DRG-REIMBURSED CONTINUED STAY REVIEW REQUEST
eQSuite® User Guide

Introduction

This user guide is intended to provide guidance for submitting DRG-reimbursed review requests through our web-based system, eQSuite®.

The following will be explained in detail :

- **Review Submission Timeframe**
- **Getting Started**
- **User Log In**
- **eQSuite Homepage**
- **Start Tab**
- **DX/Proc Tab**
- **Search Function (DX/Proc Tab)**
- **Summary Tab**

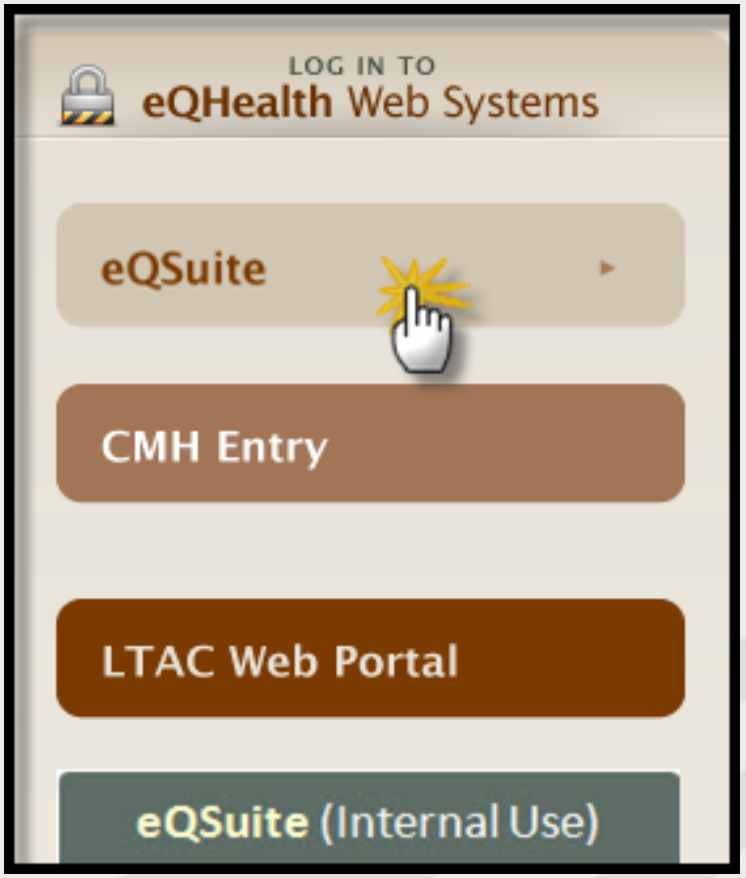
Review Submission Timeframe

- DRG-reimbursed hospitalizations require a quality of care screening at the time of discharge.
- Once the admission is certified by eQHealth, the hospital may complete a continued stay review and submit the claim for payment within **HFS' 180 day claim submission timeframe**.

