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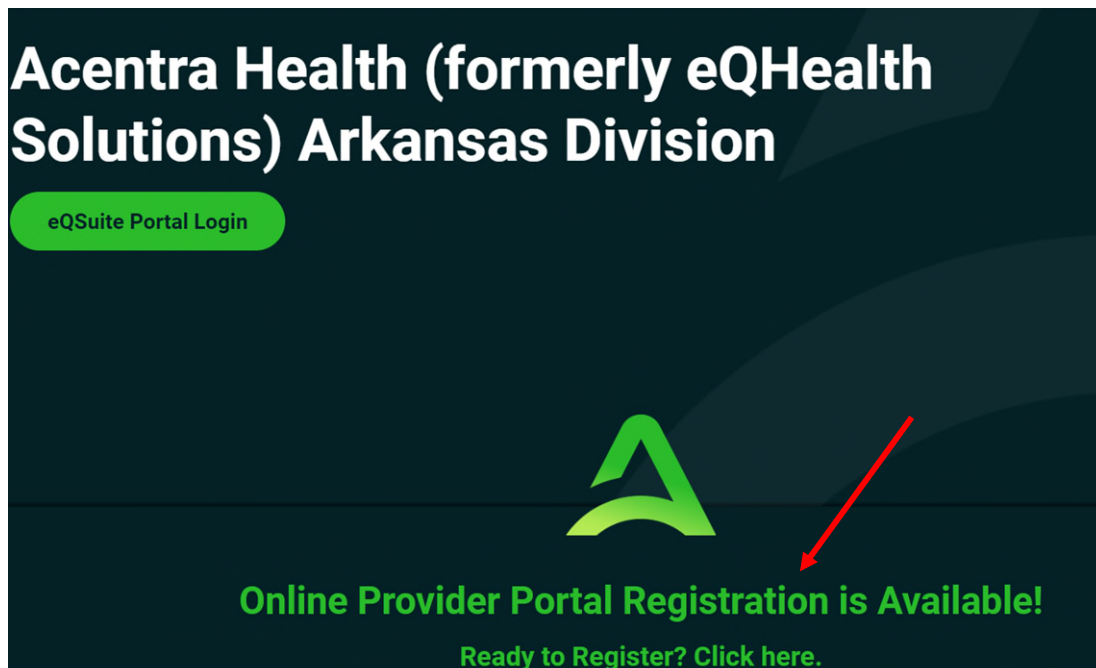
## ADDT/EIDT Nursing Services eQSuite® Step by Step User Guide

### Accessing the System

Acentra Health's (formerly eQHealth) Web based entry and inquiry system is accessed from our Web site home page.

Access the Internet with your web browser and go to [ar.acentra.com](http://ar.acentra.com) -from here you can follow the link to register for access to eQSuite®.

The provider must register to create an administrative account to access eQSuite®. Once an account has been created an email confirmation will be sent to activate the account.



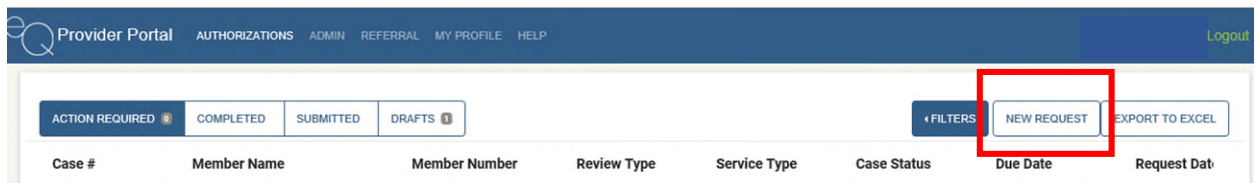
### Administrator Roles

- The person who registers with the Provider Medicaid ID# will be the Account Administrator
- The Administrator will have the ability to create additional user accounts, deactivate accounts and reset passwords.

- A practice/provider can have more than one Account Administrator.
- The password must contain a capitol letter, lowercase letter, a number, special character (#,!\*) and be a minimum of 8 characters.

## **Creating a new case**

- Click on New Request



- Select your Practice
  - If you only have one provider ID # the information will be generated in your account
  - If you have multiple provider ID#s you will need to select the correct location
- Click **“Find Patient”**
  - You will need to enter First and Last name and DOB or the Member ID and DOB.
- Click **search** and the patient information will generate, click on the name.

