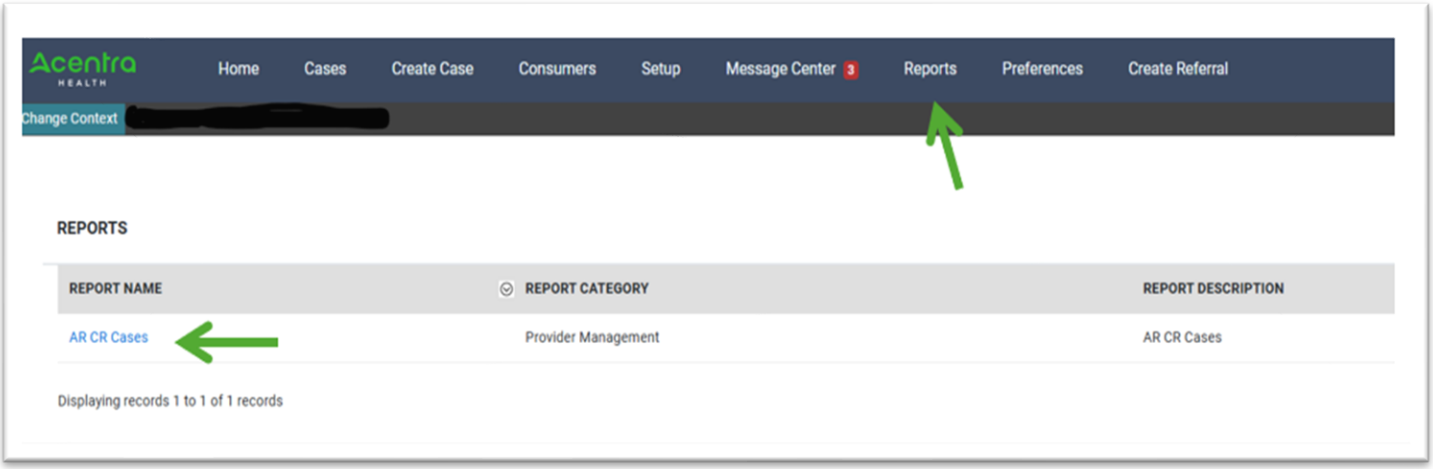
Acentra HEALTH

Provider Portal Quick Reference Guide

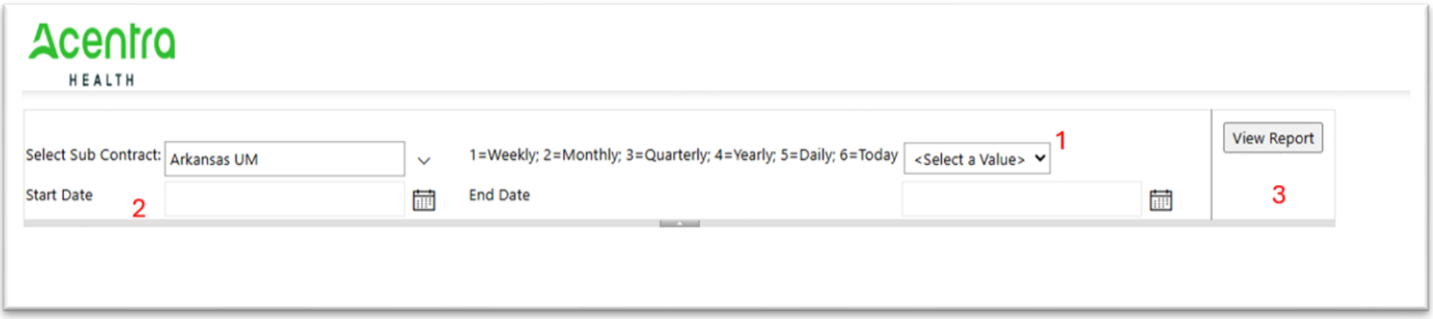
How to Run a CR Query

From https://atrezzo.acentra.com log into the Provider Web Portal. Ensure the Context is set to the appropriate provider if you have multiple provider groups registered under the username.

In the menu across the top of the screen, SELECT Reports, then SELECT AR CR Cases



1. Select “2-Monthly” from the drop down box.
2. Type in the date range. The Date range is the 1st through the end of the month. Run this report every January, April, July and October to see your selected cases.
3. Click “View Report”



When the report generates, you may export to Excel by selecting the disk icon and saving the document to your computer. You may also select the printer icon to print a PDF version of the report. *Note, you must have Excel and a pdf reader available on your computer to be able to use these functions.

