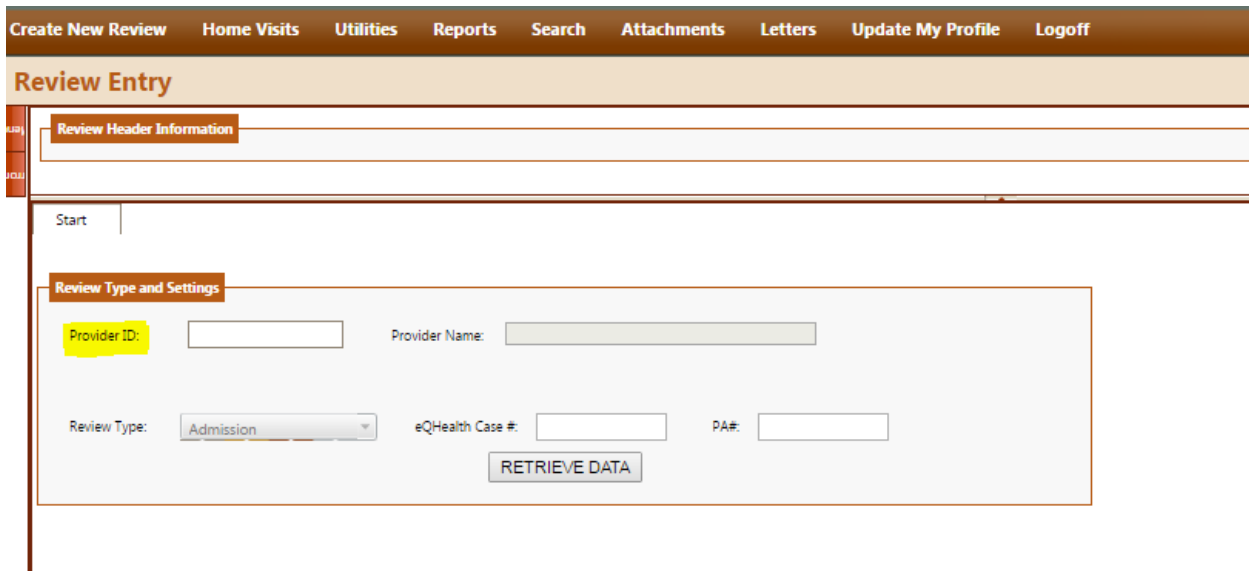


## Where do I enter the rendering facilities information

Log into eQsuite

- Click on Create New Review
- In the Provider ID field, you will enter the Medicaid ID number for the rendering facility.  
*(This is where the recipient will be going for their services)*
- The only time you should enter the physician's information is when you are requesting a **“Physician Procedure”**



The screenshot shows the 'Review Entry' interface. At the top, there is a navigation bar with links: 'Create New Review', 'Home Visits', 'Utilities', 'Reports', 'Search', 'Attachments', 'Letters', 'Update My Profile', and 'Logoff'. Below this is the 'Review Entry' title. The main content area is divided into sections. The 'Review Header Information' section is highlighted with a red box. Below it, the 'Review Type and Settings' section is highlighted with a red box. This section contains the following fields: 'Provider ID' (with a yellow highlight), 'Provider Name', 'Review Type' (a dropdown menu currently showing 'Admission'), 'eQHealth Case #', and 'PA#'. A 'RETRIEVE DATA' button is located below these fields.

Once the Medicaid ID number is entered you will hit **“Enter”** or **“Tab”** on your keyboard and the name of the provider will generate.

**Note:** Only Physicians' offices will have the ability to enter the rendering facilities information. Any other provider types your provider information will be pre-generated with your Medicaid ID number and Name of your organization.

