

Web Review Request

Advanced Diagnostic Imaging eQSuite® User Guide

Overview:

- eQHealth Solutions (eQHealth) developed a proprietary web-based electronic review request submission system for Advanced Diagnostic Imaging providers.
- The system allows providers to submit the following review types: admission and retrospective reviews.
- Providers can also electronically submit additional information for previously submitted reviews and respond to adverse determinations.
- Additionally, the system includes a reporting module that can be accessed to obtain real time status of reviews requests and PA #s and print a paper copy of electronic reviews submitted to eQHealth via the reporting module.
- The system also maintains copies of notification letters related to reviews. These letters can easily be read or downloaded by any provider staff with access to the system.

Key Features:

- One of the key features of the system is the ability to check the data upon entry directly against eQHealth's live database. This immediately prevents excluded cases and duplicate records from entering the database.
- The user can partially save data, as it is entered, if the user is interrupted during entry or in case the internet connection is lost.
- If additional information is requested by eQHealth, it can be submitted electronically by the provider and the request is automatically "reactivated" for review completion.
- The key contact person, a User Administrator, at the provider level will assign or revoke privileges for new users or existing users of the system as personnel changes take place. Software or data file maintenance is not required by the provider – all data is keyed directly into eQHealth's data system.
- Secure transmission protocols including the encryption of all data going over the Internet ensure that eQHealth is keeping current with required HIPAA security regulations.
- The provider can access the reporting module at any time to print a paper copy of electronic reviews submitted to eQHealth and obtain answers to the following types of questions:
 - What is the current status of a particular review at eQHealth?
 - What is the history of previous reviews for a recipient?
 - What is the Prior Authorization Number (PA #) and/or last date certified for a case(s)? OR

- Obtain a list of all current in-process reviews for my organization
- Obtain a list of all authorizations for an admission date range.
- Obtain a list of the detailed review outcomes for a date range.
- Obtain a printout of a specific request for a recipient.

Benefits for the Provider:

- The online entry screens provide an efficient transfer of information.
- There will be less paper handling on both ends, enabling a speedier review process.
- The system is directly connected to eQHealth's eligibility files for immediate verification of eligibility.
- Multiple requestors and simultaneous transmission from multiple PCs within a facility are allowed (each will be tracked via a separate login).
- The reporting module will provide real-time status of reviews.

What You Need to Use the System:

- A provider will need Internet access for the personnel who will be submitting certification requests and accessing the reporting module.
- Our eQSuite® system is a secure HIPAA compliant browser application which will be accessed over the Internet at <http://fl.eqhs.com>. To access the eQSuite® system, the following minimum hardware and software requirements must be met:

Minimal Computer System Requirements:

Any of the two most recent versions of:

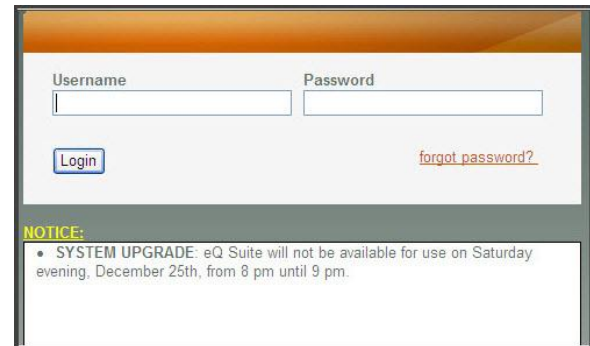
- Internet Explorer
- Google Chrome
- Mozilla Firefox
- Safari
- Broadband internet connection

Accessing the System

eQHealth's Web based entry and inquiry system is accessed from our Web site home page.

Access the Internet with your web browser and go to <http://fl.eqhs.com/>. From here you can follow the link to the eQSuite® login.

The user must login to access the Review Request data entry system. This is an example of the login screen. Enter your User Id and Password here. The password must be entered for confidentiality, security and tracking purposes. Each user is responsible for maintaining the confidentiality of their individual logins and passwords. If you believe the security of your login or password has been compromised, change your password. You may adjust many other personal account settings from the **Update My Profile** menu option.

The screenshot shows a web-based login interface. At the top, there is a header bar with an orange gradient. Below this, the login form has two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the 'Username' field. To the right of the 'Password' field, there is a link that says 'forgot password?'. Below the login fields, there is a 'NOTICE' section with a yellow background. The notice contains a bullet point: 'SYSTEM UPGRADE: eQ Suite will not be available for use on Saturday evening, December 25th, from 8 pm until 9 pm.'

Your User Administrator must also create all new accounts. The User Administrator has access to many account maintenance options on the **User Administration** menu option.

For security reasons, users can not stay logged on if they are not submitting reviews or running reports. The entry system is directly tied to eQHealth's database, and the system will not maintain an idle connection for more than 20 minutes. The user does not need to exit their Internet browser window or eQHealth Web home page. Simply log back on to the system with the secure password to enter another review request.

The login screen also displays system notices about events that may impact use of the eQSuite®. These messages are displayed in a notice box immediately below the login box. For example, the date and time span for system upgrades, that may make the website temporarily unavailable while the work is being done, are posted in advance.

Menu Options in the System

After successfully logging onto the system, the user will be presented with the screen shown below. There are two locations for the menu items. They are shown across the top of the screen as well as being present on the menu tab to the left. From this initial screen the following menu options are available. Your User Administrator will determine which options are available to you.



| | | | | | | | | | |
|-----------------------------------|--|-----------------------------------|---------------------------------|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------|-----------------------------------|
| Create New Review | Respond to Add'l Info | Respond to Denial | Online Helpline | Utilities | Reports | Search | Attachments | Letters | Update My Profile |
| Review Entry | | | | | | | | | |
| Menu Errors | Review Header Information | | | | | | | | |
| | Provider #: 010087101 Provider Name: TEST HOSPITAL | | | | | | | | |
| | Start | | | | | | | | |

1. Create New Review

2. Respond to Additional Info

3. Respond to Denial

4. Online Helpline

- Create a New Helpline Request
- View Response to Previous Request

5. Utilities

- Update Baby Info (When the baby's Medicaid # is assigned)
- Enter Discharge dates (Not Applicable to ADI providers)
- Date Calculator (To assist in determining request time spans)
- Cancel Case (To Void a PA# assignment if the item is not provided)
- Resend Case (To resend the PA# to the fiscal intermediary when there is a change)

6. Reports (shown as default screen on main Menu)

- Outpatient Review Status for a Given Recipient
- Status of All In-Process Certification Reviews
- Outpatient Assigned PA #'s
- Advanced Diagnostic Imaging Web Review Request printout

7. Search

- View Partial Records
- Search By PA#
- Search By Date
- Search By Recipient
- View Cases Needing Additional Info
- Search By Review ID
- Search By eQHealth Case ID

8. Attachments

9. Letters

- Completed
- In Process
- Reconsiderations

10. Update My Profile

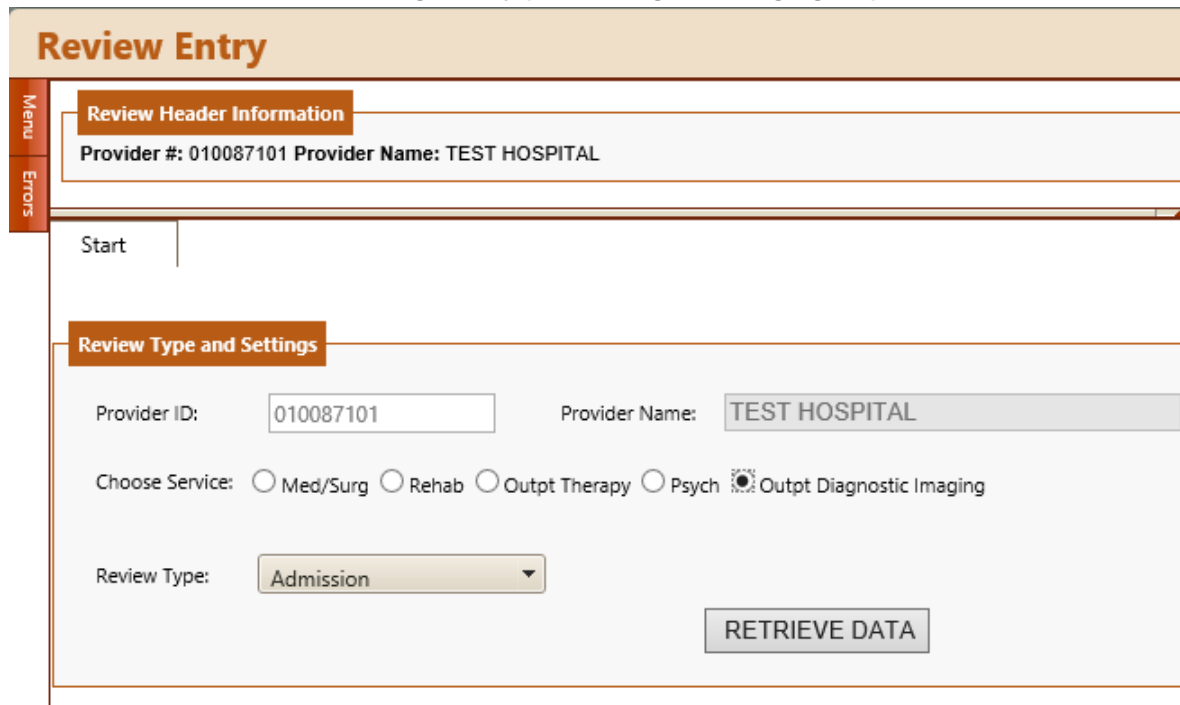
11. User Administrator

- Only the designated User Administrator can view this option, otherwise it's hidden from view

12. Logoff (exit the system)

Create New Review

- ▶ Select **Create New Review** from the Menu list.
- ▶ The following screen will be displayed, The Provider ID should be the Medicaid ID number for the rendering facility performing the imaging request.



