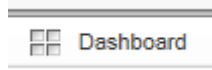
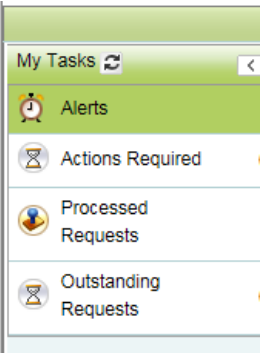


Qualis Health Provider Portal (QHPP) MAIN VIEW = DASHBOARD

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: | OUTPATIENT |
| 2. Episode Class: | PRIOR AUTHORIZATION (ABP/FFS) |
| 3. Urgency: | Non-Urgent |
| 4. Treatment Type: | DME Non – Disposable (Equipment, Hearing Aids, Vision, Wound Care, Prosthetic and Orthotics & Outpatient Surgery)
DME – Disposable (Diapers, Contact Lens, Nutritional Supplements)
Therapies – Speech, Occupational & Physical
Home Health |
| 5. Diagnosis: | <i>per patient auth</i> *ONLY NEED 1 DIAGNOSIS (TAB 3) |
| 6. SAVE | |

STEP 2: ADD PROVIDERS

ALWAYS NEED 3 PROVIDERS (TAB 2)

- | | |
|----------------|--|
| 1. Requesting: | = ORGANIZATION = MEDICAL OFFICE OR PHYSICIAN
(name under which the QHPP access was set up) |
| 2. Admitting: | = INDIVIDUAL OR FACILITY/VENDOR = MEDICALOFFICE (OR PHYSICAN) |
| 3. Treating: | = INDIVIDUAL OR FACILITY/VENDOR =
PHYSICAN NAME (OR MEDICAL OFFICE) |

TO LOCATE THE PROVIDER ID:

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

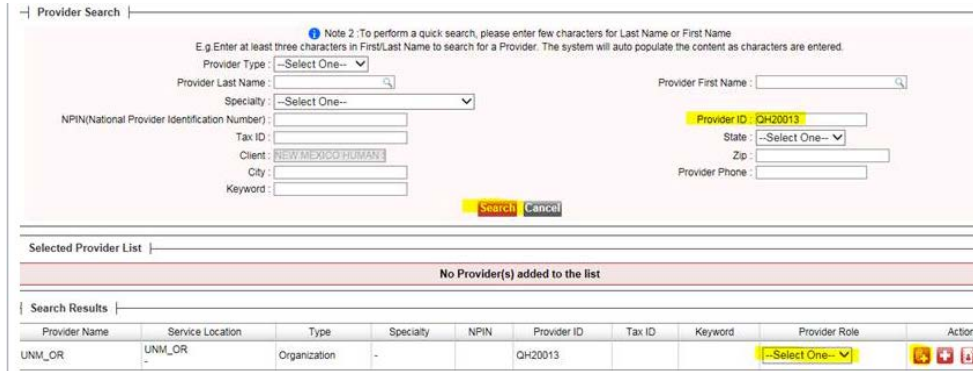
Enter number into Provider ID field and click 'Search'



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	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	-	

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**
- Repeat for each code/procedure being requested

1. CLICK ADD SERVICE
2. CODE TYPE: CPT
3. SERVICE CODE: ACTUAL PROCEDURE CODE BEING PERFORMED
4. NUMBER OF UNITS/PROCEDURES/SERVICES
5. ENTER START DATE & END DATE (6 MONTH MAX or as order prescribes)
6. CLICK 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 UM SUBMISSION TO QUALIS HEALTH (TAB 6)

- AUTH/SERVICE TYPE (S):
- DATE OF SERVICE/DATE RANGE:
- ADDITIONAL INFO:

STEP 8: ADD DOCUMENTS ONLY ADD REQUIRED DOCUMENTATION (TAB 10)

- *MAD 301, 302, 303 *Order *Clinical Notes**
- & 331**
- *MANDATORY for all submissions = CLAIM FORM**

ATTACHING MAD 303 FORM AND SUPPORTING DOCUMENTS (TAB 10)

1. DOCUMENT TITLE: Enter description
2. DOCUMENT TYPE: UM
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)