LTAC CARE TOOL
eQSuite™ User Guide

Who Can Access eQSuite™?

» **Existing Web Account**

➡ Log into eQSuite™ using your existing username and password. Your username and password are unique to your hospital.

» **New Users: Register for a Web Account**

➡ The hospital assigned Web Administrator is responsible for <u>creating user IDs and assigning access rights to eQSuite™</u>.

Note: If you need to update your Web Administrator contact, a *Hospital Contact Form* will need to be completed.

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).
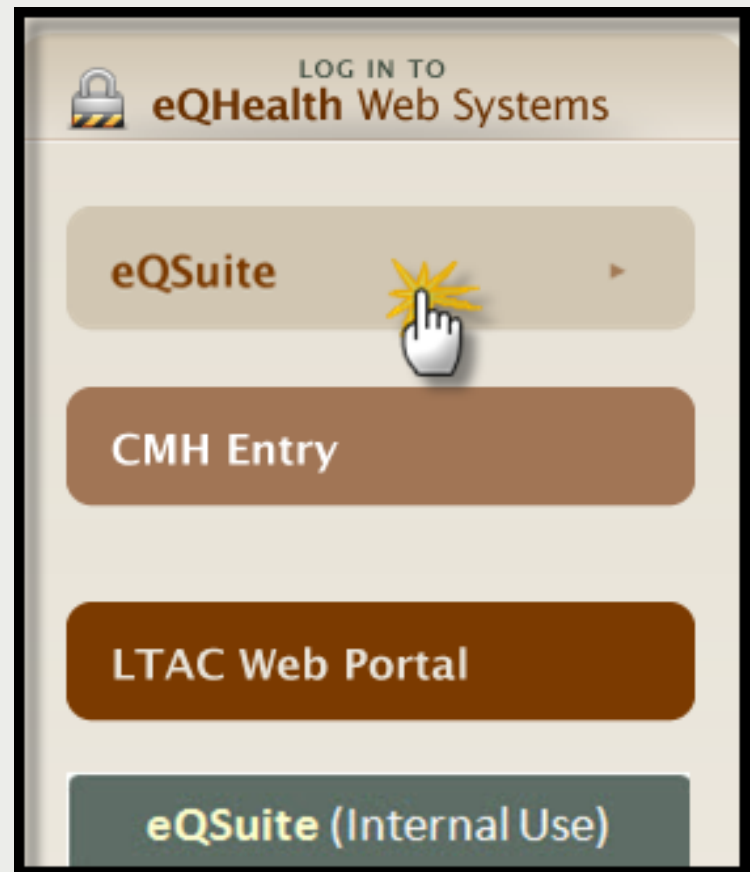
User Log In

Enter the assigned eQHealth username and password and click login.

Username [   ]   Password [   ]

