

Purpose: This guide serves as a tool on how to submit a reconsideration in eQSuite®.

- Reconsiderations must be requested within the timeframe outlined in your denial letter
- You can submit a reconsideration online via eQSuite®, via fax or phone.

When you log into eQSuite® click on the **“Respond to Denial”** Tab.

Enter the Review ID # and click **“Search”**



Create New Review Respond to Add'l Info **Respond to Denial** Online Helpline Utilities Reports Search

Respond to Denial

Please select the type of ID number you have and click "Search"

Review ID

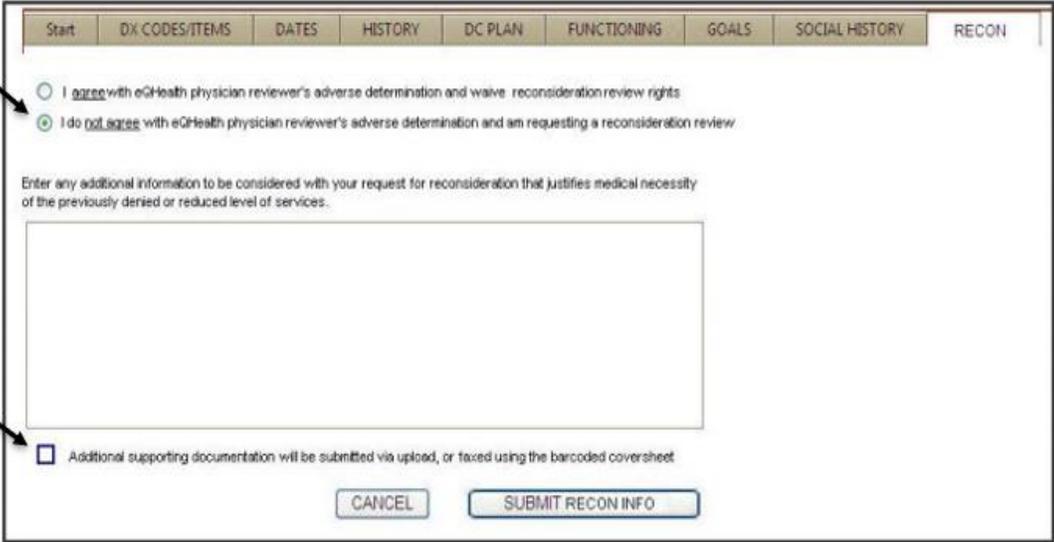
Search Clear Entry

Once the case has generated click **“Open Review”**



ReviewID	Review Complete Date	Recipient ID	First Name	Last Name	FA#	eQHealth Case ID	Init Service Date		
60519098	03/25/2011	000001111	JENNIFER	ANDERSON	18013906		03/18/2011	Open Review	Link Recon Request

You will click **“I do not agree”** and enter any additional information in the text box.



If you are going to attach additional supporting documentation, check the box that states additional supporting documentation will be submitted.

Once you click **“Submit Recon Info”** you will be prompted to **“Link Attachments”** and you can either upload the supporting documentation or print a coversheet to fax it over.

The information must be uploaded or linked on the same business day the reconsideration request is submitted.