

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

Cr	eate New Review	Resp	ond to Add'l Info	Respond to	o Denial	Online Helplin	e Util	ities	Reports	Search	Attachments	Letters
L	etters Search											\bigcirc
Menu	Completed In Process Reconsiderations											
Ŧ	Review ID	earcn cr	1234567	low and clice	Search							
ors	Review ID											
	eQHealth Case ID						_					
	Review Complete Date	Range	e Recipient First Name	Recipient ID	Review ID	eQHealth Case ID						
	Admit Date Range											

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"

Complete	d In Proce	sz Reconsid	ierations				
Review ID	ect the search o	criteria from the l	ist below and	click "Sea	rch"		
earch							
Admit Date	Recipient Last Name	Recipient First Name	Recipient ID	Review 1D	eQHealth Case ID		
06/27/2016						Open Review	View Review Letter(s)
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You will then be able to view/print and save for your records.

Review Letter		- • • - • ×
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Letter Type	Letter Date	
Dental OP Outcome	07/01/2016	View

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.