Multispecialty Services

2020

Overview of eQsuite®

- 24/7 accessibility to submit review requests
- A helpline module for Providers to submit queries.
- A reporting module that allows hospitals to obtain real-time status of all reviews.
- Secure transmission protocols that are HIPPA security compliant
- System access control for changing or adding authorized users.
- Electronic submission and Provider Alerts
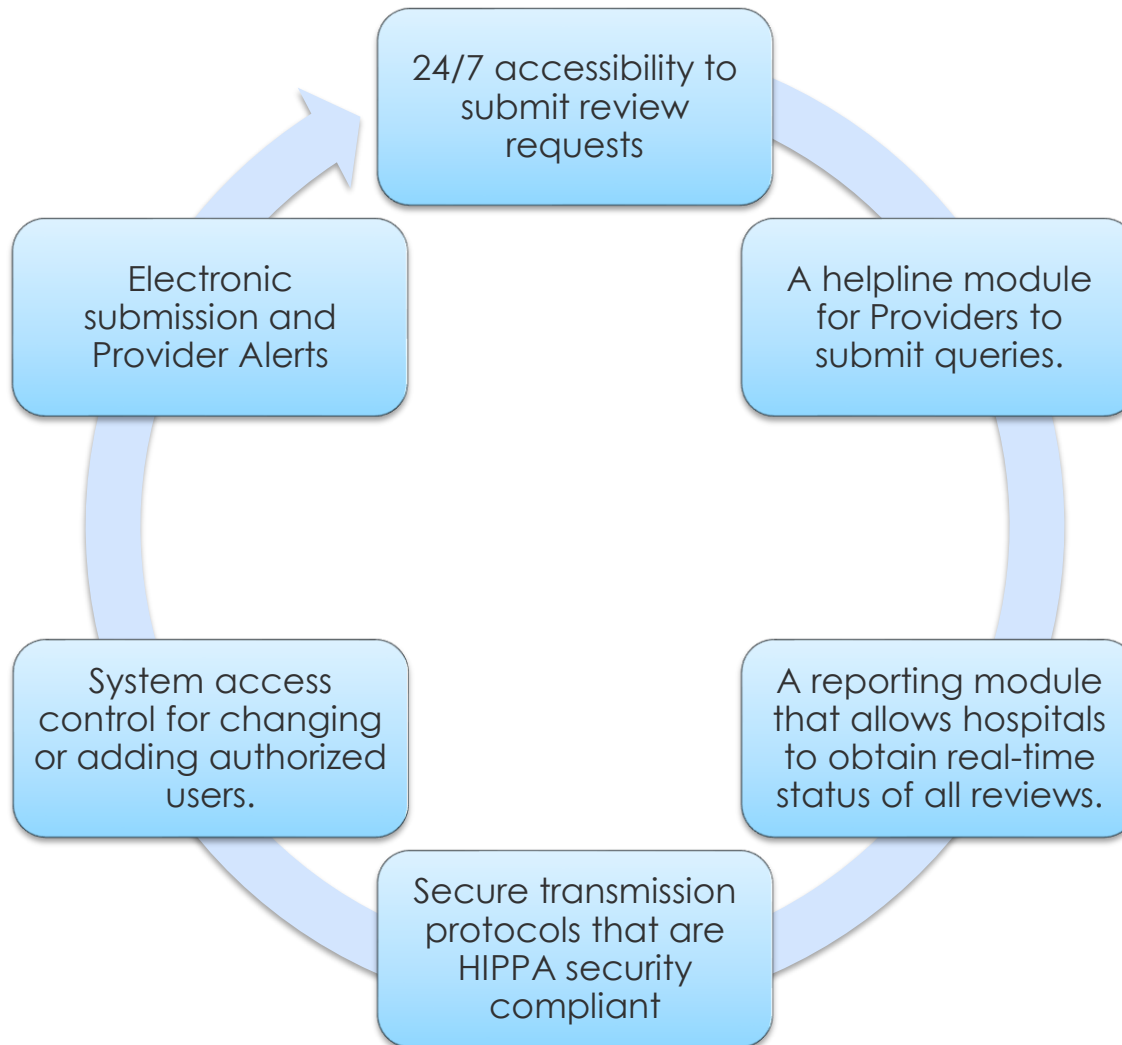
How to access eQsuite®

New Users:

You will need to complete and submit an access form.

(Once received and entered you will receive an email confirmation with your user name and password)

System Administrator:

✓ The person assigned will be responsible keeping all user accounts updated. *(Email address/phone numbers etc.)*

✓ You will have the ability to create additional User Accounts.

✓ Keeping all users informed of any updates or notifications sent from eQHealth.

eQ Health SOLUTIONS

eQSuite® Access Form

Complete and submit this form to obtain System Administrative Access to eQSuite® for your Group/Practice. Once we create User Access for your provider group the System Administrator will be able to create and manage additional eQSuite® user accounts for your staff.

Please Type in the Fillable Fields and email this form to
PR@EQHS.COM **or Fax: 855-440-3747**

Handwritten Forms Cannot be Accepted

Providers Information	
System Administrator First/Last Name	
Group/Practice Name	
Mailing Address	
NPI #	
Billing Medicaid ID#	
Phone #	
Email Address	
Service (Provider Type)	Select Setting... ▼

IMPORTANT INFORMATION
(Please read before signing)

UNAUTHORIZED ACCESS TO eQSuite® IS PROHIBITED BY LAW
By signing this form, you are attesting that you understand that accessing eQSuite® is for the sole purpose of conducting Utilization Review and that each logon will be used only by the individual to whom it assigned. Unauthorized or improper use of the eQSuite® product may result in disciplinary action, as well as civil and criminal penalties.