- Type of Service: Select Outpatient
- Start Date: Enter the start date of service
- Are you the Ordering Provider/Servicing Provider or BOTH
  - For ADDT/EIDT Nursing Services requests select **BOTH**
  - Once you select Both click on Find ordering Provider

- **Do NOT type in any information** click “Search” and your provider information will generate.
- Repeat steps for Servicing provider
- Category: Select **ADDT or EIDT** respectively
- Place of Service: Choose the applicable place of service
- Request of Severity: Will always be standard
- Click “Save & Continue”

## **Additional Request Details**

- If the beneficiary is in a PASSE, there will be a request for additional details.
- If you are a provider in a school system, select “Yes”
- If you are not a provider in the school system, select “No”
- Click “Save & Continue”
- Providers in the school system will be moved to the next page
- Providers not in the school system will be directed to contact Beacon for their prior authorization

<b>Request</b> Key initial request	<b>Additional Request Details</b> Additional details	<b>Demographics</b> Verify patient demographics	<b>Clinical</b> Enter clinical information	<b>Finalize</b> Finalize and submit
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[Delete](#) [Draft](#)

1. Is the Servicing Provider a school system employee?

Yes

No

[SAVE & CONTINUE](#)

## Demographics

- Verify the patient information is correct
- You will need to enter the patients phone number (Without dashes)
- Enter the legal Guardian information (Not Required)
- Click Submit

First Name			Last Name			
Email			Phone Number	5015551234 x		
Address Line 1	46 OPALOCHEE DR		Address Line 2			
City	CHEROKEE VILLAGE		State	AR	Postal Code	72529
<b>Legal Guardian 1</b>						
First Name			Last Name			
Email			Phone Number			
Address Line 1			Address Line 2			
City			State	Not Selected	Postal Code	
<b>Legal Guardian 2</b>						
First Name			Last Name			
Email			Phone Number			
Address Line 1			Address Line 2			
City			State	Not Selected	Postal Code	
<b>SUBMIT</b>						

## Clinical

- Diagnosis: You can search by the ICD 10 numeric code or you can search by the description.

The screenshot shows the 'Clinical' step of a request form. The top navigation bar includes 'Request' (Key initial request), 'Demographics' (Verify patient demographics), 'Clinical' (Enter clinical information), and 'Finalize' (Finalize and submit). The 'Clinical' step is active. Below the navigation bar, there are sections for 'Diagnoses', 'Procedures', 'Attachments', and 'Notes'. The 'Diagnoses' section has a search input field containing 'F84'. A dropdown menu is open, showing a list of ICD-10 codes and their descriptions: F84 - PERSISTENT DEVELOPMENTAL DISORDERS, F840 - AUTISTIC DISORDER (highlighted), F842 - RETT'S SYNDROME, F843 - CHILDHOOD DISINTEGRATIVE DISORDER NEC, F845 - ASPERGER'S SYNDROME, F848 - PERSISTENT DEVELOPMENTAL DISORDER NEC, and F849 - PERSISTENT DEVELOPMENTAL DISORDER NOS. At the bottom of the form, there are 'SAVE & CONTINUE' and 'RESET' buttons.

- Procedures: Click on Procedures
  - You will be prompted to select the correct Procedure Code
    - \* **ADDT RN: T1002-U6-UB**
    - \* **ADDT LPN: T1003-U6-UB**
    - \* **EIDT RN: T1002-U6**
    - \* **EIDT LPN: T1003-U6**
  - Start Date will be generated
  - Enter Total # of units: (1 unit = 5 minutes)
  - Unit Type: Select "Unit"
  - Frequency: Click Total
  - End Date: Up to 12 months from start date

Procedures ⓘ

Primary	Procedure	Start Date/End Date	Units	Total Units	Remove
<input checked="" type="radio"/>	96136-EP - Psychological Testing by a physician or other qualified health care professional for the purposes of diagnosing Autism, two or more tests, First 30 minutes.	09-02-2019	<input type="text"/> Unit Type <input type="text"/> Frequency <input type="text"/> for <input type="text"/>	<input type="text"/>	X

Attachments  No file chosen

Notes

- Attachments: Click Choose File
- Notes: Add any additional comments for our clinical team that would be pertinent to your submission.  
*Note: You will be required to either attach a document or make a note in eQSuite to proceed.*
- Click Save & Continue