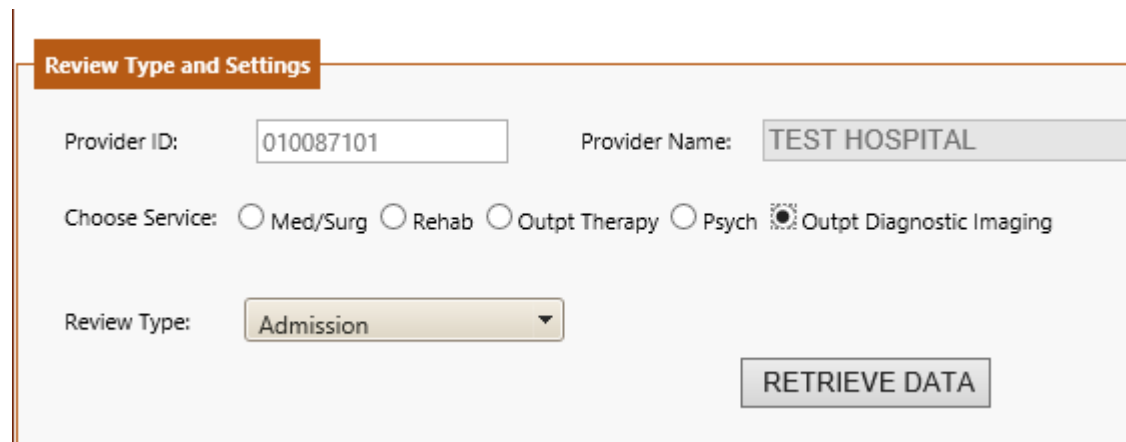
The screenshot shows the 'Review Entry' form. On the left is a vertical menu with 'Menu' and 'Errors'. The main form area has a header section titled 'Review Header Information' containing 'Provider #: 010087101' and 'Provider Name: TEST HOSPITAL'. Below this is a 'Start' button. The main section is titled 'Review Type and Settings' and contains the following fields: 'Provider ID:' with a text box containing '010087101', 'Provider Name:' with a text box containing 'TEST HOSPITAL', 'Choose Service:' with radio buttons for 'Med/Surg', 'Rehab', 'Outpt Therapy', 'Psych', and 'Outpt Diagnostic Imaging' (which is selected), and 'Review Type:' with a dropdown menu showing 'Admission'. A 'RETRIEVE DATA' button is located at the bottom right of the form.

- ▶ Select the appropriate type of review:
 - For ADI Select **Outpt Diagnostic Imaging**. Please note based on the provider type, you may have more than one service options.

- If this is a new, or prior authorization, you must select “Admission” and click **Retrieve Data**.
- If the service was provided prior to the recipient receiving retroactive Medicaid eligibility that covers the date the service was provided, select “Retrospective” and click **Retrieve Data**.

Provider ID and Provider Name

Enter the Medicaid ID# for the ADI provider who will render the services. The system may automatically fill in the Medicaid Provider number and name based on your user login.



Review Type

A Request Type must be selected first so the system will know how to edit the information. Choose between the following:

Admission: The initial request for the service .

Retrospective: The service was provided without prior authorization from eQHealth and the recipient subsequently received retroactive Medicaid eligibility.



Recipient ID

Enter the recipient's number that appears on the Medicaid ID card.

If a recipient has been assigned multiple numbers and the number entered by the provider is not a current number, then the system will check the cross-reference table and supply the new recipient number to be used along with an explanatory message.

The recipient must have Medicaid eligibility on file for the dates of service.

If the patient is a baby and has a personal Medicaid number, then enter this number in the Recipient ID box above and leave the Baby Name and Birth date blank. Otherwise, click the [Create Temp Baby ID] button to create a temporary Medicaid number.

Recipient Name

Based on the recipient number, the system will display the recipient's name. This is a "view only" field – not a user entry field.

DOB

Based on the recipient number, the system will display the recipient's date of birth. This is a "view only" field – not a user entry field.

Sex

Based on the recipient number, the system will display the recipient's gender. This is a "view only" field-not user entry field.

A screenshot of a web application window titled "Create Temp Recipient ID". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The form contains the following fields: "Enter Mother's Recipient ID:" followed by a text input box, and "OR ☐ Mother does not have a Medicaid ID number". Below this, there are two columns of fields: "Baby First Name:", "Baby Last Name:", and "Baby Birth Date:" on the left; and "Mother First Name:", "Mother Last Name:", and "Mother Birth Date:" on the right. Each of these six fields has a corresponding text input box. At the bottom center of the form are two buttons: "Save" and "Cancel".

Baby Name

The baby's first and last name must be entered if this is the first review request for a Baby admission. See the Recipient ID section for more details.

Physician and Other Healthcare practitioners

The Ordering Physician/ARNP/PA should be Florida Medicaid number of the ordering provider. (Ordering provider).



| Type | Medicaid # | NPI # | License # | Name | Phone # |
|--|---|-------|-----------|------|---------|
| Physicians and Healthcare Practitioners | | | | | |
| Edit Ordering Physician/ARNP/PA | | | | | |
| Medicaid #: | <input type="text" value="854072"/> | | | | |
| | Search | | | | |
| Type: | <input type="text" value="Ordering Physician/ARNP/PA"/> | | | | |
| Name: | <input type="text" value="TEST, PHYSICIAN C"/> | | | | |
| Please update any incorrect information below: | | | | | |
| Phone #: | <input type="text" value="(111) 111-1111"/> | | | | |
| Fax #: | <input type="text" value="(333) 333-3333"/> | | | | |
| Address 1: | <input type="text" value="14526 PHYSICIAN DRIVE"/> | | | | |
| Address 2: | <input type="text"/> | | | | |
| City: | <input type="text" value="TAMPA"/> | | | | |
| State: | <input type="text" value="FL"/> | | | | |
| Zip Code: | <input type="text" value="33570-"/> | | | | |
| I have verified the above contact information is correct: <input type="checkbox"/> | | | | | |
| <input type="button" value="Cancel"/> | | | | | |
| Edit Reading Radiologist | | | | | |

To enter the Medicaid number into the grid, you must select the **Edit** link. The Medicaid ID# is a 9-digit number. Make sure to select a physician with a valid ID.

Once you have entered the Medicaid ID# and verified the information is correct, make sure to check the box "I have verified the above contact information is correct" and click "Update".

