

How to respond to a Pended review request

When you log into eQsuite

- Click on **Respond to Additional Info**
- Click **Open**

Additional Information

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			Phys Proc 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

Review Entry

Review Header Information
Provider #: 000001000 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
✓ 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 Additional documents need to be attached you will be prompted to **“Link Attachments”**