Attachments

✓ DMS-618.doc X

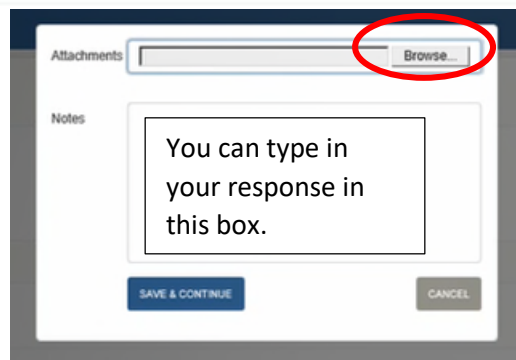
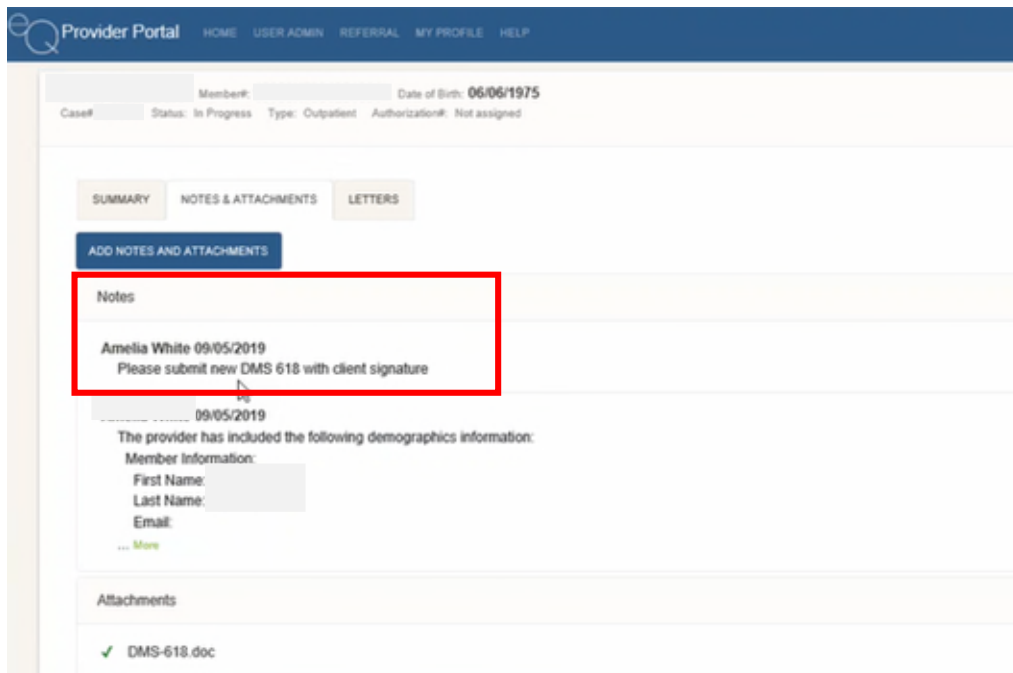
Notes

## **Finalize**

Review entry to verify everything is correct then click “Submit”  
Once you click Submit the system will generate a Case Number

## Dashboard Tabs

- **Action Required:** Cases where additional information is being requested from our clinical team.
  - Click on the Case, it will default to the Notes section
  - You will be able to view what is being requested
  - To respond to the request, click on 'Add Notes and Attachments' You have the ability to add additional documentation and respond to the reviewer in the "Notes" area. Once you have responded click "Save and Continue"



- **Completed:**
  - Once a case has an outcome (Certified/Denied) it will move to the completed tab.
  - Click on the Case and you will be able to view the outcome with details



Extend	Case #	Member Name	Member Number	Review Type	Service Type	Authorization #	Completed Dat...	Discharge Date	Ca
+		A		Initial	Outpatient		9/5/2019		Partial
+		AAATEST,		Initial	Outpatient		9/5/2019		Centr

No of Sols: 09/08/1972 Request Date: 09/06/2019 Procedure Date: 09/01/2019 Initial Case History +

SUMMARY NOTES & ATTACHMENTS LETTERS

**OUTPATIENT REQUEST**

Requesting Provider

Servicing Provider

Place of Service: 12 Home

Requested Dates: 09/01/2019 to 09/31/2020

**DIAGNOSES**

F639 DEMENTIA NOS (Primary Diagnosis)

**REQUESTED PROCEDURES**

Personal Care for a non-RCF Beneficiary Aged 21 or Older, per 15 minutes  
256 Unit Per Month For 1 Month(s)  
Total: 256 Unit(s)  
Begin Date: 12/01/2019  
End Date: 12/31/2019

