

# Entering the rendering providers information

Log into eQsuite

- Click on Create New Review
- In the Provider ID field you will enter the Medicaid ID number for the rendering facility.  
*(This is where the recipient will be going for their services)*

The screenshot shows the 'Review Entry' interface in eQsuite. At the top, there is a navigation bar with links: 'Create New Review', 'Home Visits', 'Utilities', 'Reports', 'Search', 'Attachments', 'Letters', 'Update My Profile', and 'Logoff'. Below this is a 'Review Entry' header. The main content area is divided into sections. The 'Review Header Information' section is currently empty. Below it, the 'Review Type and Settings' section is highlighted with a red box. This section contains the following fields and controls:

- Provider ID:** A text input field with a yellow highlight.
- Provider Name:** A text input field.
- Review Type:** A dropdown menu currently set to 'Admission'.
- eQHealth Case #:** A text input field.
- PA#:** A text input field.
- RETRIEVE DATA:** A button located below the 'eQHealth Case #' field.

Once the Medicaid ID number is entered you will hit **“Enter”** or **“Tab”** on your keyboard and the name of the provider will generate.

**Note:** Only Physicians offices will have the ability to enter the rendering facilities information. Any other provider type your provider information will be pre generated with your Medicaid ID number and Name of your organization.

