

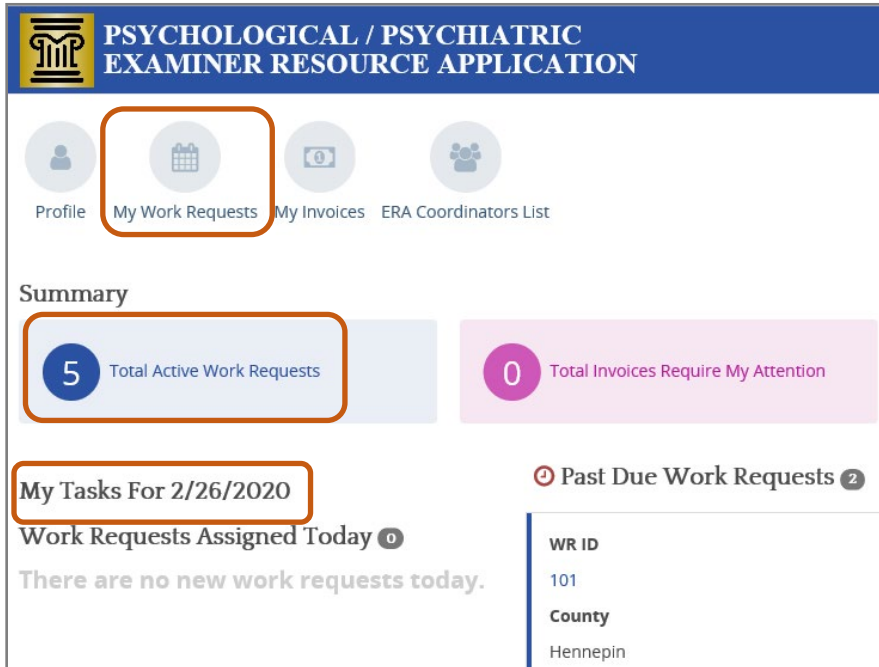
Quick Reference Guide Reviewing and Closing a Work Request

Last Revised: 2/19/2025

Review the work request

1. From the Examiner dashboard, to view assigned or all work requests, select from one of the following:

- **My Task For M/DD/YYYY** (today's date).
- **Total Active Work Requests.**
- **My Work Requests.**



**PSYCHOLOGICAL / PSYCHIATRIC
EXAMINER RESOURCE APPLICATION**

Profile **My Work Requests** My Invoices ERA Coordinators List

Summary

5 Total Active Work Requests

0 Total Invoices Require My Attention

My Tasks For 2/26/2020

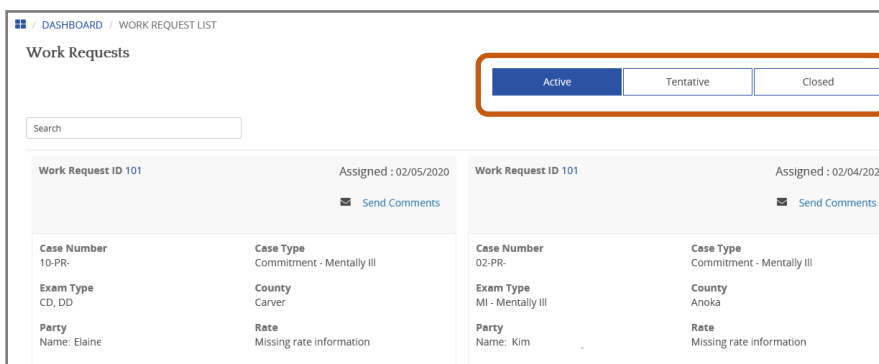
Work Requests Assigned Today **0**

There are no new work requests today.

Past Due Work Requests 2

WR ID	101
County	Hennepin

2. Click on **My Work Requests** to view all **Active**, **Tentative**, and **Closed** work requests. If a work request was assigned by an institution, the institution name displays above the work request.



