

**Purpose:** This guide serves as a tool on how view outcome letters in eQSuite®.

When you log into eQSuite® click on **“Letters”**.

You will have 3 Tabs to choose from

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



[Create New Review](#)   [Respond to Add'l Info](#)   [Respond to Denial](#)   [Online Helpline](#)   [Utilities](#)   [Reports](#)   [Search](#)   [Attachments](#)   **Letters**

### Letters Search

    

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

 

 

 

             

 

You can search by the Review ID #, eQHealth Case ID, Review Complete Date Range or Admit Date Range.

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



### Letters Search

    

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

 

Admit Date	Recipient Last Name	Recipient First Name	Recipient ID	Review ID	eQHealth Case ID	
06/27/2016						<a href="#">View Review Letters</a>

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



NOTE: If you are a physician user you do not have letter viewing capabilities in eQSuite®. The letters will be mailed to the Physician's office. If you have additional questions, please contact our Customer Service Department at Phone: 855-444-3747.