Login

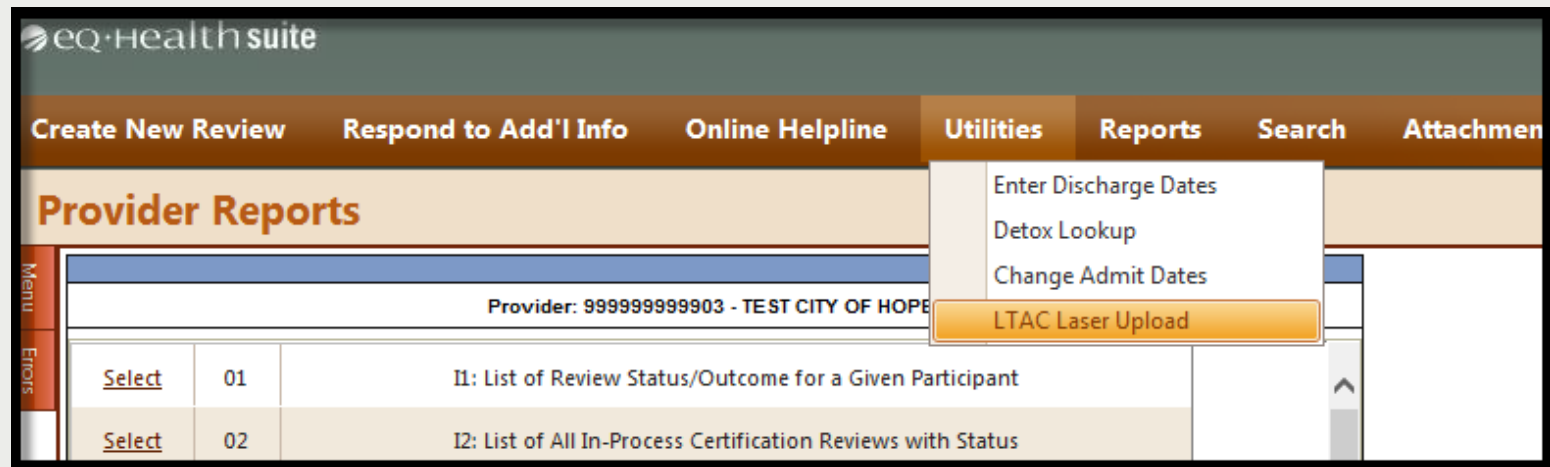forgot password?

Message Board:
Keep Providers Alert

eqHealthsolutions.org

Forgot Password?
o Click on *forgot password-* you will be instructed to enter your username to receive a temporary password.
o 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 first on your screen.

»To upload a document, click on the Utilities tab and select LTAC Laser Upload from the dropdown menu (as shown below)

NOTE: *The LTAC Laser Upload link is visible only to LTAC facilities.*

LTAC LASER Tool Upload

In Process Tab

» The In Process tab will display any partially uploaded cases that still require the LASER import or the supplemental quality measures.

» Click **Select** to upload an export LASER file.

» LASER Tools must be uploaded _within 13 calendar days after the patient is discharged_.

NOTE: _The user can upload an unlimited number of files._

LTAC LASER Tool Upload (cont.)

In Process Tab

» Browse and select the designated LASER Tool file(s).

» Files may be uploaded:

  o Individually

  o Collectively (Zip file)

» Click **Submit File** to store files into the grid.

eqhealthsolutions.org
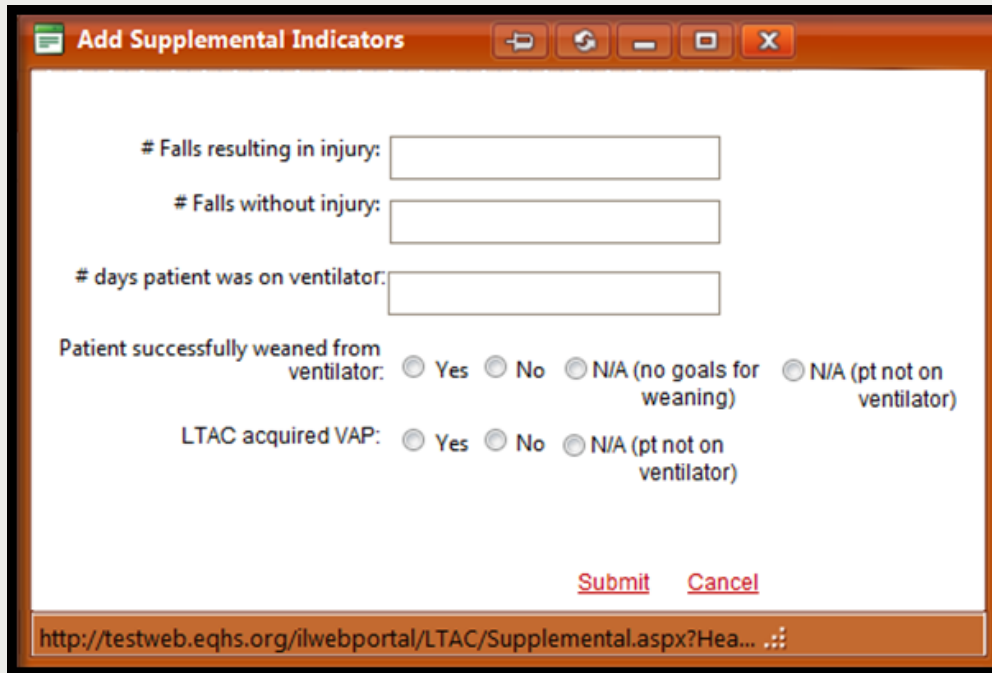
LTAC LASER Tool Upload (cont.)