Personal Care for a non-RCF Beneficiary Aged 21 or Older, per 15 minutes  
256 Unit Per Month For 1 Month(s)  
Total: 256 Unit(s)  
Begin Date: 04/01/2020  
End Date: 04/30/2020

**ACTIONS**

- CREATE FAX COVER SHEET
- PRINT SUMMARY PAGE
- CREATE NEW REQUEST
- REQUEST EXTENSION
- REQUEST CANCELLATION
- REQUEST RECONSIDERATION

Please see page 10 for instructions

Once you click on the Case, you can view the outcome letter on the "Letters" tab

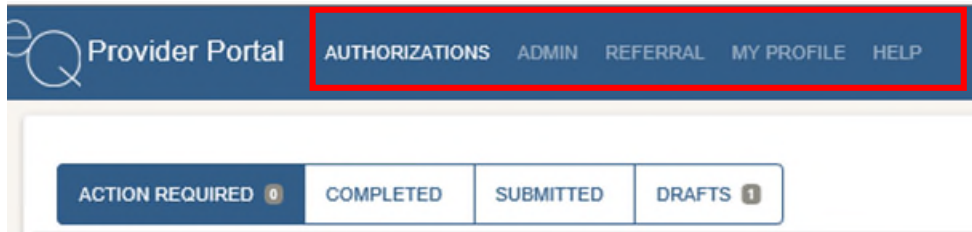
SUMMARY NOTES & ATTACHMENTS **LETTERS** ACTIONS

Letters

DD Approval	09/06/2019
DD Approval	09/06/2019

- **Submitted:** All cases that have been successfully submitted to eQHealth Solutions, awaiting an outcome.
- **Drafts:** Cases that have been entered but not fully submitted to eQHealth Solutions -If the request was entered in error you have the option to delete the record

## Menu Options



- **Authorizations**
  - You can click this button at anytime within the portal to take you back to the main dashboard.
- **Admin:** You can click this button to create new user accounts
  - “Click Add New User”
  - Enter the email address
  - Create a username
  - Select the practice
  - Click “Next” (Do not click create)

Practice	Administrator
<input checked="" type="checkbox"/> PRACTICE#: 100012407	<input type="checkbox"/>
<input type="checkbox"/> PRACTICE#: 100031407	<input type="checkbox"/>
<input type="checkbox"/> Test Practice	<input type="checkbox"/>

- Enter the Demographics then click “Create”

The screenshot shows a user creation form with two tabs: 'User Info' (checked) and 'Demographics' (unchecked). The 'Demographics' section contains the following fields: First Name\*, Last Name\*, Address 1\*, Address 2, City\*, State\* (dropdown menu showing 'Not Selected'), Zip\*, and Phone\*. At the bottom of the form are four buttons: PREVIOUS, RESET, CREATE (circled in red), and NEXT.

➤ **Referral**

- Only Applicable to Behavior Health and Personal Care services

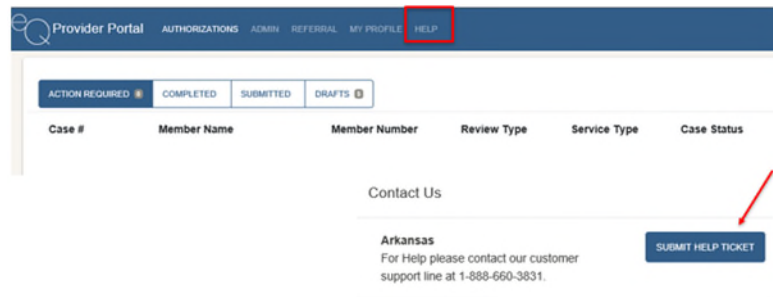
➤ **My Profile**

- You can change your email address and password.

The screenshot shows the 'My Profile' form with the following fields: Email\* (with an envelope icon), Username\* (with a person icon), Practices (a dropdown menu showing 'Practice'), and Password (with a 'Change Password' link in green text).

➤ **Help**

- If you click on the Help tab it will give you the phone number to reach our Customer Support line and the option to submit an online help ticket. We encourage providers to click on “Submit Help Ticket” if you have any questions or inquiries. Please refer to our Step by Step User guide on “How to submit a Help Ticket. [\(Click Here\)](#)



➤ **Actions**

- Create Fax Coversheet  
*Each case creates a unique fax coversheet*
- Print Summary Page
- Create New Request
- Request Extension  
*To add time or units to the approved PA.*
- Request Cancellation
- Request Reconsideration  
*If a case is partially certified or denied you can request a reconsideration*