DASHBOARD / WORK REQUEST LIST

Work Requests

Active Tentative Closed

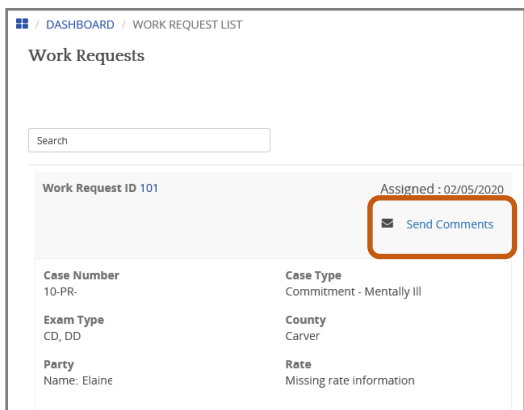
Search

<p>Work Request ID 101</p> <p>Assigned : 02/05/2020</p> <p>Send Comments</p> <table border="1"> <tr><td>Case Number</td><td>Case Type</td></tr> <tr><td>10-PR</td><td>Commitment - Mentally Ill</td></tr> <tr><td>Exam Type</td><td>County</td></tr> <tr><td>CD, DD</td><td>Carver</td></tr> <tr><td>Party</td><td>Rate</td></tr> <tr><td>Name: Elaine</td><td>Missing rate information</td></tr> </table>	Case Number	Case Type	10-PR	Commitment - Mentally Ill	Exam Type	County	CD, DD	Carver	Party	Rate	Name: Elaine	Missing rate information	<p>Work Request ID 101</p> <p>Assigned : 02/04/2020</p> <p>Send Comments</p> <table border="1"> <tr><td>Case Number</td><td>Case Type</td></tr> <tr><td>02-PR</td><td>Commitment - Mentally Ill</td></tr> <tr><td>Exam Type</td><td>County</td></tr> <tr><td>MI - Mentally Ill</td><td>Anoka</td></tr> <tr><td>Party</td><td>Rate</td></tr> <tr><td>Name: Kim</td><td>Missing rate information</td></tr> </table>	Case Number	Case Type	02-PR	Commitment - Mentally Ill	Exam Type	County	MI - Mentally Ill	Anoka	Party	Rate	Name: Kim	Missing rate information
Case Number	Case Type																								
10-PR	Commitment - Mentally Ill																								
Exam Type	County																								
CD, DD	Carver																								
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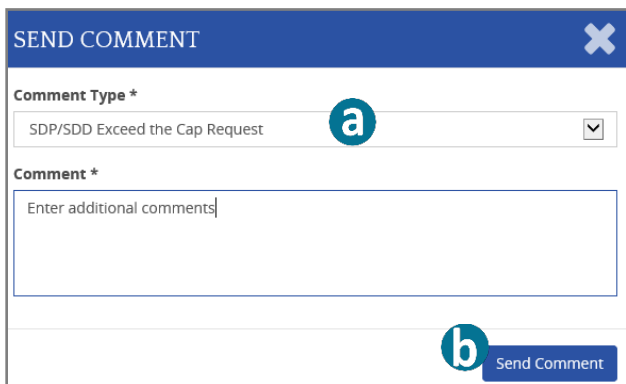
A red badge will appear on the work request card when there are no expenses entered.


3. Click **Send Comments** to send comments and questions to the Examiner Resource Application (ERA) Coordinator.



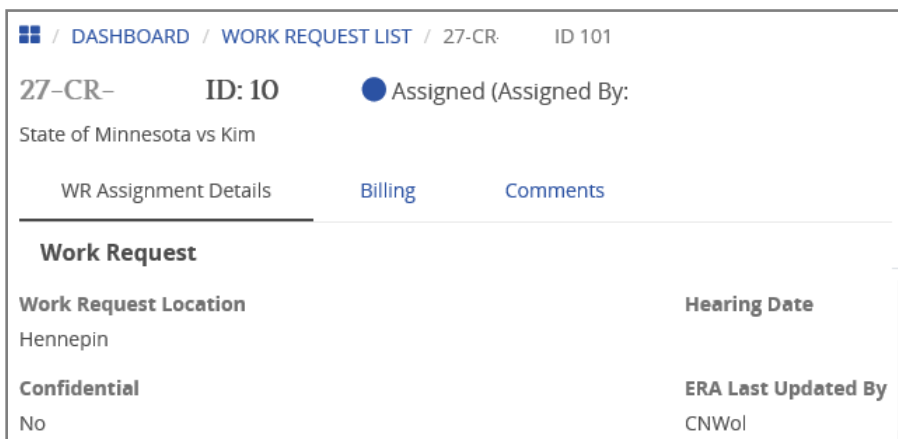
4. Fill the following information:


- a. Select a **Comment Type** from the dropdown and enter information as needed in the comment box.
- b. Click **Send Comment**.



