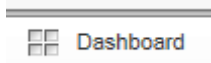




Provider Portal MAIN VIEW

= **DASHBOARD** For new request or search or worklist tabs



WORKLIST TABS – left hand navigation

	<p>ALERTS are sent when an RFI is sent regarding the episode, when an episode is decided, and when any documents are added to an episode.</p> <p>ACTIONS REQUIRED are episodes which have been started but never were submitted via the QHPP to Qualis Health. There is an error in the submission process which needs to be corrected.</p> <p>PROCESSED REQUESTS are QHPP submitted episodes decided by Qualis Health.</p> <p>OUTSTANDING REQUESTS are QHPP submitted episodes not yet decided by Qualis Health.</p>
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INSURANCE ID CONFIGURATION

4 LEADING ZERO'S + MEDICAID ID NUMBER

NEW REQUEST

For new PP submissions
Client + Insurance ID

SEARCH REQUEST

For existing or decided episodes
Client + Insurance ID + Episode Type **or** Episode Number

****NEVER ADD A MEMBER – ONLY ADD A NEW REQUEST AFTER SEARCHING FOR A MEMBER****

STEP 1: EDIT REQUEST

SET UP (TAB 1)

1. Episode Type: OUTPATIENT
2. Episode Class: PRIOR AUTHORIZATION (ABP/FFS)
3. Urgency: Non-Urgent
4. Treatment Type: *select appropriate treatment type by category of service*
5. Diagnosis: *per patient presentation* ***ONLY NEED 1 DIAGNOSIS (TAB 3)**
6. SAVE

STEP 2: ADD PROVIDERS

ALWAYS NEED 3 PROVIDERS (TAB 2)

1. Requesting: = ORGANIZATION = MD OFFICE **OR** FACILITY
(name under which the Provider Portal access was set up)
2. Admitting: = INDIVIDUAL OR FACILITY/VENDOR = MD OFFICE **OR** FACILITY**
3. Treating: = INDIVIDUAL OR FACILITY/VENDOR = MD OFFICE **OR** FACILITY**

be sure this matches your state of NM provider ID – **not NPI**

QUALIS HEALTH PROVIDER PORTAL

QUICK START GUIDE – New Mexico Medicaid

SUBMITTING MEDICAL OUTPATIENT AUTHORIZATION REQUESTS



Revised May 2017

TO LOCATE THE PROVIDER ID:

- Admitting/Treating = Enter HSD/DDSD approved provider ID numbers
- Requesting = Enter QH number as supplied by Qualis Health

Enter number into Provider ID field and click 'Search'

After you click 'Search', a provider list will appear below, at this point:

a. Select the provider role from the drop down

b. Click the paper clip plus sign icon  (bottom right) to add the provider to the episode

CORRECT PROVIDER CONFIGURATION

Name	Service Location	Provider Type	Provider Role	Provider ID
UNM CASE MANAGEMENT GROUP	UNM CASE MANAGEMENT GROUP 100 ANYSTREET ANYTOWN, NM - 99999 USA	Facility/Vendor	Admitting	987357
UNM CASE MANAGEMENT GROUP	UNM CASE MANAGEMENT GROUP 100 ANYSTREET ANYTOWN, NM - 99999 USA	Facility/Vendor	Treating	987357
UNM_OR	UNM_OR	Organization	Requesting	QH20013
UNM CASE MANAGEMENT GROUP	UNM CASE MANAGEMENT GROUP 100 ANYSTREET ANYTOWN, NM - 99999 USA	Organization	Requesting	QH10333

[Attach New](#)

STEP 3: ADD DIAGNOSIS **SKIP – COMPLETED IN STEP 1**

STEP 4: UM SERVICES

ADD SERVICE LINES (TAB 4)

***1 CODE PER SERVICE LINE**

***SERVICE LINE NEEDED FOR EACH PROCEDURE/TREATMENT**

1. CLICK ADD SERVICE Repeat for each code/procedure being requested
2. CODE TYPE: ICD or HCPC or CPT
3. SERVICE CODE: ACTUAL PROCEDURE CODE BEING PERFORMED
4. MODIFIER: ADD APPROPRIATE MODIFIER - optional
5. NUMBER OF UNITS/PROCEDURES/SERVICES = how it will be billed
6. ENTER START DATE & END DATE
7. CLICK SAVE

STEP 5: ADD ASSESSMENTS

SKIP - NO ASSESSMENTS

STEP 6: ADD CONTACT INFO

SKIP – optional NEED ONLY: NAME/PHONE/EMAIL

STEP 7: ADD NOTES

NOTES (TAB 6)

NOTE TEMPLATE FOR SUBMISSION TO QUALIS HEALTH

AUTH/SERVICE TYPE (S):

ADDITIONAL INFO:

DATE OF SERVICE:

STEP 8: ADD DOCUMENTS

ONLY ADD REQUIRED DOCUMENTATION (TAB 10)

***MAD REQUEST FORM**

***H & P**

***CONSULT REPORTS**

***OFFICE NOTES**

***XRAYS**

***LABS**

ATTACHING DOCUMENTS (TAB 10)

1. DOCUMENT TITLE: Enter description
2. DOCUMENT TYPE: LOC
3. SELECT DOCUMENT: BROWSE & SELECT
4. UPLOAD DOCUMENT

STEP 9: SUBMIT REQUEST

REVIEW AND HIT SUBMIT REQUEST – it will ask you to confirm

***Option at this step to print or save abstract for the episode**

***May save abstract as PDF or print the abstract**

Look for Printer icon at right

Always make note of the QHPP episode number or reference number for easier reference in the future to locate the episodes!!!

QHPP TECHNICAL ASSISTANCE: 1-866-962-2180

QHPP RESOURCES AND LOG-ON LINK:

<http://www.qualishealth.org/healthcare-professionals/new-mexico-medicaid/provider-resources>

(scroll down to “Qualis Health Provider Portal” section)