

Submitting a Modification review in eQSuite

Purpose: These instructions serve as a guide on how to submit a modification in eQSuite.

Start Tab

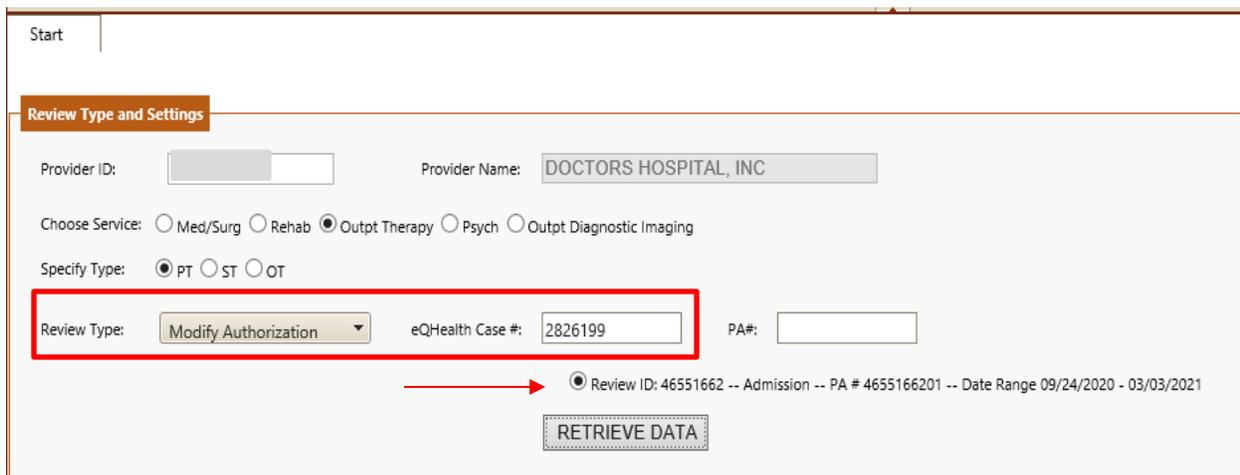
When you log into eQSuite when you click on “**Create New Review**”.

- Your Provider ID and Name will be defaulted
- You will choose the service and Specify the type as applicable.
- Your Review Type will be “**Modify Authorization**”
- You will enter the eQHealth Case # (This is not the Review ID#)
- Once you enter the eQHealth Case # you will need to select the Review that you wish to modify.

Important Reminders

- ✚ You can only modify a request that has been approved with a PA#.
- ✚ You cannot modify a review for dates of service that have expired.
- ✚ Do **NOT** have the previous review open in eQSuite when entering your modification.

Once you select the Review you wish to modify you will click “**Retrieve Data**”



Start

Review Type and Settings

Provider ID: Provider Name: DOCTORS HOSPITAL, INC

Choose Service: Med/Surg Rehab Outpt Therapy Psych Outpt Diagnostic Imaging

Specify Type: PT ST OT

Review Type: eQHealth Case #: PA#:

Review ID: 46551662 -- Admission -- PA # 4655166201 -- Date Range 09/24/2020 - 03/03/2021

DX Codes/Items Tab

Click to see previously approved items and units will display what has previously approved for that case# that you entered.

To add your CPT/HCPCS code click on "Add"

Start **DX CODES/ITEMS** HISTORY FUNCTIONING MEDS SUMMARY

Add	Search	Refresh	Add	Search	Refresh
P	ICD Code	Description		ICD Code	Description
Y	G8929	OTHER CHRONIC PAIN	Edit	No records to display.	

Plan of Care start date:

Plan of Care end date:

MODIFICATION: To request additional units for a previously authorized service code (line item) only add the number of additional units requested for the appropriate code in the following grid. You must also modify the "From" and "Thru" dates if the additional services are to be provided for part of the previously authorized timeframe.

ADDITION OF NEW SERVICE LINE ITEM: If requesting the addition of a new service code (line item) click on the "Add" button in the following grid and enter the required information. The "Thru" date must not exceed the current "Thru" date for the Prior Authorization Number (PA#).

Click to see previously approved items and units ←

Add ← Refresh

Code	Description	From Date	Thru Date	Requesting Units	Units/Visit	Visits/Period	Period Type	# Periods
No records to display.								

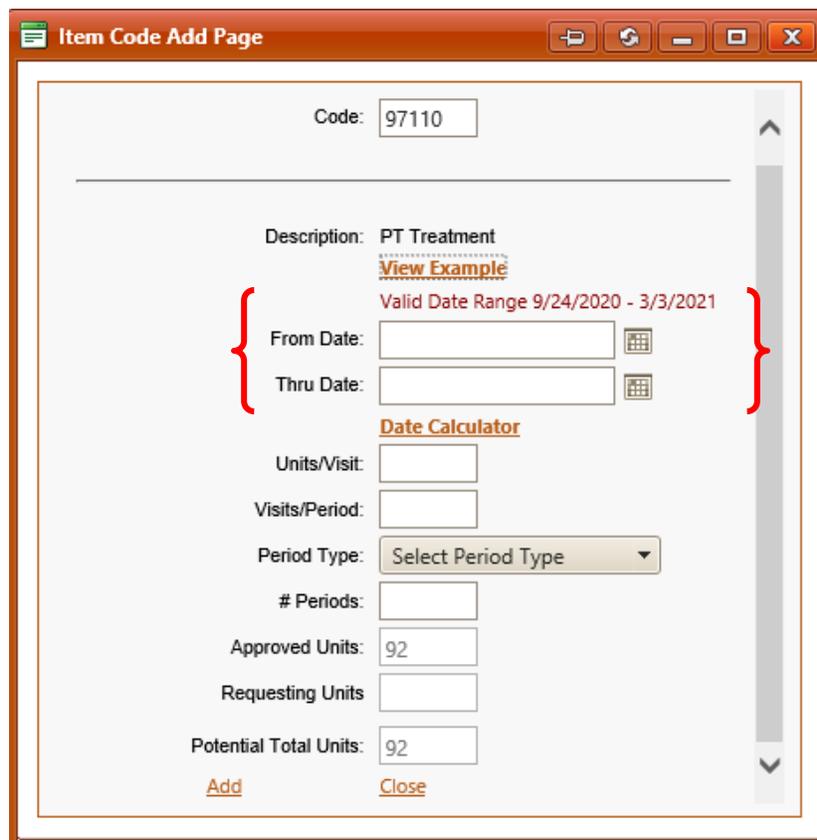
Total Approved Items Units Summary		
Code	Description	Total Approved Units
97110	PT Treatment	92

More Details

Review ID	Review Type	Code	From Date	Thru Date	Approved Units
46551662	Admission	97110	09/24/2020	03/03/2021	92

Once you enter the CPT/HCPCS code it will populate the authorization date span for the case that you wish to Modify. Your From/Thru Dates need to match the previously approved request.

Reminder: On Modification reviews you should only add the additional Units/Codes you wish to add. The screen will display the dates and units that were previously approved.



If the date range is not entered correctly you will receive an error message. You will need to make the corrections before you will be able to proceed.