If the number is unknown, press **Search** to find a valid Physician or Clinician Number. You will get the following screen for search criteria to be entered. You may enter a full name or just an initial of the last name then press enter. The list will show on the screen (e.g. Clark) Click on **Select** on the record for the desired physician the provider number, name and demographic information will be filled based on the physician number. If you have more current information the demographic information can be updated by the user.

| Physician Search Page | |
|---|----------------------|
| Search: | |
| Medicaid #: | <input type="text"/> |
| NPI #: | <input type="text"/> |
| License #: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| First Name: | <input type="text"/> |
| Middle Init: | <input type="text"/> |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> | |



Indicate whether you are the:

Select One: Ordering Physician, Ordering ARNP, Ordering PA, Reading Radiologist, Rendering Facility.

| Physicians and Healthcare Practitioners | |
|---|----------------------------|
| | Type |
| Edit | Ordering Physician/ARNP/PA |
| Edit | Reading Radiologist |

Indicate whether you are the: Not Selected Select

Anticipated or actual date of study:

What is the date the study was ordered:

Not Selected

Not Selected

Ordering Physician

Ordering ARNP

Ordering PA

Reading Radiologist

Rendering Facility

Select Type of Request:

Select One: Urgent, Non-Urgent, Retrospective (Post study)

Select type of request: Not Selected Select

Not Selected

Urgent

Non-urgent

Retrospective (post study)

Anticipated or actual date of study:

Enter the scheduled date for the request or a proposed date

What is the date the study was ordered:

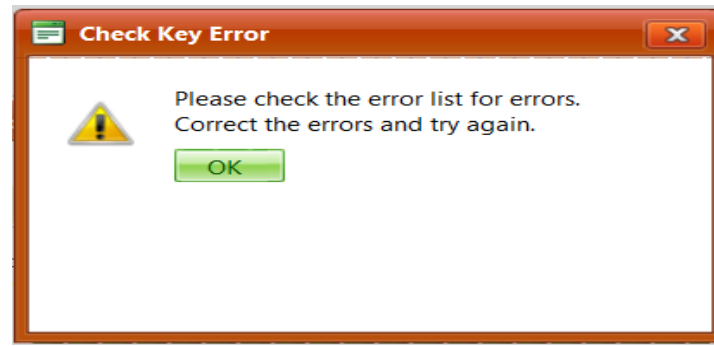
Enter the date the study was ordered

Anticipated or actual date of study:

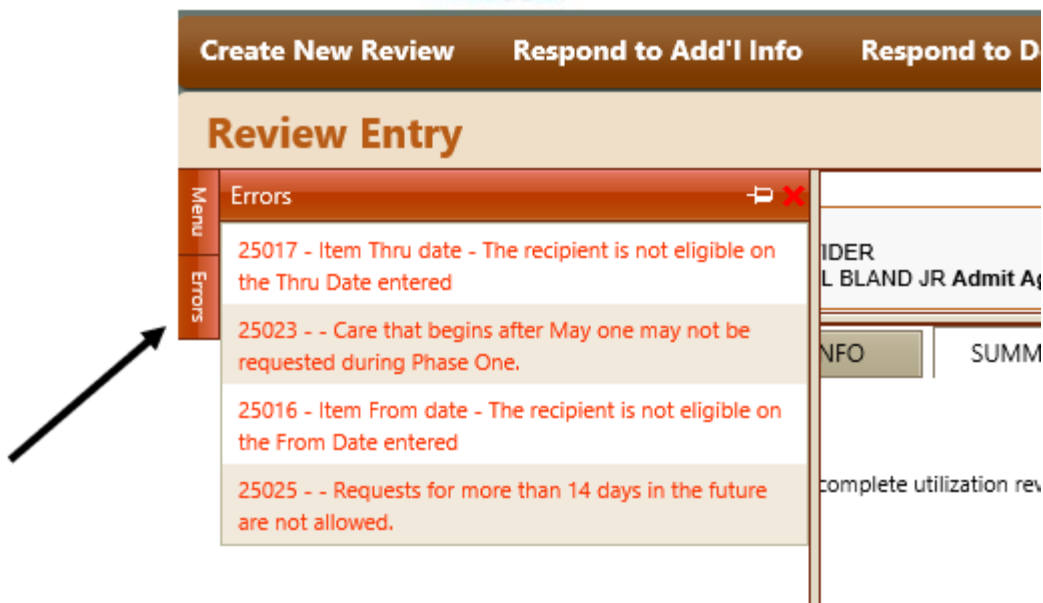
What is the date the study was ordered?

Check Key

- ▶ On the **Start Tab**, the user continues the review request process by hitting the Check Key button. This will cause the system to run several checks on what has been entered then progress to the next tab.
- ▶ When the user clicks “**Check Key**”, the system checks recipient and provider eligibility, duplicate reviews, and AHCA policy. If errors occur, a popup will appear on the screen that says:



- ▶ Press the **OK** to continue. Click on the Errors Tab to review any errors. Make the appropriate changes to the review and press Check Key again until all errors have been resolved. If you need further explanation of the types of errors that can occur during the check key process, go to the Error Correction section in this document.



- ▶ If no errors are detected, the next available tab appears at the top and the user is allowed to proceed with entry.
- ▶ The systems will confirm the recipient’s Medicare eligibility. If there seems to be a mismatch between the system’s records and the review request, the system gives the user the option of overriding the system. This is presented through the following popup window.



A dialog box titled "Select an Option about Medicare Benefits" with a green icon in the top left corner. It contains three radio button options and an "OK" button at the bottom.

- ☐ Cancel request - patient has Medicare benefits for this period that have not exhausted
- ☐ Continue request - patient does not have Medicare coverage for this period
- ☐ Continue request - Requested care is not covered by Medicare or Medicare benefits are exhausted

OK

- ▶ It will prompt you to confirm the recipient's address and phone. Once you confirm the address and the phone number are correct, check the address/phone verified box. This popup prompt will look like this:

A dialog box titled "Verify Recipient Address / Phone" with a green icon in the top left corner. It contains various input fields for recipient information and a checkbox for "Address/Phone Verified". A black arrow points to the checkbox. An "OK" button is at the bottom left. The URL "https://flwebapps.eqhs.org:443/fltrainportalnew/PopupPages/BeneAddressPage.aspx" is visible at the bottom.

Recipient ID: 123

Name:

Address Line 1:

Address Line 2:

City:

State: Zip Code:

Phone:

Other Phone:

Legal Guardian name:

☐ Address/Phone Verified

OK

<https://flwebapps.eqhs.org:443/fltrainportalnew/PopupPages/BeneAddressPage.aspx>

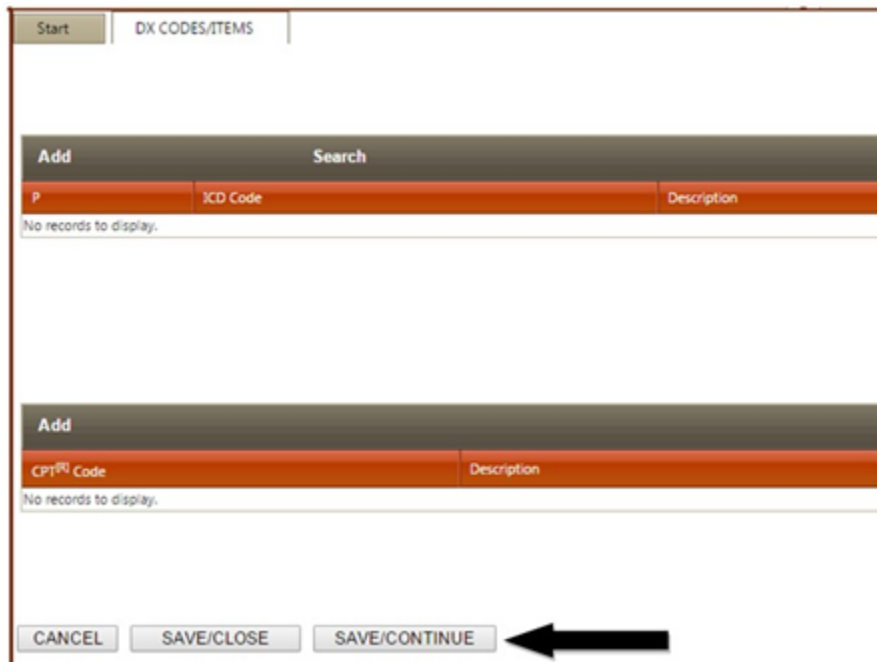
- ▶ Press OK to continue

Save/Close

- ▶ The user can save a record intermittently during entry. As you are entering data, you can hit the Save/Close at the bottom of each screen. This will save the data you have entered. This will prevent loss of data in case of a lost Internet connection or in case the user is Interrupted during entry.

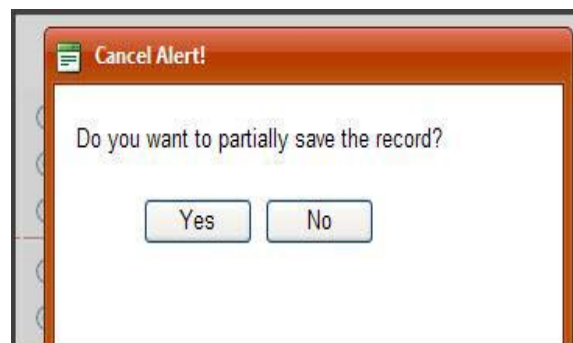
Save/Continue

- ▶ After the **Start Tab**, the user continues to progress through the review process with the Save/Continue at the bottom of each screen. This will save the data you have entered and progress on to the next tab and reset the “clock” for an additional 20 minutes.



Cancel

- ▶ The user can cancel a record by clicking Cancel at the bottom of each screen. The user will be asked, “Do you want to partially save the record”? If the user does not choose to partially save, all information entered will be lost.



DX CODES/ITEMS Tab

- ▶ This screen captures all data regarding the diagnosis (reason for the need for the item) and item(s) being requested.

