

# QUALIS HEALTH PROVIDER PORTAL

## QUICK START GUIDE – New Mexico Medicaid

### SUBMITTING MI VIA LOC REQUESTS

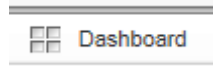


Revised May 2017

#### Qualis Health Provider Portal (QHPP)

#### MAIN VIEW

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



#### WORKLIST TABS – left hand navigation

	<p><b>ALERTS</b> 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><b>ACTIONS REQUIRED</b> 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><b>PROCESSED REQUESTS</b> are QHPP submitted episodes decided by Qualis Health.</p> <p><b>OUTSTANDING REQUESTS</b> 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 QHPP submissions*  
Client + Insurance ID

##### SEARCH REQUEST

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

#### STEP 1: EDIT REQUEST

#### SET UP (TAB 1)

- |                    |                             |
|--------------------|-----------------------------|
| 1. Episode Type:   | LEVEL OF CARE               |
| 2. Episode Class:  | LOC WITH IN-HOME ASSESSMENT |
| 3. Urgency:        | Non-Urgent                  |
| 4. Treatment Type: |                             |
| a. MI VIA DD       |                             |
| b. MI VIA MED FRAG |                             |
| 5. Diagnosis:      | Z41.8                       |
| 6. SAVE            |                             |

#### STEP 2: ADD PROVIDERS

#### ALWAYS NEED 3 PROVIDERS (TAB 2)

- |               |   |                                      |   |                   |
|---------------|---|--------------------------------------|---|-------------------|
| 1. Requesting | = | Organization                         | = | CONSULTANT AGENCY |
| 2. Admitting  | = | Facility/Vendor <b>OR</b> Individual | = | CONSULTANT AGENCY |
| 3. Treating   | = | Facility/Vendor <b>OR</b> Individual | = | CONSULTANT AGENCY |

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#### 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

Provider Name	Service Location	Type	Specialty	NPIN	Provider ID	Tax ID	Keyword	Provider Role	Actions
UNM_OR	UNM_OR	Organization	-		QH20013			--Select One--	

#### 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 ONLY NEED 1 DIAGNOSIS (TAB 3)

1. Z41.8 – set as primary (star)

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#### **STEP 4: UM SERVICES      LOC SPAN YEAR (TAB 4)**

1. ADD SERVICE LINE
2. TREATMENT TYPE      = NA
3. DATE OF ADMISSION    = START DATE OF LOC
4. END DATE                = END DATE OF LOC
5. SAVE

#### **STEP 5: ADD ASSESSMENTS      NO ASSESSMENTS - SKIP (TAB 5)**

#### **STEP 6: ADD CONTACT INFO      NOT NEEDED – SKIP - NEED ONLY: NAME/PHONE/EMAIL**

#### **STEP 7: ADD NOTES                ONLY WEB NOTES (TAB 6)**

#### **NOTE TEMPLATE FOR LOC SUBMISSION TO QUALIS HEALTH (TAB 6)**

1. LOC TYPE:
2. LOC SPAN YEAR:
3. CONSULTANT:
4. ADDITIONAL INFO:

#### **STEP 8: ADD DOCUMENTS      ADD REQUIRED, COMPLETE PAPERWORK (TAB 10)**

#### **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)*