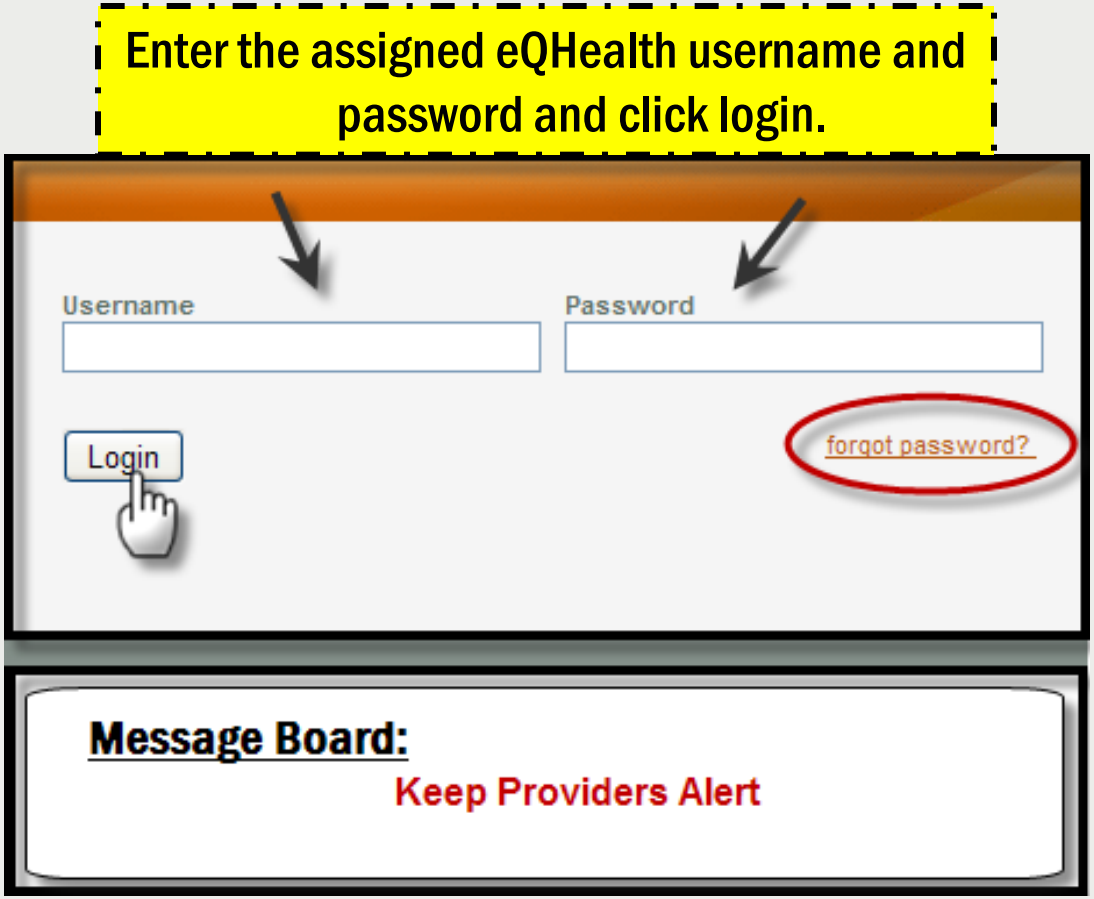
Getting Started

Access to eQSuite®

- eQSuite is accessed through our website: http://il.eqhs.org
- From the homepage, scroll down to the bottom right side of screen.
- Click on the first eQSuite link located under eQHealth Web Systems (as shown).



User Log In



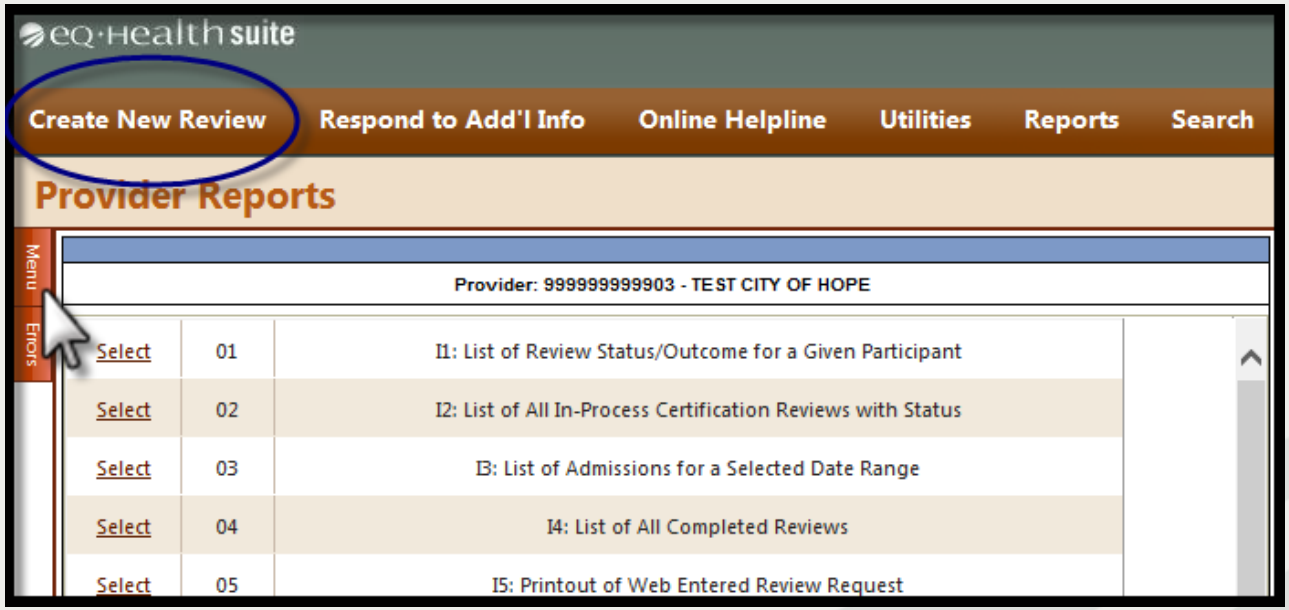
Forgot Password?