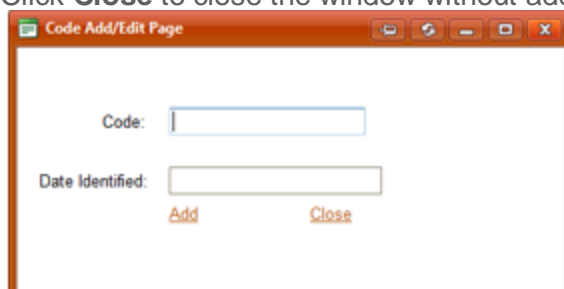
| | | |
|-------|----------------|---------------|
| Start | DX CODES/ITEMS | CLINICAL INFO |
|-------|----------------|---------------|

| Add | | Search |
|-----|----------|--------------------|
| P | ICD Code | Description |
| Y | 3438 | CEREBRAL PALSY NEC |

| Add | |
|-----------------------|--------------------------|
| CPT [®] Code | Description |
| 70450 | CT Head without contrast |

| | | |
|--------|------------|---------------|
| CANCEL | SAVE/CLOSE | SAVE/CONTINUE |
|--------|------------|---------------|

- ▶ Click **Add** to enter diagnosis following box will appear. Do not enter a decimal point when entering the DX Code.
- ▶ The date identified will default to the date the order was written, but it can be changed.
- ▶ Click **Add** to close the window and the diagnosis/procedure codes will be displayed on the screen.
- ▶ Click **Close** to close the window without adding any diagnosis codes.



Code Add/Edit Page

Code:

Date Identified:

[Add](#) [Close](#)

- To find a specific diagnosis code, click **Search** and enter the first 3-5 letters of the diagnosis. Click **Select** to highlight each desired DX code from the resulting list. When all the DX codes you need are highlighted click **Add Selected** to add these DX codes to the review request.

Code Text Search Page

Text Search:

Search Results:

| | | Code | Description |
|------------------------|--------------------------|-------|---|
| Select | Deselect | F4541 | PAIN DISORDER EXCL RELATED TO PSYCHO FACTOR |
| Select | Deselect | F4542 | PAIN DISORDER W RELATED PSYCHOLOGICAL FACTORS |
| Select | Deselect | G501 | ATYPICAL FACIAL PAIN |
| Select | Deselect | G546 | PHANTOM LIMB SYNDROME W PAIN |
| Select | Deselect | G547 | PHANTOM LIMB SYNDROME W/O PAIN |
| Select | Deselect | G890 | CENTRAL PAIN SYNDROME |
| Select | Deselect | G8911 | ACUTE PAIN D/T TRAUMA |

- Click “Add” to enter the CPT code for ADI, Enter the # of units for each CPT Code requested.

Item Code Add/Edit Page

Code:

Description: MRI Orbit, Face and/or Neck without contrast

MOD1:

From Date:

Thru Date:

Total Units:

Clinical Tab

This screen captures the clinical information needed for the authorization determination and appears with every authorization request. Some questions require answers

| Question | Yes/No/NA | Check all that apply |
|--|--|----------------------|
| CPT Codes (All) | | |
| Is this test being requested to rule out cancer? Please describe which type in the summary tab | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A | |
| Has the patient ever been diagnosed with cancer? If yes list type and date of onset in summary tab. | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A | |
| Has the patient had any imaging studies in the last 6 months. Please list studies in summary tab with date test performed and results. | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A | |
| Does the patient have any contraindications to contrast or has the patient had a reaction to dyes? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A | |
| Has the patient had surgery in the last year? Describe surgery. | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A | |
| Has the patient been intubated? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A | |

Once you have completed the questions, click **“Save/Continue”**

Summary Tab

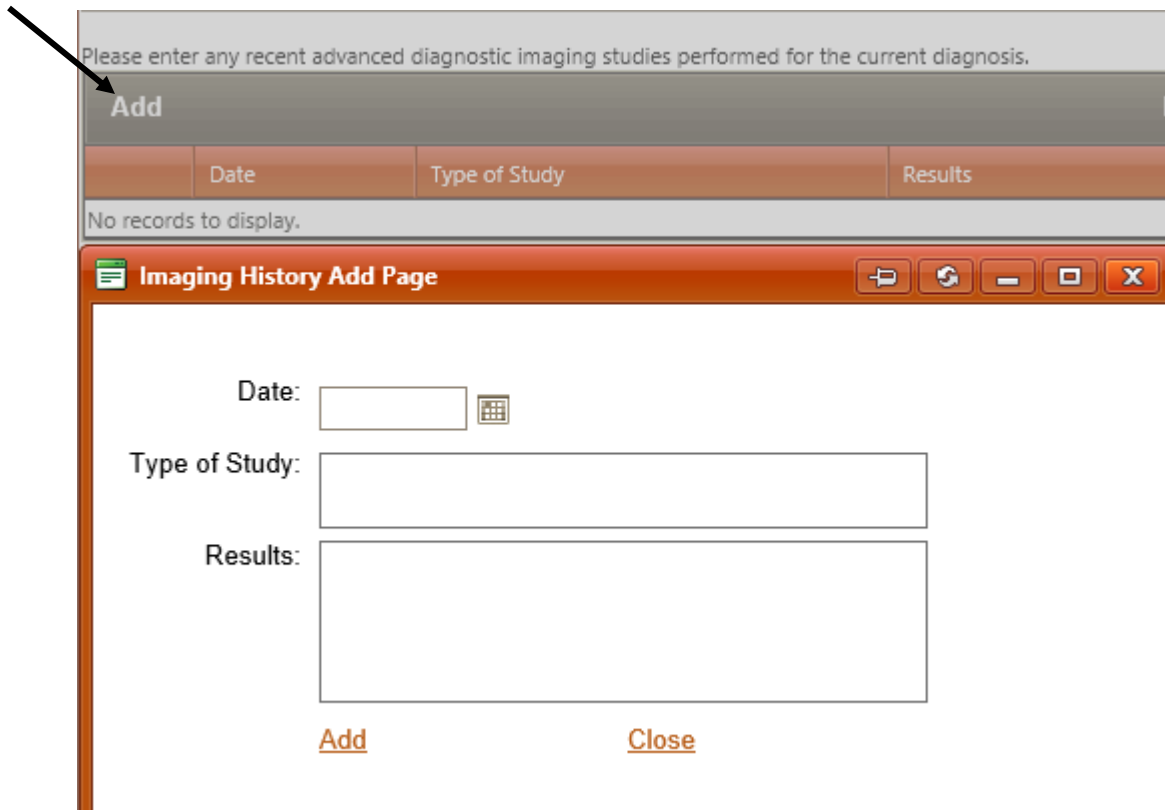
Enter any additional information relevant to the request but not captured on the previous screens. Do **NOT** copy and paste clinical notes in this area. You will be prompted to attach clinicals after you submit your review.

Click **“Submit for review”** to complete the review request. By clicking submit you are acknowledging the disclaimer and attesting to the accuracy of the information entered in the review request.

| Start | DX CODES/ITEMS | CLINICAL INFO | SUMMARY |
|---|----------------|---------------|---------|
| <p>Please enter any additional information you feel is needed to complete utilization review here. Note: It is NOT necessary to repeat any information that was already indicated on previous tabs.</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div> <p>Do NOT Copy and past clinical notes in this box</p> | | | |
| <p align="center"><u>Florida Agency for Health Care Administration Disclaimer Statement</u></p> <p>eQHealth Solutions certification determination does not guarantee Medicaid payment for services. Eligibility for and payment of Medicaid services are subject to all terms and conditions and limitations of the Medicaid Program.</p> <p align="center"><u>PROVIDER ATTESTATION STATEMENT</u></p> <p>A service provider who knowingly or willfully makes, or causes to be made any false statement or representation of a material fact in any application for Medicaid benefits or Medicaid payments, may be subject to the application of sanctions, which include, but are not limited to, fines, suspension and termination. In addition, the provider may be prosecuted under federal and/or state criminal laws and may be subject to civil monetary penalties and/or fines.</p> <p align="center">By clicking [Submit for Review] you are attesting to the above.</p> | | | |
| <div> <div>CANCEL</div> <div>SAVE/CLOSE</div> <div>SUBMIT FOR REVIEW</div> </div> | | | |

Imaging History Add Page

Please enter any recent Advanced Imaging Studies performed for the current diagnosis.




Please enter any recent advanced diagnostic imaging studies performed for the current diagnosis.

Add

| Date | Type of Study | Results |
|------------------------|---------------|---------|
| No records to display. | | |

Imaging History Add Page

Date: 

Type of Study:

Results:

[Add](#) [Close](#)

Reminder: Confirm that you have the required clinical documentation to attach to the review.

