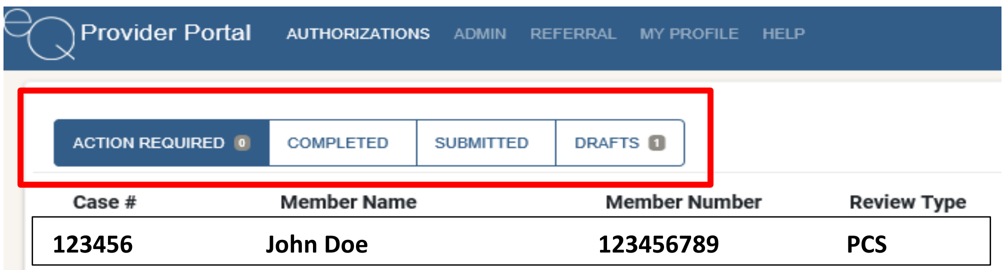
How to view notes from our clinical team in eQSuite

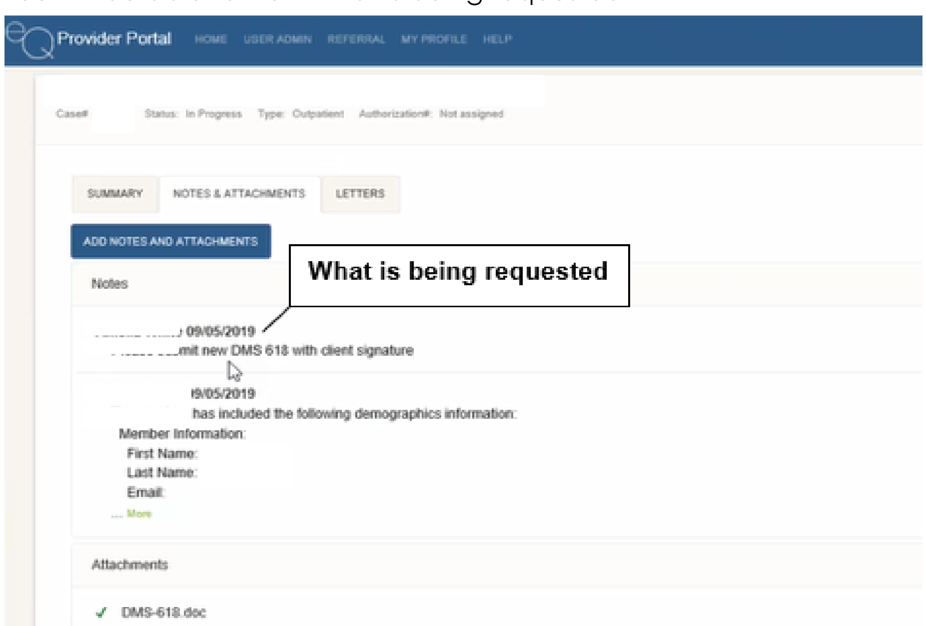
Purpose: This guide serves as a reference on how to view and respond to a case in eQSuite where the clinical team has requested additional information and the status is "Action Required".

When you log into eQSuite you will automatically be directed to your Dashboard.

<u>Tabs</u>



- **Action Required:** Cases where additional information is being requested from our clinical team.
  - Click on the Case, it will default to the Summary section
  - Click on "Notes and Attachments"
  - You will be able to view what is being requested



- To respond to the request, click on "Add Notes and Attachments". A box will generate for you to add your comments and upload additional documentation. Then click "Save an Continue"