SAFEGUARDING AND LIMITING ACCESS TO EXCHANGED DATA
I agree to establish and implement proper safeguards against unauthorized use of eQSuite®. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with HIPAA.

Signature	
Date	

Codes that require Prior Authorization

Physician Services
Physician Services-Codes that Require Prior Auth

Chiropractic
Chiropractic-Codes that Require Prior Auth

Hearing Services (Audiology)
Hearing Services-Codes that Require Prior Auth

ITB Pump
ITB Pump-Codes that Require Prior Auth

Oral Maxillofacial Surgery
Oral Maxillofacial-Codes that Require Prior Auth

Vision
Vision-Codes that Require Prior Auth

You can find these lists on our provider website FL.EQHS.COM please check periodically as these list get updated from time to time.

Inpatient VS Outpatient

<u>Choosing the correct service type</u>

- If you are requesting an inpatient authorization you need to choose Med/Surg as the service. And the Provider ID should reflect the rendering Hospitals Medicaid ID#.

- If you are requesting and outpatient authorization you need to choose Physician Procedures as the service. And the Provider ID should reflect the Physicians Medicaid ID#.

Review Completion Timeframes

Services	1st Level Review	2nd Level Review (Physician Reviewer)
Physician Services Outpatient Surgery, Chiropractic, Podiatry, Ambulatory Surgery, Oral and Maxillofacial Surgery	Within 2 business days	Within 3 business days of the receipt of the complete request
Hearing (Audiology)	Within 3 business days	Within 5 business days of the receipt of the complete request
Vision (Optometry)	Within 3 business days	Within 5 business days of the receipt of the complete request
ITB (Intrathecal Baclofen Pump)	Within 3 business Days	Within 5 business days of the receipt of the complete request
Retrospective Medically Needy or retroactive eligibility	Within 20 business days (Includes all levels of review)	

Review Status

Review Status Determinations

➢ PEND: Additional information is being requested

➢ 1st Level Review: The review is currently being reviewed

➢ 2nd Level Review: If medical necessity cannot be made at 1st level review gets referred to a physician reviewer

➢ Cancel: Duplicative Service or line items not entered correctly, No Medicaid eligibility, Untimely Submission

Pended Reviews

➢ Please make sure to review the pend completely. There may be more than one item that is being requested from the reviewer, failure to respond to the entire request will result in additional pend. This delays the review and delays the recipient getting service.

Reconsideration and Fair Hearing Rights

➢ Partial and full denials have reconsideration and Fair Hearing Rights. Recipients or their parent/legal guardian need to be made aware of this process. There are time limitations for the requests outlined in the denial letter.

Modifications to an approved review

Type	Method
Extension of an authorization	• Contact Customer Service or • Enter an Online Helpline Ticket
Change Provider ID	• You will need to cancel the review and resubmit under the correct ID
Add/Change CPT Code	• You will need to cancel the review and resubmit with the correct/additional code.

Supporting Documentation

Service Type	Documentation Required
Physician Services Outpatient Surgery, Chiropractic, Podiatry, Ambulatory Surgery, Oral and Maxillofacial Surgery	•Current medical records (within the past 6 months) •Treating physician referral to specialty provider •Radiographs, MRI, laboratory results, • High Quality colored photographs •Diagnostic studies •Medical clearance letter •Oral and Maxillofacial surgery-Prior dental records & treatment records as applicable
Blepharoplasties	•Current medical records (last 6 months) • Documentation of need for procedure • Visual field study • Eyelid photography with and without tape • Optical exam •High Quality colored photographs
Vision Contact Lens Eyeglasses	•Prescription (include appropriate procedure codes) •Documentation of recipient's condition that meets the criteria for provision of specific eyeglasses or lens types, Optical / refraction examination •Itemized invoice •Contact lens (completed contact lens form) •Contact lens (Optical/refraction examination)

Supporting Documentation

Service Type	Required Documentation
Hearing Services Hearing Aids and related items	• Current audiogram (last 6 months) • Current medical records (last 6 months) • Physician's order & medical clearance letter • Documentation of medical necessity • All procedure codes and related fees
Hearing Services Cochlear Implant (Repair/replacement)	• Current medical records (last 6 months) • Examination report • Medical clearance letter • Documentation indicating need /nature of repair and replacement • Itemized documentation of repair cost • Invoice pricing
ITB Pump	• Current medical records (last 12 months) • Documentation of successful Baclofen trial with intrathecal injection • Physical therapy assessment for the Baclofen pump trial • Referral letter from primary physician • Documentation of trial of PO Baclofen • Medical clearance letter
Physician Dental Procedure-CPT 41899 This authorization is for an outpatient Dental procedure, the authorization # is assigned to the Dentist performing the procedure not the facility.	• Extractions • X-ray • Filling • Cleaning • Fluoride treatments • Special procedures not listed Please make sure to list what is expected to be done with pricelist.

Reminders

✓ Always check eligibility prior to requesting an authorization. If the recipient does **NOT** have Medicaid eligibility your request will be cancelled.

✓ If you obtain authorization for an inpatient request however, a multispecialty service has been requested during that stay, a new request will need to be entered in eQSuite for that service.

✓ Physician services should be entered with the Medicaid ID# for the physician not the Facility.
  - *(Group Medicaid ID#s should not be used)*

✓ There is a 180 day cap on the authorization date span

✓ If you have more than one Multispecialty request you must enter a separate request on eQSuite for each service.

LIVE DEMONSTRATION

eQ **Health**SOLUTIONS

eQHealth Resources

Phone: 855-444-3747

Fax: 855-440-3747

(*General inquiries/questions*)

Provider Website:

FL.EQHS.COM

(*Provider Forms/Education and Training Material*)

Provider Outreach Email:

PR@EQHS.COM

(*Provider Education/Training Assistance*)