- Click on ***forgot password-*** you will be instructed to enter your username to receive a temporary password.
- Once logged in, copy new password and follow directions to reset.

Message Board- check on the logon screen for important messages regarding the Web.

eQSuite® Homepage

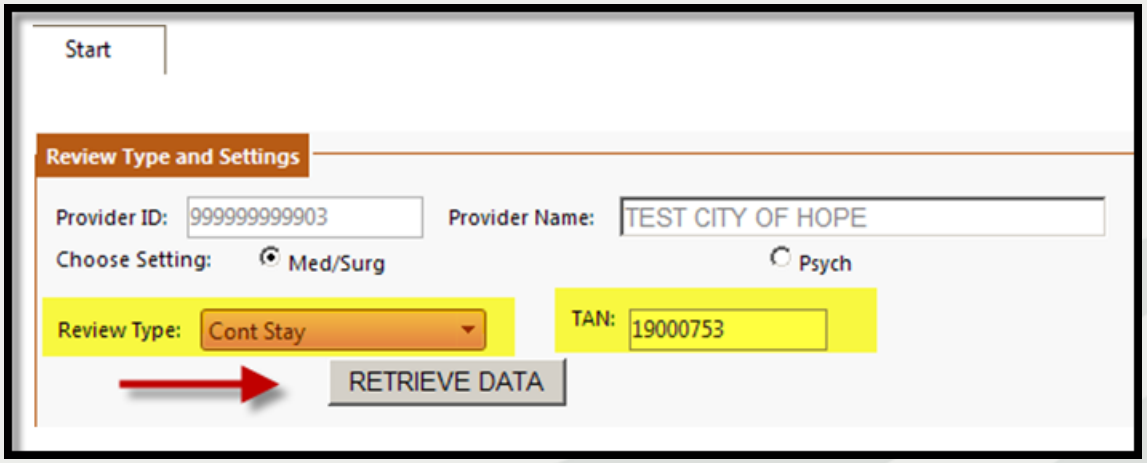
- Once the system has been accessed, the Provider Reports menu will appear if you have been given authority by your Web Administrator to run reports.
- To begin the review, click ***Create New Review*** from either the menu bar or the sidebar located on the left side of the screen.



Start Tab

Begin Review:

1. Provider ID and Name automatically populates according to the username entered.
2. Select setting: Med/Surg is pre-populated
3. Review Type: Select Cont Stay from drop-down menu
4. Enter TAN
5. Click **Retrieve Data** to proceed with the review request



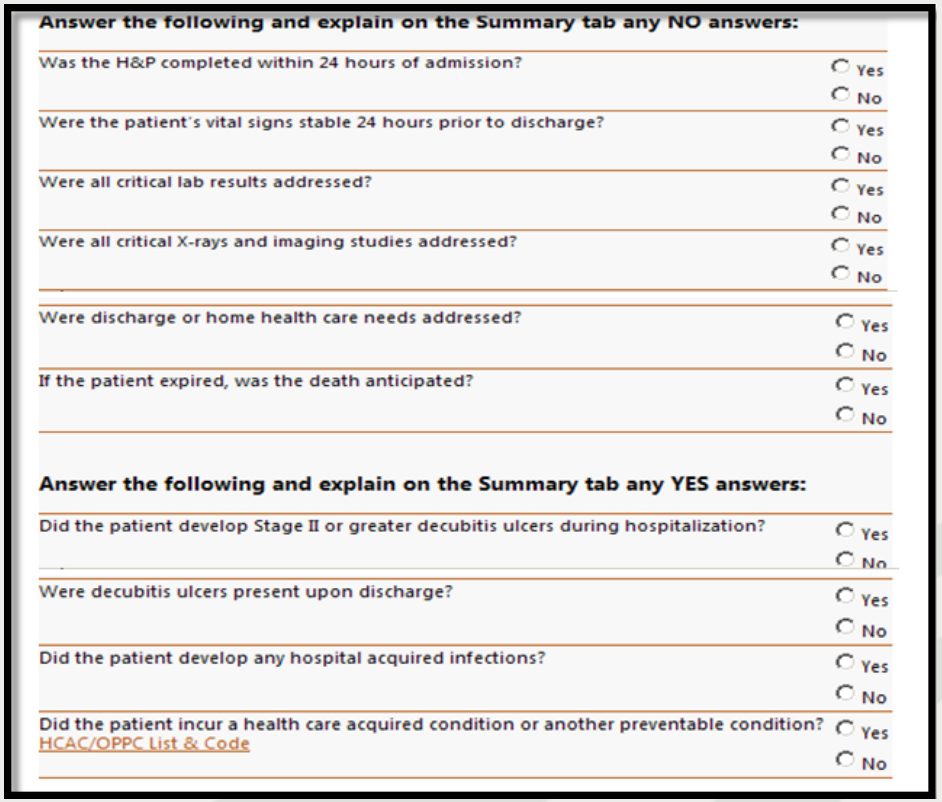
Start Tab (continue)

- Scroll down and enter Actual D/C Date
- Enter the # **of Days Requested (for this request)**.
- For DRG reimbursed hospital admissions and discharge reviews, always enter in "**1**".

