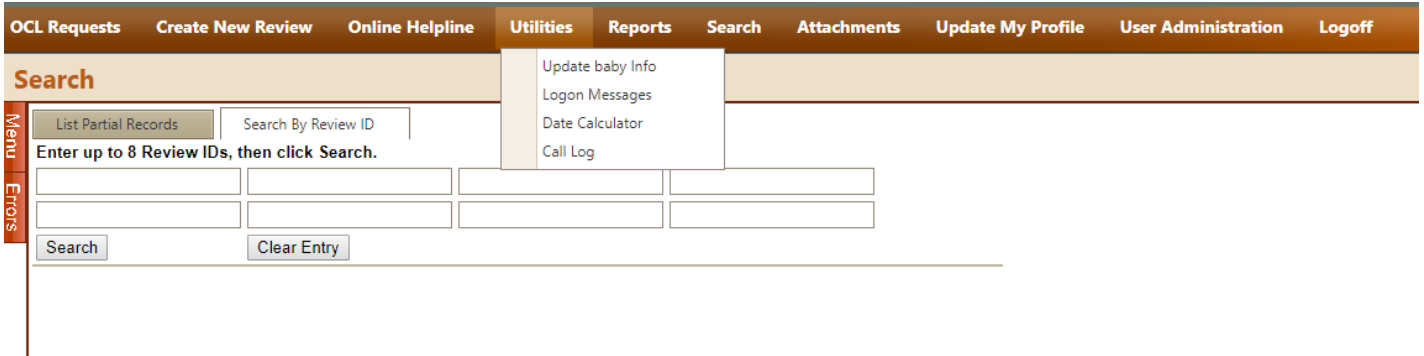


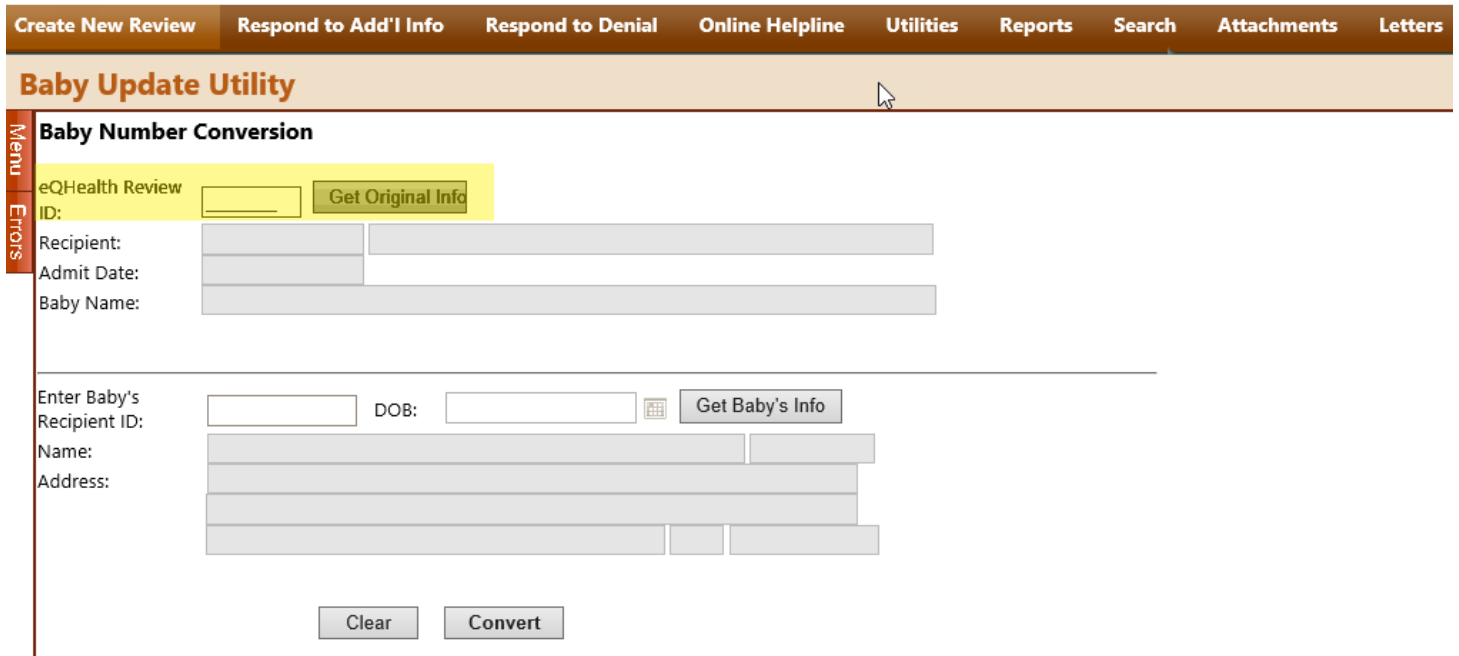
How to Update the Temp Baby ID

- 1) Once logged into the eQsuite Portal, select the "Utility" Tab and click "Update baby info."



