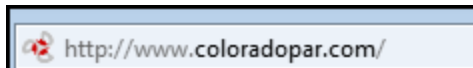


Provider Guide: eQSuite® New User

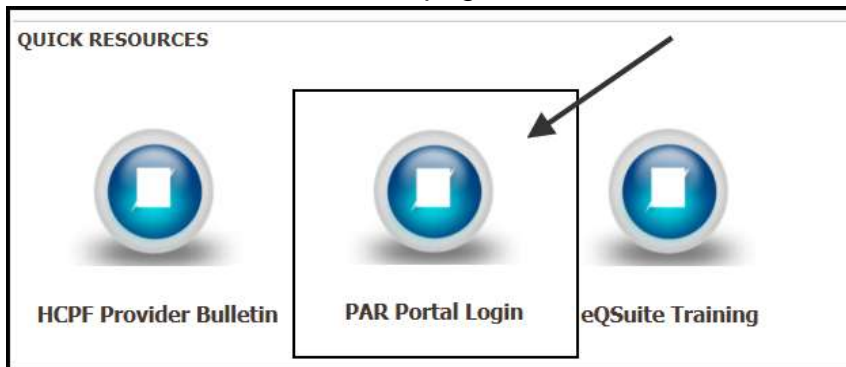
Welcome to eQSuite®

eQSuite® is Colorado Department of Health Care Policy and Financing Prior Authorization (PAR) portal. Once you are registered for eQSuite®, below are the steps to help you get started. (If you need assistance registering for eQSuite®, please call the ColoradoPAR Customer Service Line at 888-801-9355.

- 1) Please visit [ColoradoPAR](#) to review the minimum IT requirements to ensure your browser and settings are up to date. You should be using Internet Explorer or Google Chrome in either the current version or one version prior to current.
- 2) Go to the [ColoradoPAR](#) website



- 3) Scroll to the bottom of the page and click on PAR Portal Login.



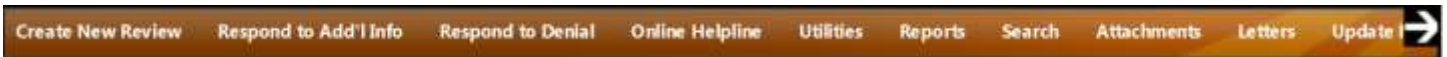
- 4) Click to log in.



- 5) Enter your Username and Password and then click login.



- 6) Use the tabs along the top bar to navigate around eQSuite® and use the black arrows to navigate back and forth to view all tab options.



- **Create New Review:** This tab will allow you to submit a new PAR. For more information regarding entering a new PAR, please visit ColoradoPAR.com for training and education resources.
- **Respond to Add'l Info:** Use this tab to respond to a review being *Pended for Addl Info*. See the Provider Guide: [Guide to Uploading Supporting Documentation](#) for instructions on using this tab. You will only use this tab if you are notified that your review has been *Pended for Addl Info*.
- **Respond to Denial:** Use this tab to respond to a Denial See the Provider Guide: [Reconsideration Process](#) for instructions on using this tab. You will only use this tab if you are notified that your review has been *Denied*.
- **Online Helpline:** Use this tab to contact eQHealth Solutions with questions.
- **Utilities:** This tab allows you to calculate dates to ensure you submit the correct time frame for your PAR request.
- **Reports:** This tab will allow you to run reports to locate your PAR numbers.
- **Search:** This tab will allow you to search all reviews – (including partial reviews) – that need to be completed.
- **Attachments:** This tab is the easiest way to view PAR numbers for approved reviews (click on *completed outpatient* and then the date range you would like to see); you should also use



this tab to upload attachments to your PAR **See the Provider Guide: [Guide to Uploading Supporting Documentation](#) for instructions on using this tab.

- **Letters:** This tab will provide an electronic memo with reasons a review has been denied or pended for additional information.
- **Update My Profile:** This tab allows you to update your profile information including changing your password.
- **User Administrator** (*Only visible to system administrators*): This tab will allow the system administrator to add additional users to the eQSuite® portal so that they can submit PARs. See **System Administrator Guide** for more information if you are the system administrator.

7) **Ready to Submit your First PAR?**

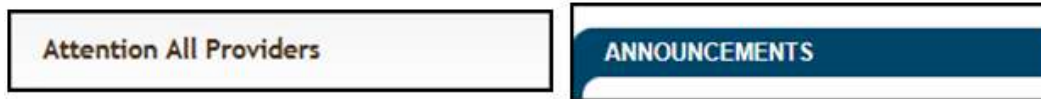
Please review our Step by Step Guide for Submitting a PAR

Provider Guide: New eQSuite® User

ColoradoPAR.com Site Resources

**Please note that the website usability will vary based on which browser and which version you are using to navigate this site. You should be using Internet Explorer or Google Chrome in either the current version or one version prior to current.