 When a work request is sent for an exam in a confidential case, a coordinator will select an examiner to perform the work and the work request will then appear in the examiner’s dashboard as a Tentative Work Request.

5. Click **Tentative** work requests to view the case and exam information (from step 2) If the work request is confidential and you have not conducted the type of exam listed in the work request detail, contact the ERA Coordinator.



 If there are questions about a conflict of interest on any work request, contact the ERA Coordinator. If a conflict of interest is identified, the specific examiner can not take this work request. For that reason, close the work request (see page 3, which shows how to close a work request).

Close a work request

1. From the Examiner dashboard, to view assigned or all work requests, select from one of the following:

- **My Task For 1/5/2023** (today's date)
- **Total Active Work Request** for all work requests assigned
- **My Work Requests**

PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION

Profile My Work Requests My Invoices ERA Coordinators List

Summary

5 Total Active Work Requests 0 Total Invoices Require

My Tasks For 2/26/2020 Past Due Work

Work Requests Assigned Today 0

There are no new work requests today.

WR ID
101
County
Hennepin

2. Click on the **Work Request ID** number.

Work Requests

Active

Search

Institution Assigned: Regional Psychological Services

Work Request ID	Assigned :
1012	03/12/2020

3. From the work request details page, click **Close Work Request**.

PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION

:035@Gmail.com

DASHBOARD / WORK REQUEST LIST / 62-CR- ID 101

62-CR- ID: 101 Assigned (Assigned By: State of Minnesota vs Kim)

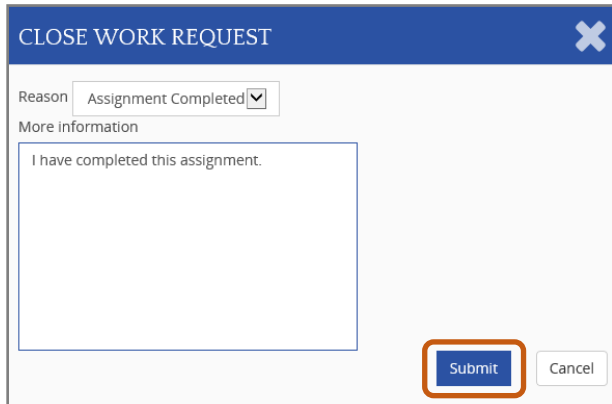
Close Work Request

4. Select a reason from the reason dropdown and enter more information if applicable to explain why the work request is close.

Reasons:

- The assignment is complete
- Your were dismissed from the case
- The case is dismissed
- There is a conflict of interest

5. Click **Submit**.



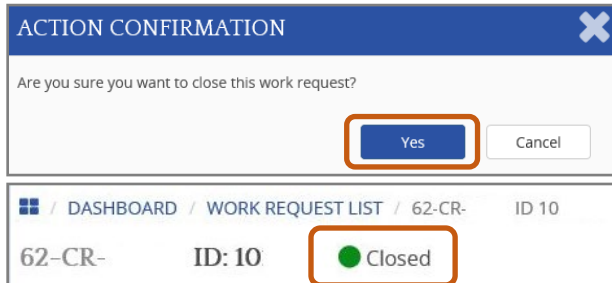
CLOSE WORK REQUEST

Reason: Assignment Completed

More Information: I have completed this assignment.

Submit Cancel

6. Click **Yes** in the dialog, and the work request will change to **Closed** status.



ACTION CONFIRMATION

Are you sure you want to close this work request?

Yes Cancel

DASHBOARD / WORK REQUEST LIST / 62-CR- ID 10

62-CR- ID: 10 Closed