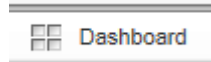


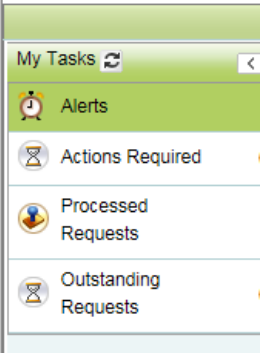
### Qualis Health Provider Portal (QHPP)

#### MAIN VIEW

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



#### WORKLIST TABS – left hand navigation

	<p><b><u>ALERTS</u></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><u>ACTIONS REQUIRED</u></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><u>PROCESSED REQUESTS</u></b> are QHPP submitted episodes decided by Qualis Health.</p> <p><b><u>OUTSTANDING REQUESTS</u></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 WITHOUT IN-HOME ASSESSMENT   |
| 3. Urgency:        | Non-Urgent                       |
| 4. Treatment Type: | PACE                             |
| 5. Diagnosis:      | Level of Care Start and End Date |
| 6. SAVE            |                                  |

#### STEP 2: ADD PROVIDERS

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

- |                |                   |                 |
|----------------|-------------------|-----------------|
| 1. Requesting: | = ORGANIZATION    | = PACE FACILITY |
| 2. Admitting:  | = FACILITY/VENDOR | = PACE FACILITY |
| 3. Treating:   | = FACILITY/VENDOR | = PACE FACILITY |

# QUALIS HEALTH PROVIDER PORTAL

## QUICK START GUIDE – New Mexico Medicaid

### SUBMITTING PACE REQUESTS



June 2017


#### TO LOCATE THE PROVIDER ID:

- Admitting/Treating = Enter HSD 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

Requesting Provider: CASE MANAGEMENT AGENCY [Attach](#) [Show Attached Providers](#)

Name	Service Location	Provider Type	Provider Role	Provider ID	Specialty	Actions
CASE MANAGEMENT AGENCY	CASE MANAGEMENT AGENCY 100 ANYSTREET ANYTOWN, NM - 20002 USA	Facility/Vendor	Admitting 	000D2828	-	
CASE MANAGEMENT AGENCY	CASE MANAGEMENT AGENCY 100 ANYSTREET ANYTOWN, NM - 20002 USA	Facility/Vendor	Treating 	000D2828	-	
CASE MANAGEMENT AGENCY	CASE MANAGEMENT AGENCY 100 ANYSTREET ANYTOWN, NM - 20002 USA	Organization	Requesting 	QH20014	-	

[Attach New](#)

#### STEP 3: ADD DIAGNOSIS ONLY NEED 1 DIAGNOSIS (TAB 3)

1. Actual Diagnosis

# QUALIS HEALTH PROVIDER PORTAL

## QUICK START GUIDE – New Mexico Medicaid

### SUBMITTING PACE REQUESTS



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

1. ADD STAY LINE ONLY
2. DATE OF ADMISSION = START DATE OF LOC
3. NUMBER OF DAYS = the number of days being requested; i.e. 365/366
4. ACTUAL ADMIT DAY = START DATE OF LOC
5. SAVE

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

#### **STEP 6: ADD CONTACT INFO      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 DATE SPAN:
3. CONTACT PERSON:
4. CONTACT PHONE:
5. 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)