

## ***Provider Guide – Finding your PAR number***

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### **Overview**

Once you receive an email notification informing you that a particular Prior Authorization Request (PAR) has been approved, you may find your PAR Number within 1-2 business days.

There are several methods to find a PAR Number. Refer to the appropriate method below.

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### **Method 1 – Reports Tab in eQSuite®**

1. Click **Reports** in the menu bar
2. Select report **O3: Outpatient Assigned PARs**
3. Enter a date range and click **Run Report** to generate a report listing all reviews approved within the date range
4. Find your review and locate your PAR number under the **TAN** column

### **Method 2 – Attachments Tab in eQSuite®**

1. Click **Attachments** in the menu bar
2. Open the **Completed Outpatient** tab
3. Enter a date range and click **Search** to display all PARs approved within the date range
4. Find your review and locate your PAR number under the **PAR** column

### **Method 3 – Search Tab in eQSuite®**

1. Click **Search** in the menu bar
2. Open either the **Search By Date** or **Search By Client** tab
3. Enter the appropriate search criteria (request/admit date range if searching by date, client ID if searching by client) and click **Search** to display all corresponding PARs
4. Click **Open** next to your review and locate your PAR number in the **eQHealth PAR Number** field

### **Method 4 – The Colorado Medical Assistance Web Portal**

To access the Colorado Medical Assistance Web Portal, please [click here](#).

### **Method 5 – ColoradoPAR Customer Service**

If your PAR does not display in the eQSuite®, please contact the ColoradoPAR Customer Service Line at **1-888-801-9355** to obtain the PAR number.