

## Viewing Approval/Denial Letters

When you are logged into eQsuite click on the “**Letters**” tab.



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Create New Review Respond to Add'l Info Respond to Denial Online Helpline Utilities Reports Search Attachments **Letters** Update My Profile User Admin

### Letters Search

Completed In Process Reconsiderations

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

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



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### Letters Search

Completed In Process Reconsiderations

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

Review ID

Review ID  
eQHealth Case ID  
Review Complete Date Range  
Admit Date Range

Recipient First Name Recipient ID Review ID eQHealth Case ID

Once you have entered the Review ID number, click “**Search**”  
Once the review has generated you will click on “**View Review Letters**”

## Letters Search

Completed In Process Reconsiderations

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

Review ID

Admit Date	Recipient Last Name	Recipient First Name	Recipient ID	Review ID	eQHealth Case ID	
06/27/2016						<a href="#">Open Review</a> <a href="#">View Review Letter(s)</a>

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

Review Letter

Letter Type	Letter Date	
Dental OP Outcome	07/01/2016	<a href="#">View</a>

**NOTE:** IF YOU HAVE PHYSICIAN ACCESS TO THE PORTAL YOU DO NOT HAVE LETTER VIEWING CAPABILITIES IN EQSUIE. IF YOU NEED A COPY FAXED TO YOU PLEASE CONTACT OUR CUSTOMER SERVICE DEPARTMENT 855-444-3747

