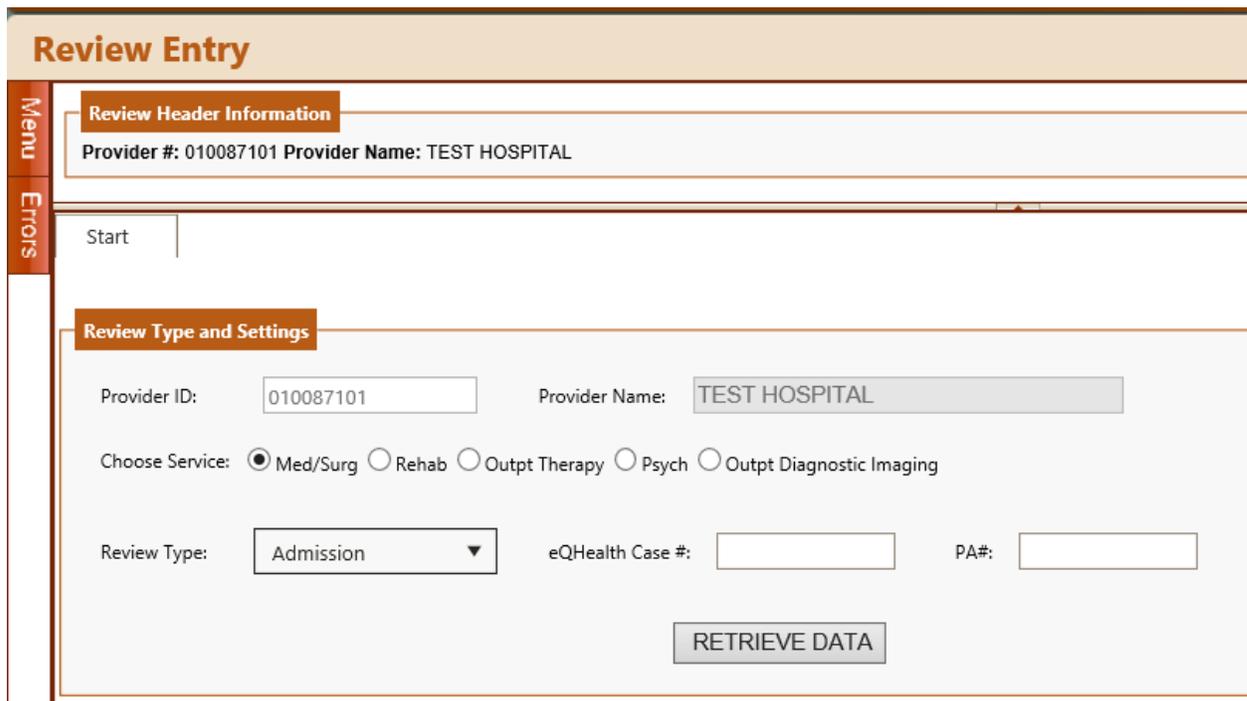


**Purpose:** This guide serves as a tool on how to enter the rendering providers information when initiating a prior authorization request.

Log into eQSuite®

- Click on **“Create New Review”**
- The Provider ID Field should be the Medicaid ID # for the facility. This is where the recipient will be going for their services.
- If this is a request for Multispecialty Services, the Provider ID should be the Medicaid ID# for the Physician performing the procedure. You can find the list of Multispecialty services on our website. [\(Click Here\)](#)

Depending on your user access the Provider ID field may automatically be pre populated with your provider information. You will not be able to edit this information.



The screenshot shows the 'Review Entry' form in eQSuite. The form is titled 'Review Entry' and has a sidebar with 'Menu' and 'Errors' options. The main content area is divided into sections: 'Review Header Information' and 'Review Type and Settings'. The 'Review Header Information' section displays 'Provider #: 010087101' and 'Provider Name: TEST HOSPITAL'. The 'Review Type and Settings' section contains several input fields: 'Provider ID' (010087101), 'Provider Name' (TEST HOSPITAL), 'Choose Service' (radio buttons for Med/Surg, Rehab, Outpt Therapy, Psych, Outpt Diagnostic Imaging), 'Review Type' (Admission), 'eQHealth Case #', and 'PA#'. A 'RETRIEVE DATA' button is located at the bottom of the form.