Before the Start Date

Edits can be made to the following fields:

- Servicing provider
- Diagnosis code (add or change)
- Start date (not prior to today's date)
- End date
- Units (add or reduce)
- Remarks

After the Start Date but Prior to the End Date

Edits can only be made to the following fields:

- Diagnosis code (add or change)
- End date (not prior to today's date & no more than one year from start date)
- Units (add only)
- Remarks

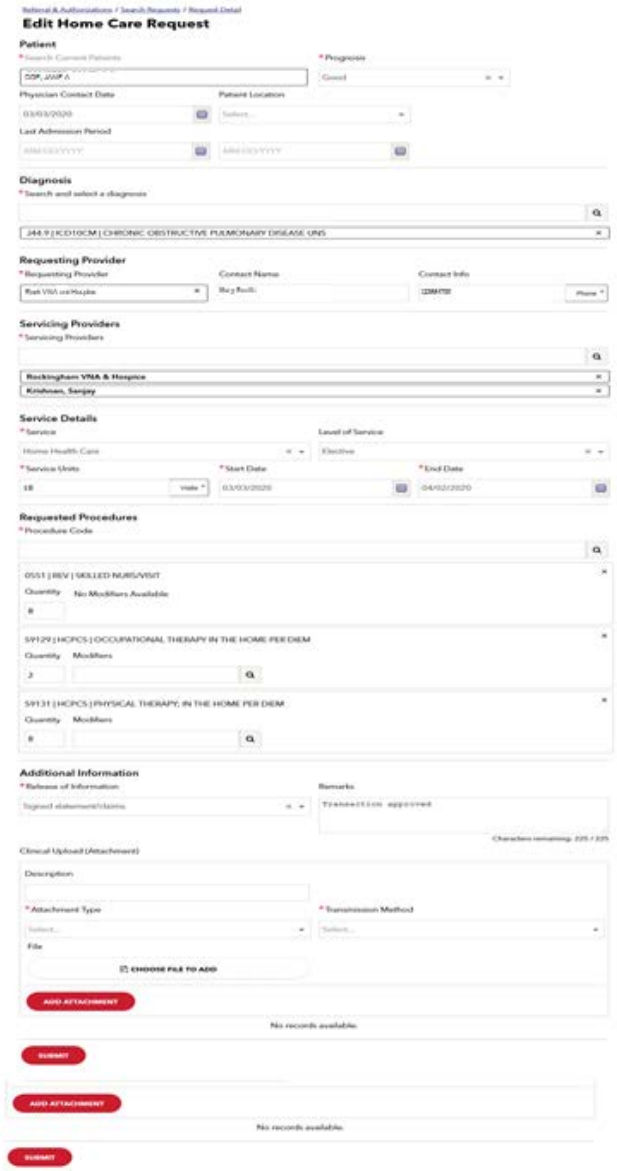
After the End Date

No edits can be made to the current record.

Enter the Extension Request

1. Enter or search for and select the additional diagnosis code(s), if applicable
2. Update the "Requested Units"
3. Update the "End Date"
4. Enter Remarks (Optional), such as:
   - The date of the addition of the 2nd diagnosis
5. Click on "Submit"
6. If pended, fax the clinical information to the number indicated in the "Additional Information" section

Diagnosis Code Search:

If you don't know the correct names or terms for a field, you must search for each entry individually.

1. Enter a partial name or number in the appropriate field.
2. Click on the "Search" button at right. A list, beginning with the characters you entered, will appear.
3. Select the correct item from the list provided.
4. Repeat this process for each entry.