Purpose: This guide serves as a tool on how view outcome letters in eQSuite®.

When you log into eQSuite® click on **"Letters".**

You will have 3 Tabs to choose from

- o **COMPLETED:** Reviews that have an outcome
- o **IN PROCESS:** Reviews that are still awaiting an outcome
- o **RECONSIDERATION:** Reviews that have a reconsideration outcome

You can search by the Review ID #, eQHealth Case ID, Review Complete Date Range or Admit Date Range.

Once the review has generated you will click on **"View Review Letters"**

You will then be able to view/print and save for your records.

NOTE: If you are a physician user you do not have letter viewing capabilities in eQSuite®. The letters will be mailed to the Physician's office. If you have additional questions, please contact our Customer Service Department at Phone: 855-444-3747.