

## How to respond to a “Pended” review

When you log into eQSuite®

- ▶ Click on Respond to Additional Info
- ▶ Find the review and click Open



eq·health suite Go To Simply Better Health's System

Create New Review **Respond to Add'l Info** Respond to Denial Online Helpline Utilities Reports Search

### Additional Information

Menu Home

Cases Needing Add'l Info. Search By ReviewID Search By eQHealth Case ID

PA Numbers	ReviewID	Request Date	From Date	Thru Date	Requestor Name	Recipient ID	First Name	Last Name	Request Type	Setting
Awaiting PA	11454594	07/06/2016			PhysProc Trainer	123	JOHN	DOE	Admission	Physician Procedures

You will see the requested information in the “**Question Box**” to respond

- ▶ Click on the **Arrow** and the screen will drop down



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### Review Entry

Menu Home

Review Header Information

Provider #: 00001000 Provider Name: TEST PROVIDER  
Recipient ID: 123 Recipient Name: JOHN DOE Admit Age: 22 Current Age: 22 Admit DT: 7/10/2016 Review ID: 11454594

Start DX CODES/ITEMS CLINICAL INFO SUMMARY **ADDL INFO**

Question	Pended date	Response
<input checked="" type="checkbox"/> Please provide clinical information to support this request, to include all prior medical treatments pt received, imaging & lab results, post operative plan- if this includes breast reconstruction.	7/6/2016	

Response

**Edit**

Please do not click submit until you are ready to send documentation by either entering in the response box or linking an attachment.

CANCEL SUBMIT INFO

- ▶ Click on **Edit** to respond

Once you have responded to the request, you will click on “**Update**” then “**Submit Info**”.

If you need to upload additional documents when you click on “**Submit Info**” you will be prompted to “**Link Attachments**”

