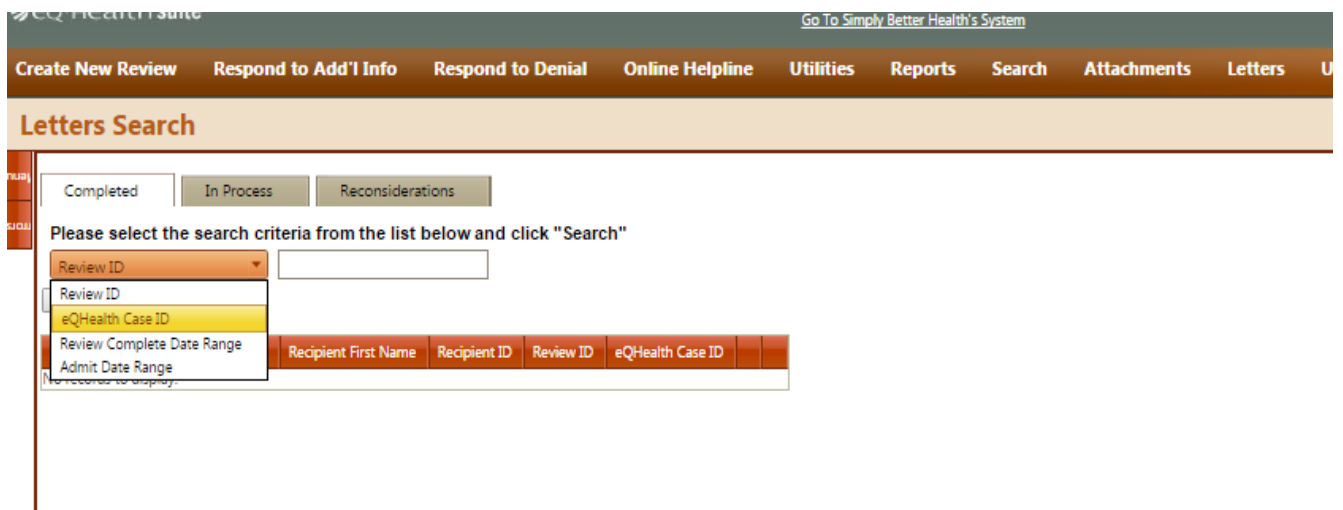


Viewing Approval/Denial Letters

When you are logged into eQSuite® click on the “**Letters**” tab.



- ▶ **COMPLETED:** Reviews that have an outcome
- ▶ **IN PROCESS:** Reviews that are still awaiting an outcome
- ▶ **RECONSIDERATION:** Reviews that have a reconsideration outcome



Once you have entered the Review ID number, click “**Search**”

Once the review has generated you will click on “**View Review Letters**”

Letters Search

Completed In Process Reconsiderations

Please select the search criteria from the list below and click "Search"

Review ID

Admit Date	Recipient Last Name	Recipient First Name	Recipient ID	Review ID	eQHealth Case ID	
06/27/2016						Open Review View Review Letter(s)

You will then be able to view/print and save for your records.

Letter Type	Letter Date	
Dental OP Outcome	07/01/2016	View

NOTE: If you have physician access to the portal you do not have letter viewing capabilities in eQSuite®. The Letters will be mailed to the Physician's office. If you need a copy faxed to you please contact our customer service department 855-444-3747.

