

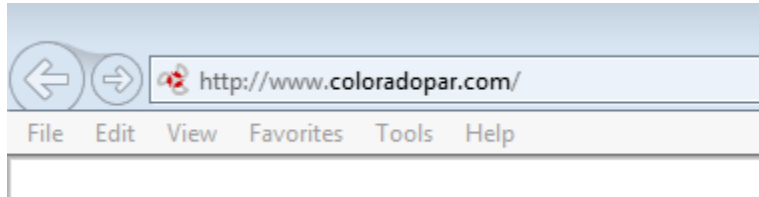
## Provider Guide: eQSuite® New User

### Welcome to eQSuite®

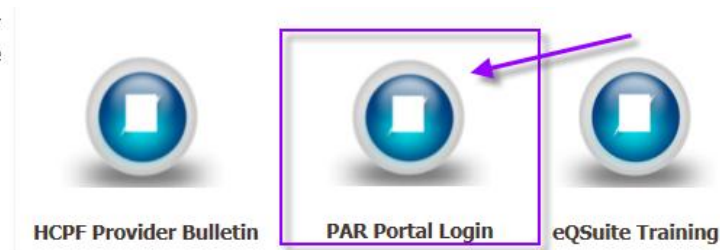
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eQSuite® is Colorado Department of Health Care Policy and Financing Prior Authorization (PAR) portal. Once you are registered for eQSuite®, below are the steps to help you get started. (If you need assistance registering for eQSuite®, please call the ColoradoPAR Customer Service Line at 888-801-9355)

- 1) Please visit <http://www.ColoradoPAR.com> to review the minimum IT requirements to ensure your browser and settings are up to date. You should be using Internet Explorer or Google Chrome in either the current version or one version prior to current.
- 2) Go to the [ColoradoPAR website](#)



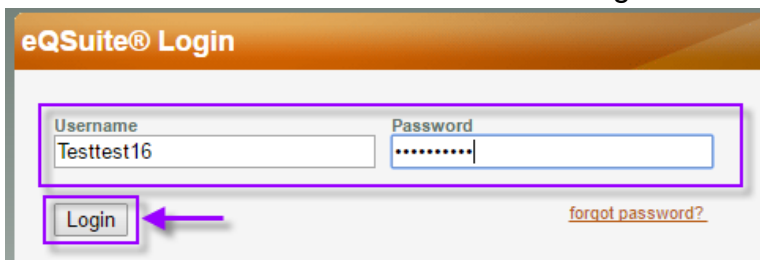
- 3) Scroll to the bottom of the page and click on PAR Portal.



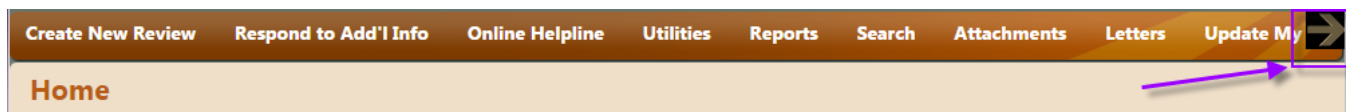
4) Click to log in.



5) Enter your Username and Password and then click login.



6) Use the tabs along the top bar to navigate around eQSuite® and use the black arrows to navigate back and forth to view all tab options.



- **Create New Review:** This tab will allow you to submit a new PAR. For more information regarding entering a new PAR, please visit [ColoradoPAR.com](http://ColoradoPAR.com) for training and education resources.
- **Respond to Add'l Info:** Use this tab to respond to a review being *Pended for Add'l Info*. See the Provider Guide: [Guide to Uploading Supporting Documentation](#) for instructions on using this tab. You will only use this tab if you are notified that your review has been *Pended for Add'l Info*.
- **Online Helpline:** Use this tab to contact eQHealth Solutions with questions.
- **Utilities:** This tab allows you to calculate dates to ensure you submit the correct time frame for your PAR request.
- **Reports:** This tab will allow you to run reports to locate your PAR numbers.
- **Search:** This tab will allow you to search all reviews – (including partial reviews) – that need to be completed.
- **Attachments:** This tab is the easiest way to view PAR numbers for approved reviews (click on *completed outpatient* and then the date range you would like to see); you should also use

this tab to upload attachments to your PAR \*\*See the Provider Guide: [Guide to Uploading Supporting Documentation](#) for instructions on using this tab.

- **Letters:** This tab will provide an electronic memo with reasons a review has been denied or pended for additional information.
- **Update My Profile:** This tab allows you to update your profile information including changing your password.
- **User Administrator** (*Only visible to system administrators*): This tab will allow the system administrator to add additional users to the eQSuite® portal so that they can submit PARs. See **System Administrator Guide** for more information if you are the system administrator.