On the Home Page: Here you will see new announcements for providers. It's beneficial to read both of these sections for important updates.



Quick Resources:

Are the most commonly used links and can be found in the middle of the homepage.

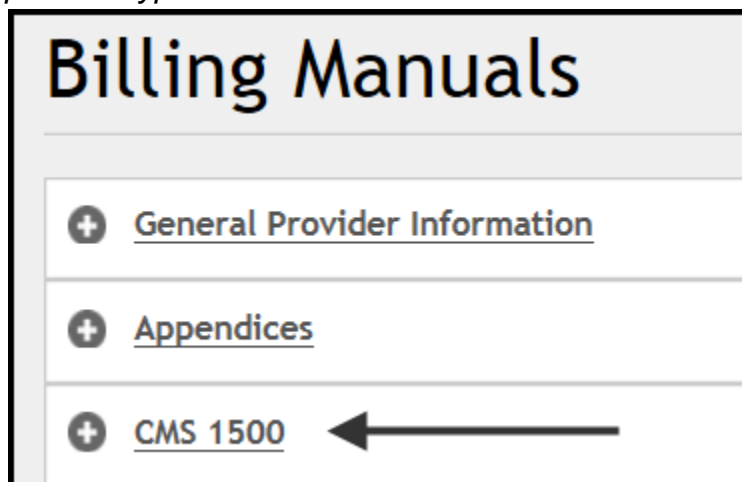


- **HCPF Provider Bulletin:** *Published monthly by HCPF. Covers topics of interest to providers and includes information on policy and rule changes that may impact your PARs.*
- **PAR Portal Login:** *to log in to eQSuite®.*
- **eQSuite® Training:** *All new users with eQSuite® should click here to register for a training webinar.*
- **PAR Letters:** *to be redirected to the Colorado Medical Assistance Web Portal to access PAR determination letters.*
- **Fee Schedule:** *to look up item and procedure codes to determine the need for a PAR in most cases.*
- **Billing Manuals:** *for more information on the covered benefits of Health First Colorado (Colorado's Medicaid Program).*

- **Provider Resources:** This is where you will locate forms, instructions, and general information that is useful when putting in PAR requests.
- **Provider Education/Training:** This is where you will find guides for submitting each type of PAR request.
- **PAR Portal/eQSuite®:** This is where you click to log in to the eQSuite® PAR Portal, to look at the minimum IT requirements and to request eQSuite® access.
- **Contact Us:** This is where you will find more information to contact eQHealth Solutions. Please remember to use the Online Helpline tab in eQSuite® for any PAR related questions.
- **State News and Resources:** This tab contains valuable links to use when submitting PAR requests as well as other state resources and necessary forms.


The following are two links you should become familiar with on the State News and Resources Tab:


- [Billing Manuals](#) will give you a written explanation of Colorado Health First Colorado (Colorado's Medicaid Program) rules, benefits and policies. Click on the hyperlink above to view. You may also select Billing Manual from the Quick Resources link under the home tab.
 - Once you are on this page, click on **CMS 1500** and then you may select your provider type.



- [Provider Rates & Fee Schedules](#) will allow you to look up any item or procedure code to verify the need for a PAR submission. Click on the hyperlink above to view. You may also select Fee Schedules from the quick resources link under the home tab.
 - Once you are on this page you should select **Health First Colorado (Colorado's Medicaid Program) Fee Schedules**.

Provider Rates & Fee Schedule




[Health First Colorado \(Colorado's Medicaid Program\) Fee Schedules](#)

- You should then select the most current version of the **Fee Schedule Data File** which will prompt an Excel document to download.

2016
January 2016 Fee Schedule Instruction
January 2016 Fee Schedule Data File (03/16)
January 2016 Supplemental Colorado Medicaid Fee Schedule
July 2016 Fee Schedule Instructions (07/16)
July 2016 Fee Schedule Data File (10/16)
July 2016 Supplemental Colorado Medicaid Fee Schedule (07/16)

- The easiest way to navigate this excel spreadsheet is to select **CTRL + F** on your keyboard and then to enter the code you are looking for in the box and then press **enter**
- When you locate the code you are looking for, look in the far right column and it will indicate whether or not a PAR is needed.

CPT or HCPCS Procedure Code	Procedure Code Modifier	Base	Conversion	Total CO	Min Age	Max Age	Post Op Days	Prior Authorization Needed
72146	TC					000	999	000 Yes
72146						000	999	000 Yes
72147	26					000	999	000 Yes
72147	TC	30.30	7.74	\$330.67		000	999	000 Yes
72147		60.60	7.74	\$469.04		000	999	000 Yes
72148	26	8.92	7.74	\$69.04		000	999	000 Yes
72148	TC	40.69	7.74	\$314.94		000	999	000 Yes
72148		49.60	7.74	\$383.90		000	999	000 Yes