In Process Tab

» If a case is uploaded in error, click on the **Delete** button.
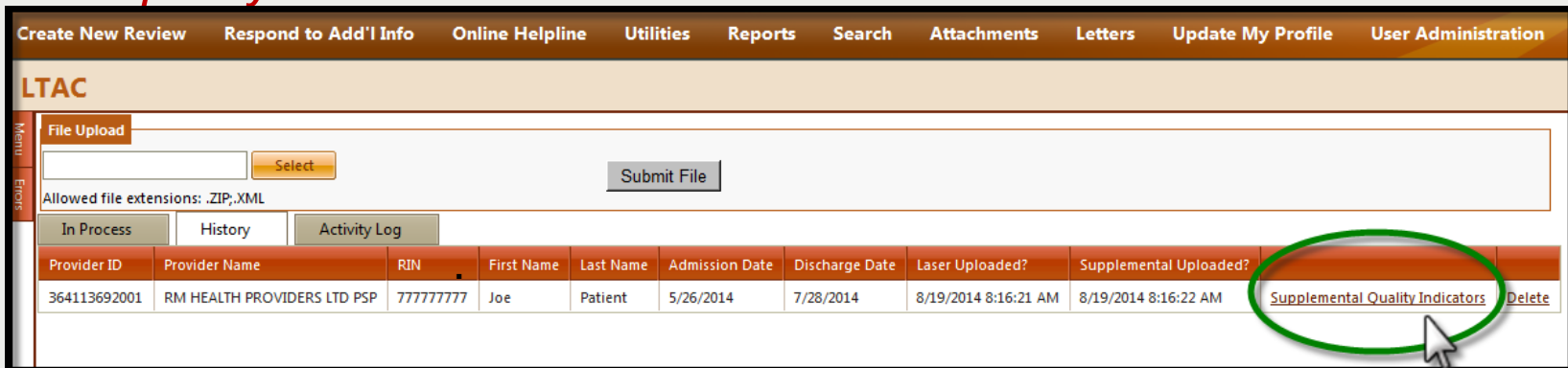
Supplementary Quality Indicators

» Click the Supplemental Quality Indicators link to add manually.
» Enter quality indicators pertinent to the patient's condition.
» Click **Submit** to upload.

History Tab

» A list of completed cases will display under the History tab.

» To update any supplemental information previously submitted, click on **Supplemental Quality Indicators.**

  o *The updated supplemental quality indicators data will replace previously submitted data.*

» If a case is uploaded in error, click on the **Delete** button.

NOTE: *Users cannot retrieve previously submitted supplemental quality indicators data.*

LTAC LASER Tool Upload

Activity Log

» The Activity Log will provide an electronic record of "actions" that have been performed by an account holder.

» Each activity is date/time stamped.

Provider Resources

eQHealth Provider Helpline

– Monday through Friday, 8:00 a.m. to 5:00 p.m.

– Submit online inquires via the eQSuite™ helpline module.

Website http://il.eqhs.org

– The LTAC CARE Tool eQSuite™ User Guide (PowerPoint slides) can be found under the LTACResources tab on our Website.

Web system – eQSuite™

– Our secure, HIPPA compliant, Web-system offers Providers 24/7 accessibility.