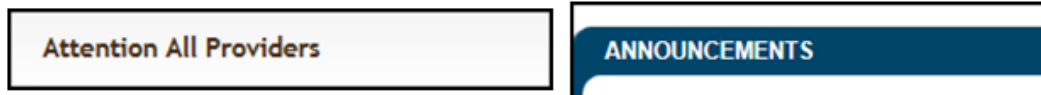
## Provider Guide: New eQSuite® User

### ColoradoPAR Site Resources

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\*\*Please note that the website usability will vary based on which browser and which version you are using to navigate this site. You should be using Internet Explorer or Google Chrome in either the current version or one version prior to current.

**On the Home Page:** Here you will see new announcements for providers. It's beneficial to read both of these sections for important updates.



#### **Quick Resources:**

**Are the most commonly used links and can be found in the middle of the homepage.**

#### QUICK RESOURCES



HCPF Provider Bulletin



PAR Portal Login



eQSuite Training



PAR Letters  
Medicaid Portal



Fee Schedule



Billing Manuals



- **HCPF Provider Bulletin:** *Published monthly by HCPF. Covers topics of interest to providers and includes information on policy and rule changes that may impact your PARs.*
- **PAR Portal Login:** *to log in to eQSuite®.*
- **eQSuite® Training:** *All new users with eQSuite® should click here to register for a training webinar.*
- **PAR Letters:** *to be redirected to the Colorado Medical Assistance Web Portal to access PAR determination letters.*
- **Fee Schedule:** *to look up item and procedure codes to determine the need for a PAR in most cases.*
- **Billing Manuals:** *for more information on the covered benefits of Health First Colorado (Colorado's Medicaid Program).*

Home

Provider Resources

Provider Education/Training

PAR Portal/eQSuite®

Contact Us

State News and Resources

- **Provider Resources:** This is where you will locate forms, instructions, and general information that is useful when putting in PAR requests.
- **Provider Education/Training:** This is where you will find guides for submitting each type of PAR request.
- **PAR Portal/eQSuite®:** This is where you click to log in to the eQSuite® PAR Portal, to look at the minimum IT requirements and to request eQSuite® access.
- **Contact Us:** This is where you will find more information to contact eQHealth Solutions. Please remember to use the Online Helpline tab in eQSuite® for any PAR related questions.
- **State News and Resources:** This tab contains valuable links to use when submitting PAR requests as well as other state resources and necessary forms.

**The following are two links you should become familiar with on the State News and Resources Tab:**

- **[Billing Manuals](#)** will give you a written explanation of Colorado Health First Colorado (Colorado's Medicaid Program) rules, benefits and policies. Click on the hyperlink above to view. You may also select Billing Manual from the Quick Resources link under the home tab.
  - Once you are on this page, click on **CMS 1500** and then you may select your provider type.

## Billing Manuals

- + General Provider Information
- + Appendices
- + CMS 1500

- [Provider Rates & Fee Schedules](#) will allow you to look up any item or procedure code to verify the need for a PAR submission. Click on the hyperlink above to view. You may also select Fee Schedules from the quick resources link under the home tab.
  - Once you are on this page you should select **Health First Colorado (Colorado's Medicaid Program) Fee Schedules**.

## Provider Rates & Fee Schedule

- + Medicaid Fee Schedules
- + Average Acquisition Cost (AAC) Price List
- + Dental Fee Schedule

- You should then select the most currp/.ent version of the **Fee Schedule Data File** which will prompt an Excel document to download.

2016	2015	2014
<a href="#">January 2016 Fee Schedule Instruction</a>	<a href="#">January 2015 Fee Schedule Instructions</a>	<a href="#">January 2014 Fee Schedule Instructions</a>
<a href="#">January 2016 Fee Schedule Data File (03/16)</a>	<a href="#">January 2015 Fee Schedule Data File</a>	<a href="#">January 2014 Fee Schedule Data File (05/14)</a>
<a href="#">January 2016 Supplemental Colorado Medicaid Fee Schedule</a>	<a href="#">January 2015 Supplemental Colorado Medicaid Fee Schedule</a>	<a href="#">January 2014 Supplemental Colorado Medicaid Fee Schedule</a>

- The easiest way to navigate this excel spreadsheet is to select **CTRL + F** on your keyboard and then to enter the code you are looking for in the box and then press enter

CPT or HCPCS Procedure Code	Conversion
37490	
37491	
37492	
37493	
37495	
37496	
37497	
37498	

Find and Replace

Find: Replace

Find what: 37495

Options >>

Find All Find Next Close

- When you locate the code you are looking for, look in the far right column and it will indicate whether or not a PAR is needed.

CPT or HCPCS Procedure Code	Procedure Code Modifier	Base Value	Conversion Factor	Total CO Medicaid Allowable (Base Value x Conversion Factor)	Min Age	Max Age	Post Op Days	Prior Authorization Needed
87490		25.33	1.00	\$25.33	000	999	00	No
87491		44.36	1.00	\$44.36	000	999	00	No
87492		44.17	1.00	\$44.17	000	999	00	No
87493		37.97	1.00	\$37.97	000	999	00	No
87495		25.33	1.00	\$25.33	000	999	00	No