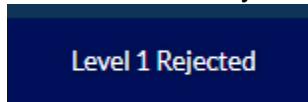


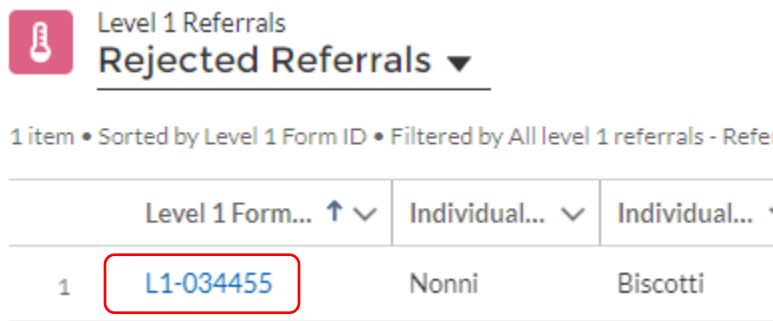
Moving a Rejected Level 1 Form to a Draft Status

When a Level 1 Form is rejected, the HCO user can move the rejected Level 1 Form back to a Draft Status to edit the form and resubmit through the PASRR portal.

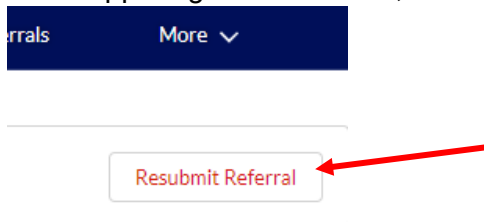
1. In the Portal from your home screen, navigate to the tab “Level 1 Rejected.”



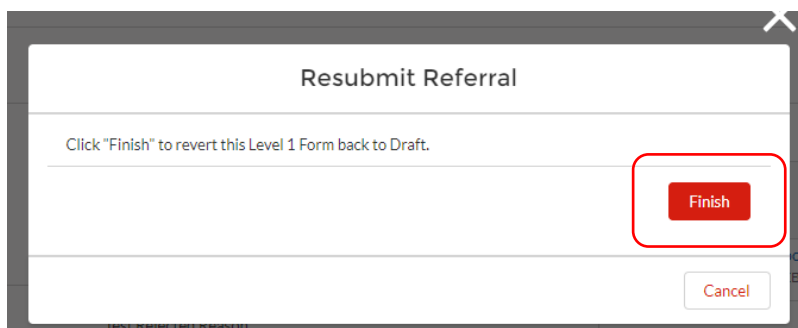
2. Find the patient's name and click on the blue Level 1 Form number to open the Level 1 Form.



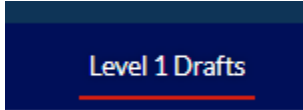
3. In the upper right-hand corner, click on the button that says, “Resubmit Referral.”



4. You will receive a message saying it is being sent back to draft. Click “Finish” to revert the Level 1 Form back to Draft.



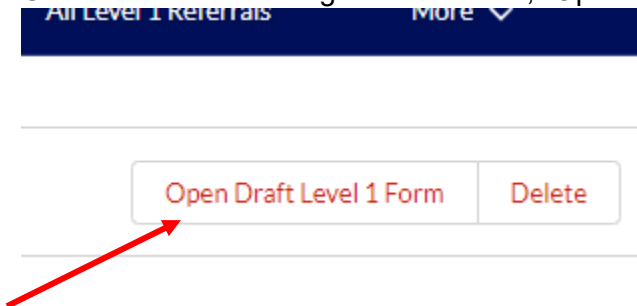
5. Once the Level 1 Form has reverted to a Draft, it can be edited and resubmitted once it is complete.
6. Navigate to the “Level 1 Drafts” tab.



7. Locate the Level 1 and click on the blue link

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8. Click on the button in right-hand corner, “Open Draft Level 1 Form.”



Please note that although the supporting documents are still uploaded, if your Level 1 requires documentation, you will need to upload at least one document to submit the edited Level 1 again.