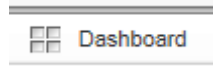


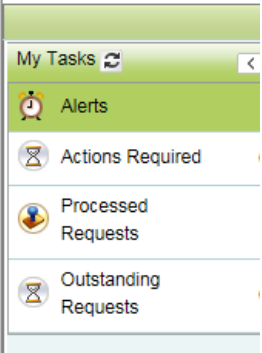
Qualis Health Provider Portal (QHPP)

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> |
|---|---|

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: | |
| a. TRADITIONAL DD | |
| b. TRADITIONAL MED FRAG | |
| 5. Diagnosis: | Z41.8 |
| 6. SAVE | |

STEP 2: ADD PROVIDERS

ALWAYS NEED 3 PROVIDERS (TAB 2)


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

QUALIS HEALTH PROVIDER PORTAL QUICK START GUIDE – New Mexico Medicaid SUBMITTING TRADITIONAL LOC REQUESTS

TO LOCATE THE PROVIDER ID:

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

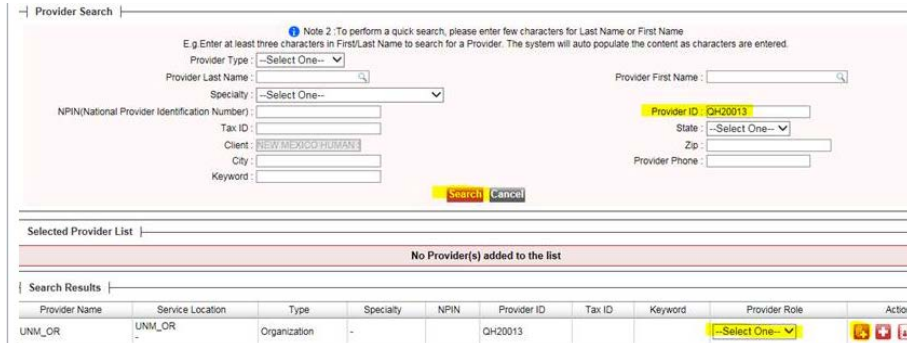
Enter number into Provider ID field and click 'Search'




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 SKIP – DONE IN STEP 1

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 **OPTIONAL - 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. CASE MANAGER:
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)