Start Tab (continue)

Quality Screening Questions

- Answer YES or No for all quality screening questions. <u>These questions are required.</u>



Answer the following and explain on the Summary tab any NO answers:

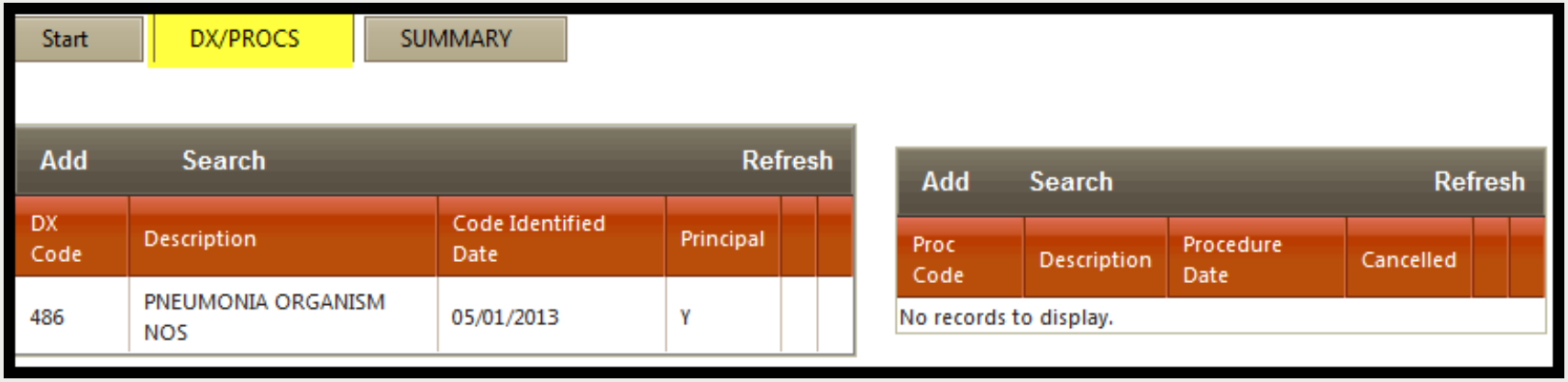
Was the H&P completed within 24 hours of admission?	Yes / No
Were the patient's vital signs stable 24 hours prior to discharge?	Yes / No
Were all critical lab results addressed?	Yes / No
Were all critical X-rays and imaging studies addressed?	Yes / No
Were discharge or home health care needs addressed?	Yes / No
If the patient expired, was the death anticipated?	Yes / No

Answer the following and explain on the Summary tab any YES answers:

Did the patient develop Stage II or greater decubitis ulcers during hospitalization?	Yes / No
Were decubitis ulcers present upon discharge?	Yes / No
Did the patient develop any hospital acquired infections?	Yes / No
Did the patient incur a health care acquired condition or another preventable condition? HCAC/OPPC List & Code	Yes / No

DX/PROC Tab

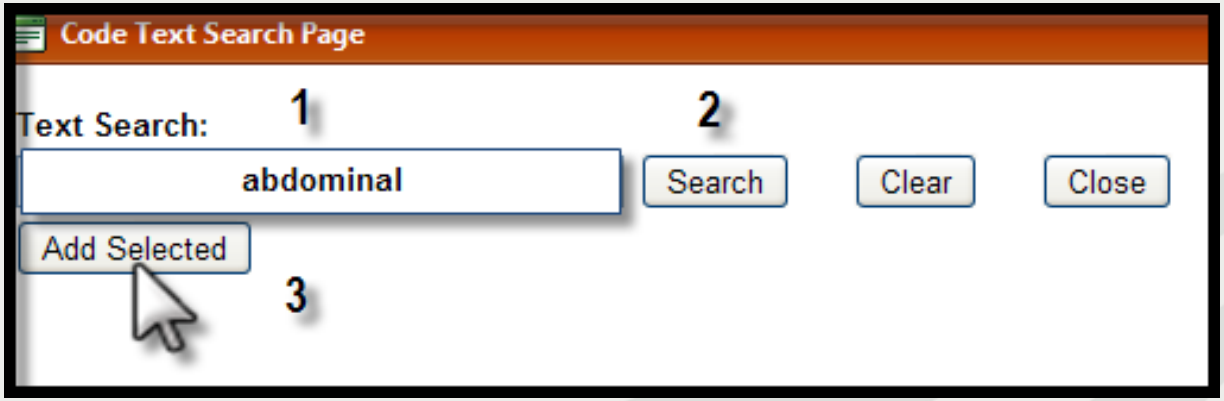
- **Proc Code grid:** Add any procedures that have been performed since the last review point.
- If there are no procedures skip to next review tab.