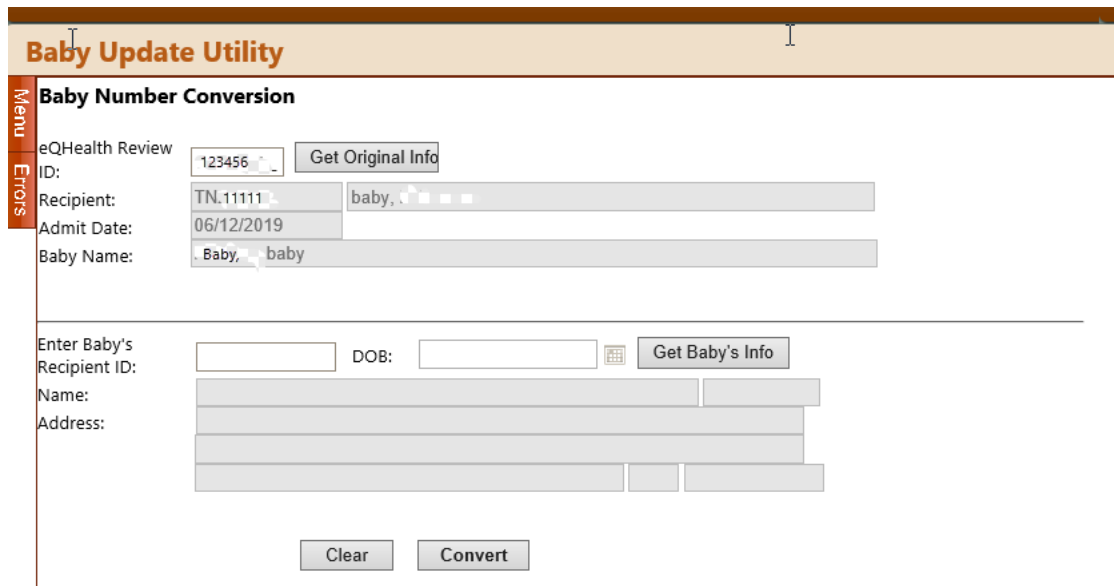
The screenshot shows the top navigation bar of the eQsuite Portal with the following tabs: OCL Requests, Create New Review, Online Helpline, Utilities, Reports, Search, Attachments, Update My Profile, User Administration, and Logoff. The 'Utilities' tab is selected, and a dropdown menu is open showing options: Update baby Info, Logon Messages, Date Calculator, and Call Log. Below the navigation bar is a 'Search' section with a 'List Partial Records' button, a 'Search By Review ID' input field, and a 'Search' button. A sidebar on the left contains 'Menu' and 'Errors' links.

- 2) Below will be the next screen you will see. In the text box labeled "eQHealth Review ID:" Please enter the Review ID you received when you completed the review with the temporary ID.



The screenshot shows the 'Baby Update Utility' screen. The top navigation bar includes: Create New Review, Respond to Add'l Info, Respond to Denial, Online Helpline, Utilities, Reports, Search, Attachments, and Letters. The 'Utilities' tab is selected. The main heading is 'Baby Update Utility'. Below this is a section titled 'Baby Number Conversion'. It contains an 'eQHealth Review ID:' field with a 'Get Original Info' button. Below that are fields for 'Recipient:', 'Admit Date:', and 'Baby Name:'. A second section is titled 'Enter Baby's Recipient ID:' and includes a 'DOB:' field with a calendar icon and a 'Get Baby's Info' button. Below this are fields for 'Name:' and 'Address:'. At the bottom are 'Clear' and 'Convert' buttons. A sidebar on the left contains 'Menu' and 'Errors' links.

3) Click the “Get Original Info” button. The Reciepiant ID, Babies Temporary Name and Admit Date will auto-populate. See below:



The screenshot shows a web application titled "Baby Update Utility". On the left, there is a vertical menu with "Menu" and "Errors" options. The main content area is titled "Baby Number Conversion". It contains a form with the following fields and buttons:

- eQHealth Review ID:** A text input field containing "123456" and a "Get Original Info" button.
- Recipient:** A text input field containing "TN.11111" and a dropdown menu showing "baby".
- Admit Date:** A text input field containing "06/12/2019".
- Baby Name:** A text input field containing ".Baby, baby".

Below this section, there is another form titled "Enter Baby's Recipient ID:". It includes:

- Recipient ID:** A text input field.
- DOB:** A date picker field.
- Get Baby's Info** button.
- Name:** A text input field.
- Address:** A text input field.

At the bottom of the form, there are two buttons: "Clear" and "Convert".

4) Next to “Enter Baby’s Recipient ID,” you will need to enter the Patients New Medicaid ID. The Name, address and sex will auto-populate. Once you have confirmed the information is correct, please select “Convert.”



Baby Update Utility

Baby Number Conversion

eQHealth Review ID:

Recipient:

Admit Date:

Baby Name:

Enter Baby's Recipient ID: DOB:

Name:

Address:

Verify the info prior to conversion.

2) The final step, will show you the completed notification below.

Baby Update Utility

Baby Number Conversion

eQHealth Review ID:

Recipient:

Admit Date:

Baby Name:

Enter Baby's Recipient ID: DOB:

Name:

Address:

Baby Recipient ID Conversion Completed.



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3) In the situation where you don't see this error message please reach out to eQ Health for assistance at 888-801-9355 or via [email](#).