☐ I attest that I have the following documentation on hand to attach to this review.
I understand that this documentation is needed to complete the review process:

- The patient's history of problem/issue being presented
- Signs and symptoms the patient is experiencing
- Physical examination findings with plan of care

Once you click submit for review, the system will generate a message that your review was successfully submitted. It will generate a Review ID# and Case ID.



eQHealth suite

Create New Review

Respond to Add'l Info

Respond to Denial

Home

Menu

Review ID: 11455612

eQHealth Case ID: 729955

Recipient Name: JOHN DOE

Errors

Review Status: Approved

Review Completed: 4/16/2018

Respond to Additional Information

If a provider receives a request for additional information from eQHealth regarding a review request, then you will need to click on this menu to respond.

- ▶ The system grid will display all records in process and currently awaiting requested additional information.
- ▶ The user clicks **“Open”** for the appropriate review and the system will display the additional information request.



| eQ-Health suite | | | | | | | | | | | |
|--|-------------|----------|--------------------|-----------|-----------|----------------------------|-------------|------------|-----------|--------------|----------------------|
| Go To Simply Better Health's System | | | | | | | | | | | |
| Create New Review Respond to Add'l Info Respond to Denial Online Helpline Utilities Reports Search | | | | | | | | | | | |
| Additional Information | | | | | | | | | | | |
| Cases Needing Add'l Info. | | | Search By ReviewID | | | Search By eQHealth Case ID | | | | | |
| | R# Numbers | ReviewID | Request Date | From Date | Thru Date | Requestor Name | Redpient ID | First Name | Last Name | Request Type | Setting |
| Open | Awaiting PA | 11454594 | 07/06/2016 | | | PhysProc Trainer | 123 | JOHN | DOE | Admission | Physician Procedures |

- ▶ The first box shows the question from eQHealth and is view only.
- ▶ You will respond to the question in one of three ways. You may type additional information into the text box labeled “Response”, or you may link a document to the review, or you may do both. To do so, see the section entitled “Linking an attachment to the review”.
- ▶ After you respond to the pend, click Submit Info button. The system will prompt you to link attachments, you will have the option to print a coversheet to send over the additional clinicals or you can upload them directly from your computer. If during entry, you do not want to save the entry, click Cancel.



| Question | Pended date | Response |
|--|-------------|----------|
| <p>✓ Please provide clinical information to support this request, to include all prior medical treatments pt received, imaging & lab results, post operative plan- if this includes breast reconstruction.</p> <p>Response</p> <p>Edit</p> | 7/6/2016 | |

Please do not click submit until you are ready to send documentation by either entering in the response box or linking an attachment.

[CANCEL](#) [SUBMIT INFO](#)

Respond to Denial

If there is an adverse determination for a review request, request a Reconsideration by a second physician not associated with the first decision. To do this, click Respond to Denial from the menu list. Any review requests with option for reconsideration will be displayed here.

| Respond to Denial | | | | | | | | | |
|-------------------|----------------------|--------------|------------|-----------|----------|------------------|-------------------|-----------------------------|------------------------------------|
| ReviewID | Review Complete Date | Recipient ID | First Name | Last Name | PA# | eQHealth Case ID | Init Service Date | | |
| 60519098 | 03/25/2011 | 000001111 | JENNIFER | ANDERSON | 18013906 | | 03/18/2011 | Open Review | Link Recon Request |

- ▶ To request Reconsideration, click **Open Review**.
- ▶ The provider may either agree with eQHealth physician reviewer's decision, or request a reconsideration review and enter additional supporting information in the available textbox for our physician peer reviewer to use when reevaluating the case. You may also attach additional documents to the Reconsideration request by clicking on the Link Attachment button and following the instructions to either directly upload the document or create a barcoded fax coversheet. See the section titled Attachments for further details.
- ▶ If you intend to link supporting documentation, please select the checkbox under the additional information textbox. This will indicate that eQHealth should await the fax documents before forwarding for physician review.



Start DX CODES/ITEMS DATES HISTORY DC PLAN FUNCTIONING GOALS SOCIAL HISTORY RECON

☐ I agree with eQHealth physician reviewer's adverse determination and waive reconsideration review rights

☒ I do not agree with eQHealth physician reviewer's adverse determination and am requesting a reconsideration review

Enter any additional information to be considered with your request for reconsideration that justifies medical necessity of the previously denied or reduced level of services.

☐ Additional supporting documentation will be submitted via upload, or faxed using the barcoded coversheet

CANCEL SUBMIT RECON INFO

Online Helpline

You can create a new request or view responses to previous requests from Online Helpline tool by selecting **Online Helpline** from the menu list.

- ▶ Create a New Helpline Request

- ▶ You may enter Review ID, PA #, Recipient #, or Admission date, along with your question. If you enter a Review ID, or a PA #, the remaining fields will be filled in by the system.
- ▶ Type your question or comment in the textbox and click Submit Question.
- ▶ A message stating that the response has been submitted will appear and a ticket number will be assigned.

You will be e-mailed a link to return back to the Online Helpline when the ticket has been processed by the eQHealth staff and a response is available.

View Response to Previous Request

- ▶ To view the response to a previous ticket, scroll down and view the History in list below.
- ▶ All responses for the last 30 days will be displayed. Responses will be displayed in ticket number order; the most recent being displayed first.
- ▶ The responses will include the receipt date and time of the request, the response date and time, PA # (if applicable), the question and the answer.

Menu

Errors

Online Helpline

To enter a new question, type your question in the box below, then click the **Submit Question** link below.
You will be e-mailed with a link to return here when this ticket has been processed.
To view the response to a previous ticket, scroll down and view the **History** in list below.

Review ID: Do NOT enter other values if Review ID is entered.

Recipient #: Admit Date:

[Submit Question](#)

Q&A History (Last 30 Days)

| Question/Response |
|-------------------|
|-------------------|

Utilities

Update Baby Info, Enter Discharge Dates, Cancel Case, Resend Case, Date Calculations.

Update Baby Info

When an Identification Number is assigned by Medicaid, retrieve the data field for entering the Baby Recipient Identification number: **Select Update Baby Info.**



Baby Update Utility

Baby Number Conversion

Menu
Errors

eQHealth Case ID:

Recipient:

Admit Date:

Baby Name:

Enter Baby's Recipient ID: DOB:

Name:

Address:

Under “Original Info,” enter the eQHealth Case ID. The other data fields in this section will be filled in by the system.

Under “Baby’s Info,” enter the Baby’s Recipient Number. The date of birth (DOB), name, and address fields will be filled in by the system.

Verify that the information is correct before clicking the “Convert” button.

Once “Convert” has been clicked, the changes will be complete, and the review is transmitted to the fiscal agent to receive the PA#.

Enter Discharge Dates

To retrieve the data field for Discharge Date, select Enter Discharge Dates. Make your selection by indicating the last-date-certified range, the admission date range, recipient number, or PA # and then click search.

Enter Discharge Dates

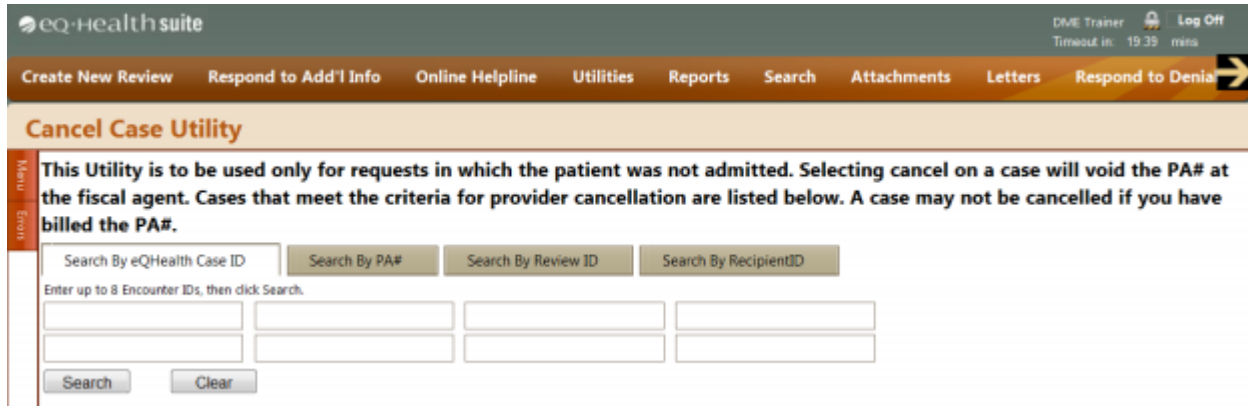
Menu
Errors

Last Certified Date Range: (120 day limit)

Click Edit on each row of the grid that you wish to enter the discharge date and then click Update when you verified this information is correct.