Search for ICD-9 CM Codes

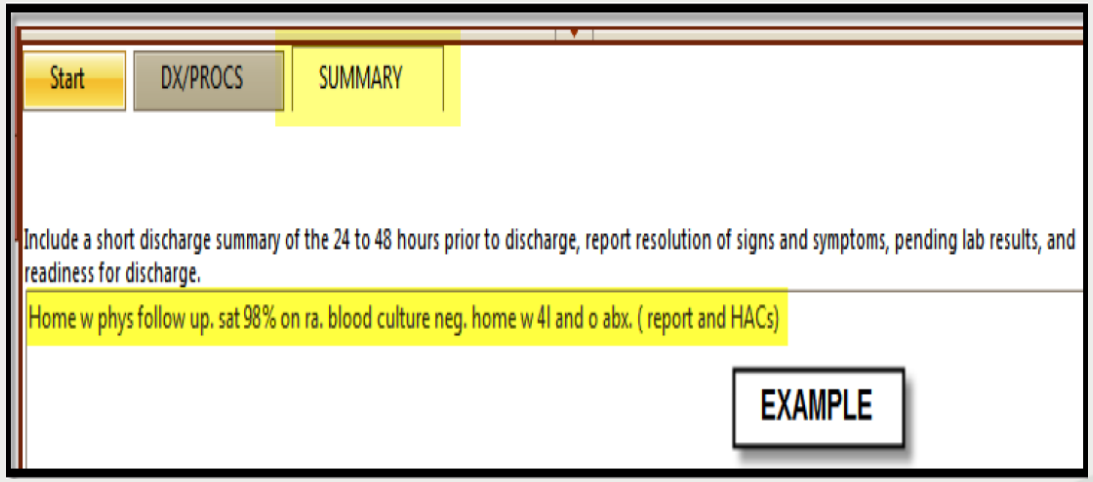
The **Code Text Search Page** will appear (as shown below).

1. Type in a key word.
2. Click search. A list of codes will appear. Find the code and click select.
3. Click ***Add Selected*** to insert the code in the grid.



Summary Tab

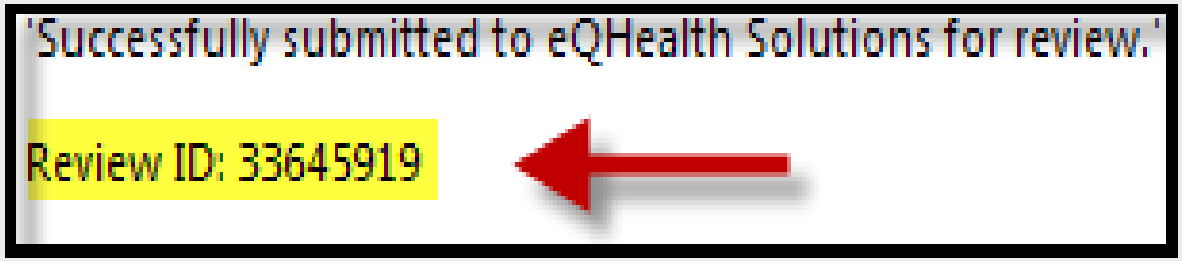
- Provide a quick discharge summary of the 24-48 hours prior to discharge and enter a discharge plan, give pending lab results and record any HACs.
- Our system is Microsoft window-based therefore you can use the “copy/paste” function to insert data from your electronic medical records. Please keep in mind to:
  - Only include clinical information that is relevant to the patient’s condition.



- Click ***Submit for Review*** at the bottom of the screen to submit review.

Completed Review

The following message will appear once the review has been submitted:



»A Review ID will be assigned; this is *not* a certification (TAN). Record the number for tracking purposes and to run report17:*Web Review Request Printout*.