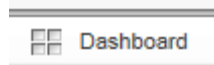


This only applies to the Traditional Med Frag, Child ARA, and Jackson Class budgets.

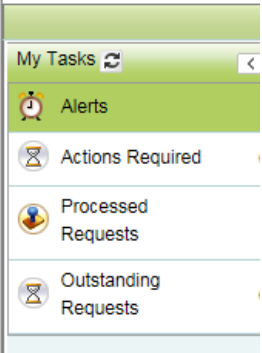
Submit all Traditional DD budgets through UNM C.O.R.E.

Qualis Health Provider Portal (QHPP)

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



WORKLIST TABS – left hand navigation

	<p><u>ALERTS</u> 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><u>ACTIONS REQUIRED</u> 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><u>PROCESSED REQUESTS</u> are QHPP submitted episodes decided by Qualis Health.</p> <p><u>OUTSTANDING REQUESTS</u> 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: | INPATIENT |
| 2. Episode Class: | |
| a. TRADITIONAL MF | |
| b. CHILD ARA | |
| c. JACKSON CLASS | |
| 3. Urgency: | Non-Urgent |
| 4. Treatment Type: | BUDGET REVIEW (ANNUAL) <u>or</u> BUDGET REVIEW (REVISION) |
| 5. Diagnosis: | Z41.8 |
| 6. SAVE | |

QUALIS HEALTH PROVIDER PORTAL

QUICK START GUIDE – New Mexico Medicaid

SUBMITTING TRADITIONAL BUDGET REQUESTS


STEP 2: ADD PROVIDERS **ALWAYS NEED 3 PROVIDERS (TAB 2)**

- 1. Requesting = Organization = CASE MANAGEMENT AGENCY
- 2. Admitting = Facility/Vendor OR Individual = CASE MANAGEMENT AGENCY
- 3. Treating = Facility/Vendor OR Individual = CASE MANAGEMENT AGENCY

TO LOCATE THE PROVIDER ID:

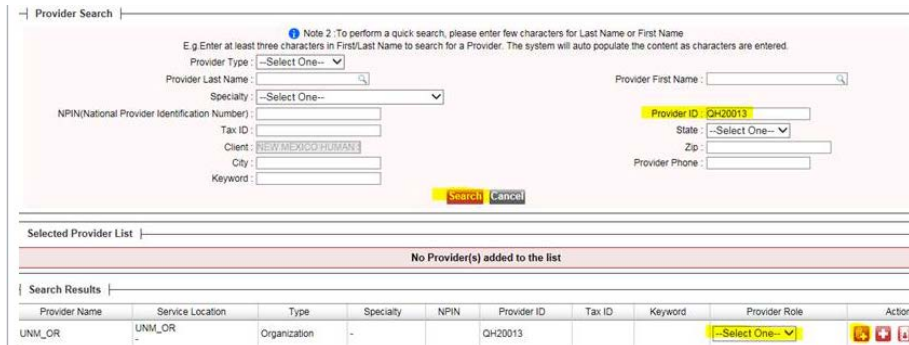
- Admitting/Treating = Enter HSD/DDSD approved provider ID numbers
- Requesting = Enter QH number as supplied by Qualis Health

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 – DONE IN STEP 1**