Cancel Case

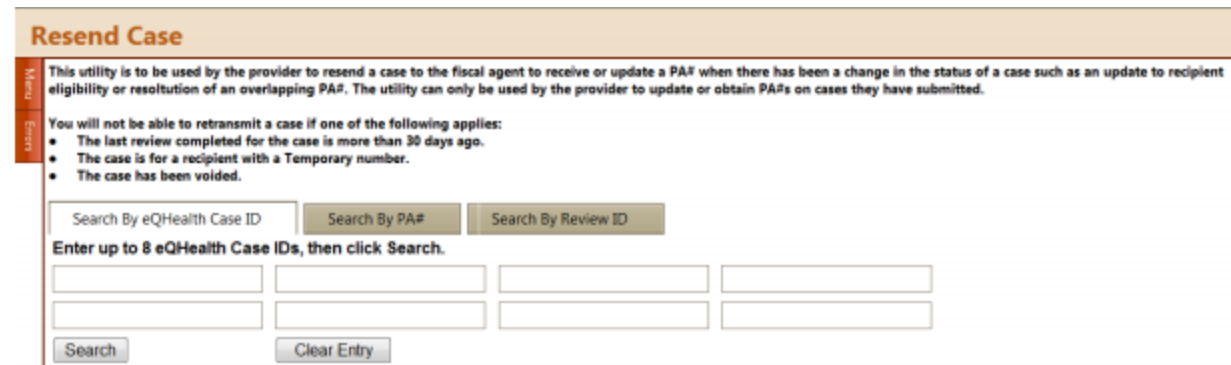
Choose the Case(s) to be cancelled, using one of the search options, and follow the prompts to cancel the case.



The screenshot shows the 'eQ-Health suite' interface. At the top, there is a navigation bar with links: 'Create New Review', 'Respond to Add'l Info', 'Online Helpline', 'Utilities', 'Reports', 'Search', 'Attachments', 'Letters', and 'Respond to Denial'. Below this is a header for 'Cancel Case Utility'. A message states: 'This Utility is to be used only for requests in which the patient was not admitted. Selecting cancel on a case will void the PA# at the fiscal agent. Cases that meet the criteria for provider cancellation are listed below. A case may not be cancelled if you have billed the PA#.' Below the message are four search buttons: 'Search By eQHealth Case ID', 'Search By PA#', 'Search By Review ID', and 'Search By RecipientID'. There are also input fields for 'Enter up to 8 Encounter IDs, then click Search.' and 'Search' and 'Clear' buttons.

Resend Case

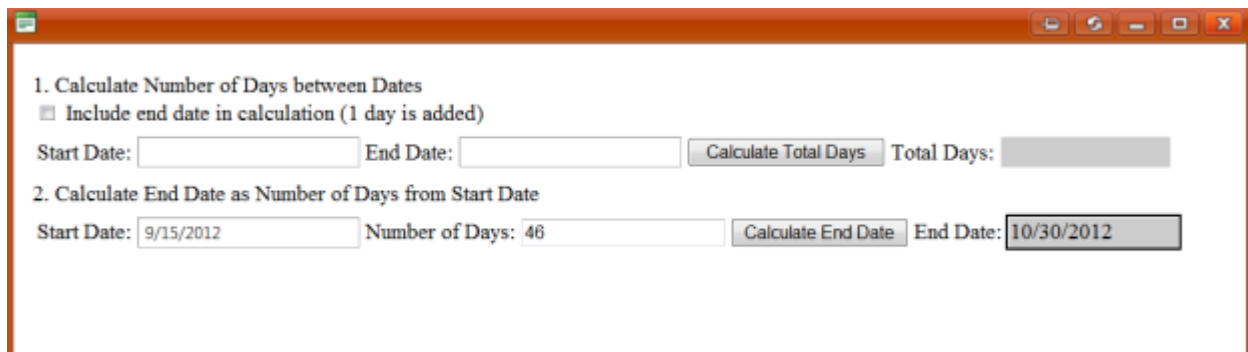
Choose the Case(s) to be resent, using one of the search options, and follow the prompts to cancel the case.



The screenshot shows the 'Resend Case' utility interface. A message states: 'This utility is to be used by the provider to resend a case to the fiscal agent to receive or update a PA# when there has been a change in the status of a case such as an update to recipient eligibility or resolution of an overlapping PA#. The utility can only be used by the provider to update or obtain PA#s on cases they have submitted.' Below the message are four search buttons: 'Search By eQHealth Case ID', 'Search By PA#', 'Search By Review ID', and 'Search By RecipientID'. There are also input fields for 'Enter up to 8 eQHealth Case IDs, then click Search.' and 'Search' and 'Clear Entry' buttons. A list of conditions is provided: 'You will not be able to retransmit a case if one of the following applies: The last review completed for the case is more than 30 days ago. The case is for a recipient with a Temporary number. The case has been voided.'

Date Calculations

Use this utility as an aid to calculate the time span for authorization requests.



The screenshot shows the 'Date Calculations' utility interface. It contains two sections: '1. Calculate Number of Days between Dates' and '2. Calculate End Date as Number of Days from Start Date'. In the first section, there is a checkbox 'Include end date in calculation (1 day is added)', input fields for 'Start Date' and 'End Date', a 'Calculate Total Days' button, and a 'Total Days' output field. In the second section, there is an input field for 'Start Date' (9/15/2012), an input field for 'Number of Days' (46), a 'Calculate End Date' button, and an 'End Date' output field (10/30/2012).



Reports

Click **Reports** on the menu list.

| Provider: 010087101 - TEST HOSPITAL | | |
|-------------------------------------|-----|---|
| Select | I1 | Inpatient Review Status for a Given Recipient or Case ID |
| Select | I10 | Detailed List of Admissions (at the Case ID Level) |
| Select | I2 | Inpatient Status of All In-Process Certification Reviews (including reconsiderations) |
| Select | I3 | Inpatient Admissions with Completed Reviews |

A menu of currently available reports will be listed for the user to choose from.

- ▶ Select a report. Report results may/may not be displayed on the screen based on selection criteria. All data listed on all reports are provider specific. All data transmitted via the Internet are encrypted for security compliance. A sample report result screen is shown below with no selection criteria. Press the **Run Report**.

Recipient ID:

Admit Date: ☒ All Dates ☐ Date Range

Export As:

Run Report

NOTE: Depending on criteria, queries may take a little while. Please be patient.

A print preview screen opens in Adobe Acrobat PDF format as shown below



Report11.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 2 87.7% [Icons] Tools Fill & Sign Comment

Create New
Provide

Menu Error

Report 11
eQHealth Solutions
Review Status/Outcome for a Given Recipient or Case ID

Recipient: 123 JOHN DOE Sex: M DOB: 4/18/1994 Print Date: 7/28/2015
Print Time: 02:53 PM

Provider: 010087101 TEST HOSPITAL

| Admit Date | D/C Date | Last Day Certified | Total Units | Baby Name | Patient Account # | eQHealth Case ID | Review Type | Receipt Date | Complete Date | Record Status | Units Cert | PA# |
|------------|------------|--------------------|-------------|-----------|-------------------|------------------|----------------|--------------|---------------|---------------------|------------|-----|
| 6/30/2015 | 7/4/2015 | | 5 | | | 729795 | Admission | 6/24/2015 | 6/24/2015 | Approved | 5 | |
| 12/20/2014 | | 12/20/2014 | 1 | | | 729778 | Admission | 12/18/2014 | 12/30/2014 | Approved | 1 | |
| 12/20/2014 | | 12/20/2014 | 1 | | | 729794 | Admission | 12/19/2014 | 12/30/2014 | Approved | 1 | |
| 11/10/2014 | 11/15/2014 | | | | | 729779 | Retrospective | 12/18/2014 | 12/30/2014 | Denied | 0 | |
| 9/16/2014 | | 9/16/2014 | 1 | | | 729777 | Admission | 9/17/2014 | 9/17/2014 | Approved | 1 | |
| 7/1/2014 | | | | | | 729760 | Admission | 6/24/2014 | | At 1st Level Review | 0 | |
| 7/1/2014 | | 7/1/2014 | 1 | | | 729771 | Admission | 6/24/2014 | 6/24/2014 | Approved | 1 | |
| 6/25/2014 | | | | | | 729762 | Admission | 6/23/2014 | | At 1st Level Review | 0 | |
| 6/25/2014 | 5/2/2014 | | | | | 729768 | Admission | 6/24/2014 | | At 1st Level Review | 0 | |
| 6/1/2014 | | | | | | 729755 | Admission | 6/3/2014 | | At 1st Level Review | 0 | |
| 12/10/2013 | | | | | | 729683 | Admission | 12/18/2013 | | At 1st Level Review | 0 | |
| 8/1/2013 | | | | | | 729649 | Admission | 4/6/2014 | | At 1st Level Review | 0 | |
| 7/1/2013 | | | | | | 729646 | Admission | 7/10/2013 | | At 1st Level Review | 0 | |
| 5/18/2012 | | 5/20/2012 | 3 | | | 729610 | Admission | 5/18/2012 | 5/18/2012 | Approved | 3 | |
| 5/16/2012 | | 5/16/2012 | 1 | | | 729606 | Admission | 5/16/2012 | 5/16/2012 | Case Voided | 1 | |
| 5/1/2012 | | | | | | 729564 | Admission | 4/18/2012 | | At 1st Level Review | 0 | |
| 5/1/2012 | | | | | | 729593 | Admission | 6/26/2014 | | At 1st Level Review | 0 | |
| 4/28/2012 | | | | | | 729590 | Admission | 6/24/2014 | | At 1st Level Review | 0 | |
| 4/19/2012 | | 4/20/2012 | 2 | | | 729570 | Admission | 4/18/2012 | 4/18/2012 | Approved | 2 | |
| 4/18/2012 | | | | | | 729567 | Admission | 10/15/2013 | | At 1st Level Review | 0 | |
| 4/18/2012 | | 4/21/2012 | 4 | | | 729568 | Admission | 4/18/2012 | 4/18/2012 | Approved | 4 | |
| 4/15/2012 | | | | | | 729572 | Admission | 4/19/2012 | | At 1st Level Review | 0 | |
| 4/11/2012 | | 4/17/2012 | 7 | | | 729574 | Admission | 4/19/2012 | 4/19/2012 | Approved | 7 | |
| | | | | | | | Continued Stay | 4/25/2012 | | At 1st Level Review | 0 | |

