
Entering a Modification in eQSuite for BA Services

Things to remember when entering a Modification

1. You can only submit a modification on a review that already has been approved.
2. If the review is still in process and a correction/change needs to be made, you need to cancel the review and resubmit correctly.
3. You should only submit the modification for the increase in units and or new service code, do not enter the entire request again.
4. If you did not use all the units during the certification period, you do not need to modify the request. You should not bill for any services that were not rendered.
5. You need to have the PA# for the initial request that was submitted.

Examples

Appropriate submission for a modification:

Case was submitted for BA Service Code H2014-100 units and Service Code H2012-50 units from 6/1-6/30/18.

- Need to increase the units on H2012, to 150 units.
- You only enter the additional 100 units on the modification request

Appropriate submission for a modification:

Case was submitted for BA Service Code H2014-100 units and Service Code H2012-50 units from 6/1-6/30/18.

- You need to add another service code of H2019 for 75 units
- You only enter the new Service code on the modification request

Inappropriate submission for a modification:

Case was submitted for BA Service Code H2014-100 units and Service Code H2012-50 units from 6/1-6/30/18.

- You need to extend the dates for an additional 30 days, 6/1-7/30/18
- This is not a modification, you can only modify the units within the date range you initially submitted. If the certification has ended a continuation of services is required.

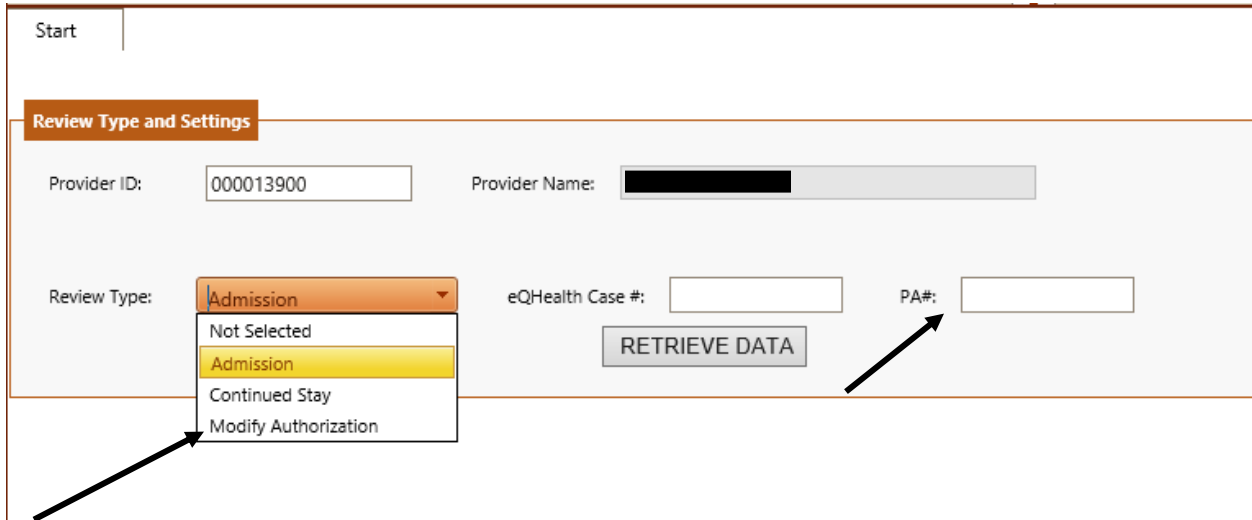
Inappropriate submission for a modification:

Case was submitted for BA Service Code H2014-100 units and Service Code H2012-50 units from 6/1-6/30/18.

- You need to change the dates to 6/15 - 7/14/18
- This is not a modification. To change the date span for an active PA#, enter a helpline request.

Modification on eQSuite

Click on “Create New Review” your review type will be “Modify Authorization” and enter the PA# for the initial request submitted. Click “Retrieve Data”



Start

Review Type and Settings

Provider ID: Provider Name:

Review Type: eQHealth Case #: PA#:

Not Selected
Admission
Continued Stay
Modify Authorization

RETRIEVE DATA

The information from the initial request will automatically display on the tab.

Once the modification has been successfully submitted the review completion timeframe is 3 business days.

