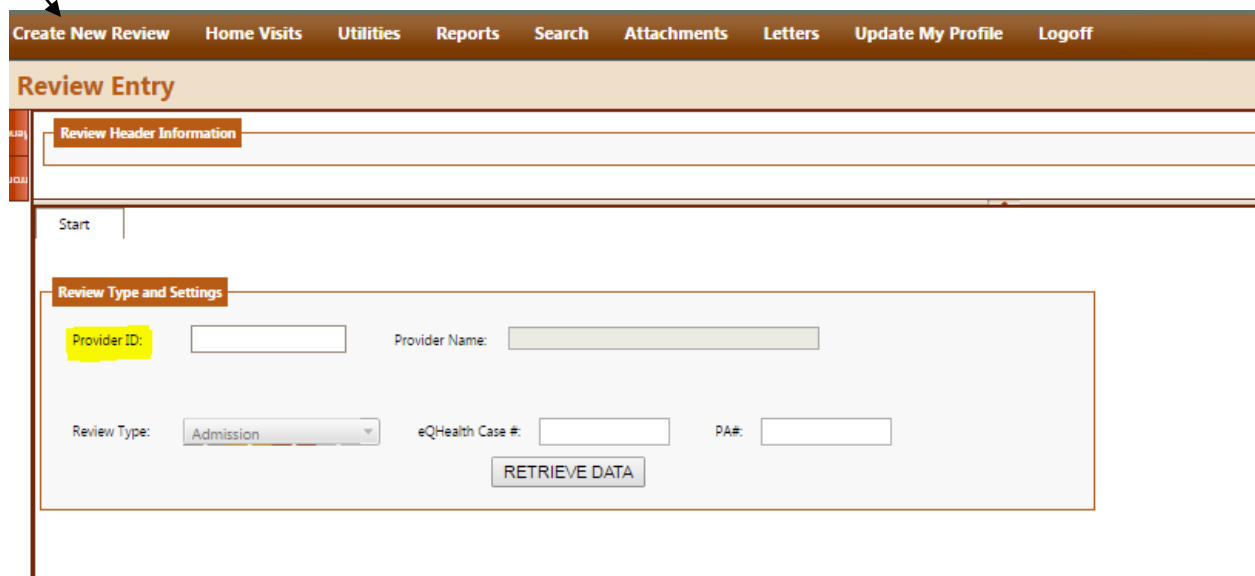


## Where do I enter the rendering facilities information in eQSuite®

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 only time you should enter the physician's Medicaid ID information is when you are requesting a **“Physician Procedure”**



The screenshot shows the 'Review Entry' page in eQSuite. At the top is a navigation bar with links: Create New Review, Home Visits, Utilities, Reports, Search, Attachments, Letters, Update My Profile, and Logoff. Below this is the 'Review Entry' section. A 'Review Header Information' section is partially visible. The main area is titled 'Review Type and Settings' and contains several input fields: 'Provider ID' (highlighted in yellow), 'Provider Name', 'Review Type' (a dropdown menu currently set to 'Admission'), 'eQHealth Case #', and 'PA#'. A 'RETRIEVE DATA' button is located below these fields. An arrow from the text above points to the 'Provider ID' 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 types your provider information will be pre-generated with your Medicaid ID number and Name of your organization.