Page 1 of 2

- ▶ To print the report, the user should click the printer button on the task bar. The Print property box opens.
- ▶ Adobe Acrobat PDF will orient the report as needed. Click the OK button and retrieve the results from the printer.
- ▶ Reports can also be saved electronically

Search/View Partial Records

- ▶ To retrieve and complete entry of a partially saved review request, select **Search** from the menu list.
- ▶ The list of all partially saved requests will be displayed as illustrated below.

Create New Review Respond to Add'l Info Respond to Denial Online Helpline Utilities Reports **Search** Attachments Letters Update My Profile User Admin

Search

List Partial Records Search By PA# Search By Date Search By Recipient Cases Needing Add'l Info Search By Review ID Search By eQHealth Case ID

Search Voided/Canceled Cases

| PA Numbers | ReviewID | Request Date | From Date | Thru Date | Requestor Name | Recipient ID | First Name | Last Name | Request Type | Setting | Therapy Type | Patient Type | eQHealth Case ID | Admit Date | Provider ID | Review Status |
|------------------|----------|--------------|-----------|-----------|----------------|--------------|------------|-----------|--------------|-------------------|--------------|--------------|------------------|------------|-------------|---------------|
| Open Awaiting PA | 11455524 | 03/22/2018 | | | BA Trainer | 123 | JOHN | DOE | Admission | Behavior Analysis | | | 729951 | 01/31/2018 | 000000001 | Web Partial |

When a partial record is processed, the system puts the user back into the entry screens.

- ▶ The user should then complete data entry process as discussed in Section I New Request.
- ▶ If it is determined that the partial request should be discarded instead of completed, then the user clicks Delete on the row.
- ▶ If you have any partially saved reviews that are over 90 days, the system will prompt you delete those reviews before you can request further services.

Restrictions:

Partially saved records are not processed by eQHealth. The user is responsible for properly completing them and submitting them for review or deleting them as necessary.

View Previously Submitted Review Requests

The user can view any previously submitted review requests. To retrieve a list of previously submitted requests, select **Search** from the menu list.

- ▶ The user may Search by PA#, Search by Admit Date, Search by Recipient ID, or Search by eQHealth Case ID.
- ▶ Review requests pending additional information can also be accessed from this tab.
- ▶ Key in the applicable request criteria.
- ▶ The system will display all electronically submitted requests that meet the criteria.
- ▶ To obtain a list of requests submitted by all users associated with the providers Medicaid number, click the box to clear the check mark.
- ▶ To view the data entered in a review request, click the **Open** next to the record needed. The completed entry screens will be displayed.

Below is an example of the data grid displayed for the View Previous Requests (Search by Recipient) option.

Search

Menu

Error

List Partial Records

Search By PA#

Search By Date

Search By Recipient

Cases Needing Add'l Info.

Search By KePro Case ID

Se

Search By eQHealth Case ID

Search Voided/Canceled Cases

Enter a Recipient ID #, then click Search.

Recipient ID: 456

Search

| | PA Numbers | ReviewID | Request Date | From Date | Thru Date | Requestor Name | Recipient ID | First Name | Last Name | Request Type | Setting | Therapy Type | Patient Type | eQHealth Case ID |
|------|-------------|----------|--------------|------------|------------|----------------|--------------|------------|-----------|---------------|-------------------|--------------|--------------|------------------|
| Open | Awaiting PA | 11449475 | 04/18/2012 | 04/18/2012 | 05/01/2012 | Inpt Trainer | 456 | JANE | DOE | Admission | Acute IP Med/Surg | | | 729565 |
| Open | Awaiting PA | 11449489 | 04/18/2012 | 04/18/2012 | 04/21/2012 | Inpt Trainer | 456 | JANE | DOE | Admission | Acute IP Med/Surg | | | 729566 |
| Open | Awaiting PA | 11449529 | 04/18/2012 | | | Inpt Trainer | 456 | JANE | DOE | Retrospective | Acute IP Med/Surg | | | 729569 |
| Open | Awaiting PA | 11449546 | 04/18/2012 | 04/20/2012 | 04/22/2012 | Inpt Trainer | 456 | JANE | DOE | Admission | Acute IP Med/Surg | | | 729571 |
| Open | Awaiting PA | 11449563 | 04/19/2012 | 03/01/2012 | 03/20/2012 | Inpt Trainer | 456 | JANE | DOE | Retrospective | Acute IP Med/Surg | | | 729573 |
| Open | Awaiting PA | 11449617 | 04/19/2012 | | | Inpt Trainer | 456 | JANE | DOE | Admission | Acute IP Med/Surg | | | 729576 |

Attachments

Supporting documentation requirements are dictated by AHCA policy. Documents should be submitted at the time the authorization request is entered. However, for requests submitted without supporting documentation, the documents can be submitted after the request is submitted by accessing the review via the “Attachments” tab.

The documents may be linked to a review request in one of two ways:

- a. You may link a pdf, jpeg, tif, or bmp document directly to the review

| Attachments | | | | | | | | | | | | |
|----------------|------------|--------------|---------------------|-----------|------------------|----------------------|------------|----------------|--------------|---------------------|-----------------------------|---|
| Menu Errors | In Process | | Completed Inpatient | | | Completed Outpatient | | | | | | |
| | ReviewID | Recipient ID | First Name | Last Name | eQHealth Case ID | Admit Date | KBaby Name | Account Number | Receipt Date | Record Status | | |
| | 11449135 | 123 | JOHN | DOE | 729554 | 10/25/2011 | | | 10/08/2013 | At 1st Level Review | Open Review | Link Attachment |
| | 11449387 | 123 | JOHN | DOE | 729561 | 01/06/2012 | | 1/1/12 | 02/03/2012 | At 1st Level Review | Open Review | Link Attachment |
| | 11449461 | 123 | JOHN | DOE | 729564 | 05/01/2012 | | | 04/18/2012 | At 1st Level Review | Open Review | Link Attachment |
| | 11449501 | 123 | JOHN | DOE | 729567 | 04/18/2012 | | | 10/15/2013 | At 1st Level Review | Open Review | Link Attachment Attachment(s) |
| | 11449550 | 123 | JOHN | DOE | 729572 | 04/15/2012 | | | 04/19/2012 | At 1st Level Review | Open Review | Link Attachment |

OR

- b. You may create a bar-coded fax coversheet and fax the document.

To access either option, click the **Link Attachments** hyperlink at the end of the review request line you are interested.

Providers can also view previously submitted documents on this tab.

Fax option: Click on supporting documentation then Generate Coversheet.

Note: Make sure you do NOT have any pop-up blockers enabled on your computer or the coversheet will not generate.





Fax Cover Page

eQHealth Solutions

Fax Cover Page

eQHealth Solutions Fax Numbers:

Home Health, Therapy and PCS: 855-321-3747

Inpatient: 855-427-3747



R-11454492 I-131

Provider ID: 010087101

Provider Name: TEST HOSPITAL

PA #:

Recipient ID: 456

Recipient Name: JANE DOE

Admit Date: 10/01/2015

Review ID: 11454492

Pages (Including this one) _____

Only use coversheet once.

Please do not modify or duplicate bar code or cover sheet in any way.

