulted to your facility.
2. The Request Detail section is required. Please select PASRR Level I (or PASRR Level I Resident Review, if this review is for an existing nursing facility resident with a significant change in condition).
3. The Questionnaire section will populate with the appropriate electronic form. Complete the questions in the electronic form, then mark as complete.
4. Additional sections including Contacts, Attending Physician, Diagnosis, Documents and Notes are not required, but can be completed if desired. Click Submit.

3

Review & Print Results

1. After submitting the case, the Case Summary screen will display the status and outcome of the review.
2. If the Level I resulted in a **negative outcome**, the individual may be admitted to the nursing facility.
3. If the Level I resulted in a **positive outcome**, please submit a new case to request a Level II evaluation if a nursing home is desired.
4. The entire case summary as well as outcome letters can be printed and saved in the individual's file.



Need More Assistance?

- Training materials can be found by clicking on the Help icon on the left navigation pane as well as at <http://floridapasrr.kepro.com>
- For technical assistance, please call KEPRO at **866-880-4080** Monday through Friday 8am to 5pm EST.