ATTACHMENT(S) FOR INITIAL REQUEST FOR REVIEW

Order for study(s)

Once you have selected all the coversheets you would like, click Generate Coversheet. The system will open a new web browser for each coversheet you selected, and you can save or print by clicking the appropriate option at the top of the browser window.

IMPORTANT NOTE: Do not reuse or modify the fax sheets. Like the barcodes on the cereal you buy at the grocery store, our system needs the correct barcode for each document

Upload option: Click Upload attachment image(s) to directly link a digital image to the review request. You will see a popup box with a list of all current available document options for the review.

Note: Once you have uploaded the image the system will let you know it's been successfully submitted.

The screenshot shows a web application window with a title bar. Inside, there are two buttons at the top: "Print attachment coversheet(s)" and "Upload attachment image(s)". Below these is a dropdown menu labeled "Supporting Documentation". Under the dropdown is a text input field and a "Browse" button. Below the input field is a red "x Remove" link. Below that is an "Add" button. At the bottom center is an "Upload" button. A "Close" button is in the top right corner of the window.

Letters

All written correspondence from eQHealth Solutions will be available via our web system by accessing the **Letters** menu option. Letters are grouped into 3 categories as follows:

- In Process: Letters generated prior to completion of an initial review, including the pending and suspend letters.
- Completed: Initial review determination letters.
- Reconsideration: Reconsideration outcome letters.

Click the tab of your choice and enter the required information.



The resulting list will display all the available letters. You may open the review or view all letters for a review by clicking the **View Letter** option

To view the letter, click **View Letter**. This will result in a list of all letters pertaining to the review.

Select the letter you want to see by clicking **View**. You may print the letter or save it to your computer.

[Update My Profile](#)

Click **Update My Profile** from the menu list.

User Edit

| | |
|---|---|
| <div style="background-color: #a020f0; color: white; text-align: center; padding: 2px;">Menu</div> <div style="background-color: #a020f0; color: white; text-align: center; padding: 2px;">Errors</div> | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>UserID: 95736</p> <p>User Name: <input type="text" value="InptTrainer"/></p> <p>First Name: <input type="text" value="Inpt"/></p> <p>Last Name: <input type="text" value="Trainer"/></p> <p>Password: <input type="password"/></p> <p>Email: <input type="text" value="noreply@eqhs.org"/></p> <p>InactiveDate: <input type="text"/> </p> <p>Phone Number: <input type="text" value="(123) 456-7899"/></p> <p>Extension: <input type="text" value="1234__"/></p> <p>Receive review recon emails: <input checked="" type="checkbox"/></p> </div> <div style="width: 45%;"> <p>Allow to enter requests?: <input checked="" type="checkbox"/></p> <p>Allow to view provider letters?: <input checked="" type="checkbox"/></p> <p>Allow to view physician letters?: <input type="checkbox"/></p> <p>Receive review approval emails: <input checked="" type="checkbox"/></p> <p>Receive review pended emails: <input checked="" type="checkbox"/></p> <p>Receive review suspended emails: <input type="checkbox"/></p> <p>Receive review canceled emails: <input type="checkbox"/></p> <p>Receive review partially denied emails: <input checked="" type="checkbox"/></p> <p>Receive review recon complete emails: <input checked="" type="checkbox"/></p> <p>Receive review denied emails: <input type="checkbox"/></p> </div> </div> <p style="text-align: center; margin-top: 20px;">Save Changes</p> |
|---|---|

To save the login information, click the **Save Changes**.

NOTE: All required data fields must be entered before the system will save the information.

- The system will perform edit checks on the login information and display an error message above the save changes link.
- Correct edit errors click the **Save Changes**.
- If the system does not detect any errors, the user will be given a message verifying that the user log in information was successfully saved to eQHealth Solutions web login table.

Add New User

| User Administration | | | | | | | | |
|---------------------|------------------------------|-----------|-------------|------------|-----------|-----------------------|-----------------------|-------------------|
| Menu Errors | Add New User | | | | | | | |
| | UserID | User Name | Inactive DT | Phone | Extension | Added DT | Last Edit DT | Email |
| | Edit | 95736 | InptTrainer | 1234567899 | 1234 | 11/16/2009 1:53:20 PM | 6/25/2014 4:04:18 PM | noreply@eqhs.org |
| | Edit | 95928 | jcalvert | 2222222222 | | 6/20/2014 6:09:10 PM | 6/24/2014 11:44:30 AM | jcalvert@eqhs.org |
| | Edit | 95929 | jones1111 | 2222222022 | | 6/24/2014 2:00:34 PM | 6/24/2014 2:00:34 PM | ncalvert@eqhs.org |

Click on **Add New User** to enter login information for a **new** user. The following screen opens. Enter required information. When complete, press **Save Changes** to continue or press **Back to Users List** to return to the list of users.

NOTE: Every user's Login ID and Password is tied to a "unique" Medicaid provider number. Therefore, users at multiple practice locations CANNOT be added using the same login/password for a given provider. For example, a user at location B cannot have the same Login/Password at location A. These logins are assigned by the User Administrator and complies with the local area networks standards for user logins/passwords.

| User Edit | |
|----------------|---|
| Menu Errors | <div> <div> <div>User Name:</div> <div><i>At least 6 chars. lower case.</i></div> </div> <div> <div>First Name:</div> <div></div> </div> <div> <div>Last Name:</div> <div></div> </div> <div> <div>Password:</div> <div></div> </div> <div> <div>Email:</div> <div></div> </div> <div> <div>InactiveDate:</div> <div></div> </div> <div> <div>Phone Number:</div> <div>() _ - _</div> </div> <div> <div>Extension:</div> <div></div> </div> <div> <div>Receive review recon emails:</div> <div><input type="checkbox"/></div> </div> </div> <div> <div>Allow to run reports?:</div> <div><input type="checkbox"/></div> </div> <div> <div>Allow to enter requests?:</div> <div><input type="checkbox"/></div> </div> <div> <div>Allow to view provider letters?:</div> <div><input type="checkbox"/></div> </div> <div> <div>Allow to view physician letters?:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review approval emails:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review pended emails:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review suspended emails:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review canceled emails:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review partially denied emails:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review recon complete emails:</div> <div><input type="checkbox"/></div> </div> <div> <div>Receive review denied emails:</div> <div><input type="checkbox"/></div> </div> |

Save Changes

Back to User List

| | |
|------------------------------|--|
| User Name | <p>Unique user identifier. All alpha characters must be in lowercase.</p> <p>Examples: user's first name; user's first initial then last name Login ID must be unique across all users of eQHealth Web based system. If you enter a Login ID and the system responds that this ID is already on file, then you must use a different ID. A common solution to this situation is to append a numeric digit at the end of the last name. For example, user "Jane Doe" would be jdoe1.</p> |
| Password | <p>Must be between 6 and 10 characters. All alpha characters must be in lowercase.</p> <p>Each user is responsible for keeping this password confidential.</p> |
| First and Last Name | <p>The user's name. This name will be automatically copied to every review request that is submitted to eQHealth by this user. It is maintained on the review record and is printed on the certification letters.</p> |
| Phone & Extension | <p>The user's phone number and phone extension. The phone and extension numbers will be automatically copied to every review request that is submitted to eQHealth by this user. It is maintained on the review record.</p> |
| Inactive Date | <p>If a user is no longer with the facility or is no longer authorized to access the provider's confidential data, then the facility access User Administrator should immediately inactivate their login. Simply key a date into this field and the user login will be inactivated from the entered date forward.</p> |

| | |
|---|--|
| Indicate if the user is granted access to view provider letters | The User Administrator determines which users can view provider letters, run reports and/or create review requests. The User Administrator can at any time change the setting of this field thereby opening or closing access to this module. The user cannot change the levels of access stated above, but can change demographic information and email notification options. |
|---|--|

To **change** a user's login information, click **Edit** on the record needed.

- An edit screen opens with that user's current information.
- Type in correct information and press **Save Changes** or press **Back to Users List** to return to the list of users.

User Administration

Menu

Errors

Add New User

| | UserID | User Name | Inactive DT | Phone | Extension | Added DT | Last Edit DT | Email |
|----------------------|--------|-------------|-------------|------------|-----------|-----------------------|-----------------------|-------------------|
| Edit | 95736 | InptTrainer | | 1234567899 | 1234 | 11/16/2009 1:53:20 PM | 6/25/2014 4:04:18 PM | noreply@eqhs.org |
| Edit | 95928 | jcalvert | | 2222222222 | | 6/20/2014 6:09:10 PM | 6/24/2014 11:44:30 AM | jcalvert@eqhs.org |
| Edit | 95929 | jones1111 | | 2222222022 | | 6/24/2014 2:00:34 PM | 6/24/2014 2:00:34 PM | ncalvert@eqhs.org |