



Submitting a Review Request

Children's Extensive Services Waiver
Children's Home and Community Based Services Waiver
Over Cost Containment
In-Home Support Services
Consumer Directed Attendant Support Services

February 2021

Updated March 12, 2021

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Provider Portal (1 of 4)

- Beginning **Monday, March 1, 2021**, providers will submit review requests using the Qualitrac system via a Provider Portal.
- Your Organization must first complete the online registration process and designate one or more individuals within your organization who will create user accounts for providers within your organization.
- Reminders for the instructions regarding the online registration process are provided later in this slide deck.
- Once registered, you will receive a username and instructions to create a unique password.
- You will access the Qualitrac Provider Portal at [Long-Term Services and Supports Training | Colorado Department of Health Care Policy and Financing](#)



Provider Portal (2 of 4)



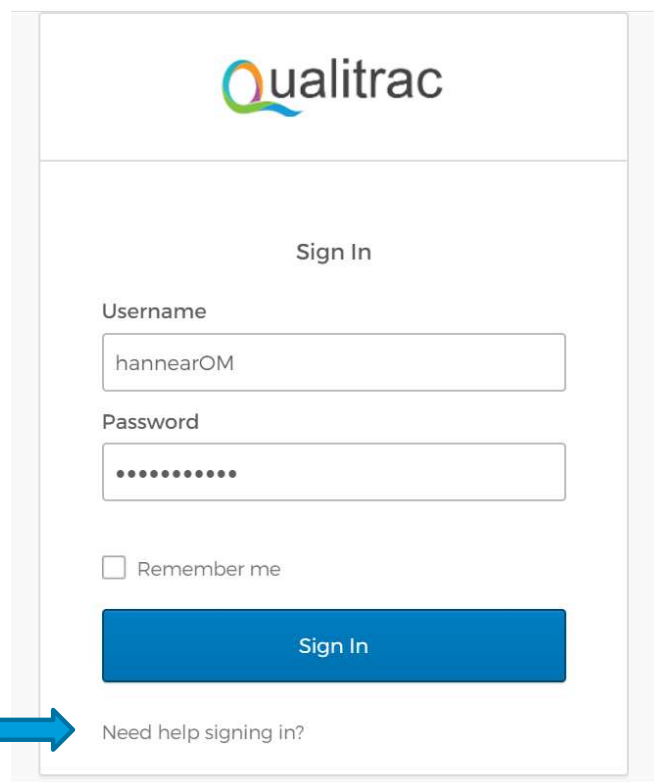
On the sign-in page:

1. Enter the username you were assigned.
2. Use the password you established.
3. Click **SIGN IN** to access the system.

A screenshot of the Qualitrac sign-in page. At the top is the Qualitrac logo. Below it is the heading 'Sign In'. There are two input fields: 'Username' with the text 'hannearOM' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember me'. A blue arrow points to a large blue 'Sign In' button. At the bottom is a link that says 'Need help signing in?'.

Provider Portal (3 of 4)

- There is a blue “Need help signing in?” link below the sign-in button. This can be used to change/reset your password whenever needed.
- Do not bookmark this page.**
The security around the log-in page will cause issues the next time you log in.

A screenshot of the Qualitrac Sign In page. The page has a white background with a light gray border. At the top, the Qualitrac logo is displayed. Below the logo, the text "Sign In" is centered. There are two input fields: "Username" with the text "hannearOM" and "Password" with masked characters ".....". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Need help signing in?". A blue arrow points to this link from the left.

Qualitrac

Sign In

Username

hannearOM

Password

.....


☐ Remember me

Sign In

Need help signing in?

Provider Portal (4 of 4)

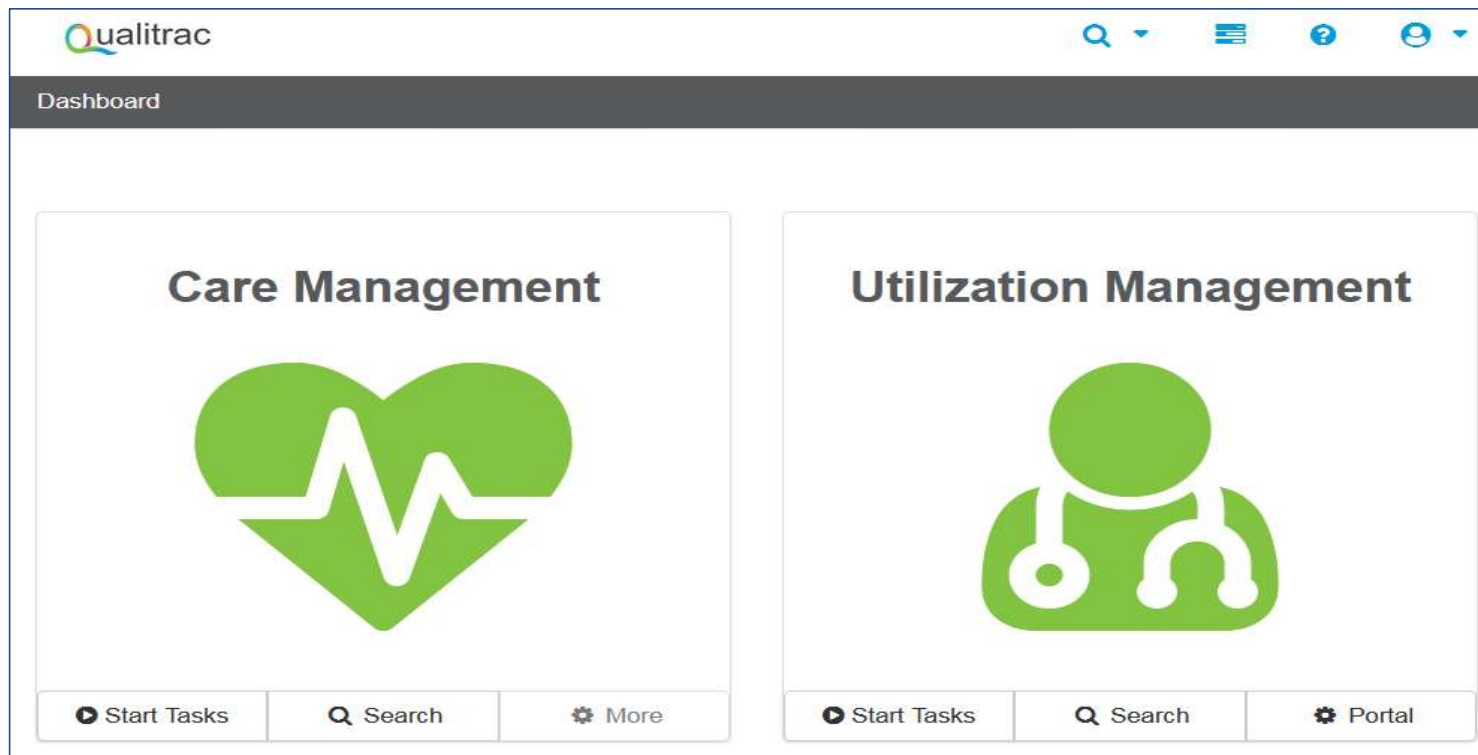
- The Reset Password screen will open and ask you to enter your username. Please enter the username you utilize to log in to the system. Do not enter your email address.
- The system will recognize your user id, find the email associated to your account and send you an email with a link to reset your password.



The image shows a screenshot of the Qualitrac 'Reset Password' screen. At the top is the Qualitrac logo. Below it, the title 'Reset Password' is centered. There is a text input field labeled 'Username' containing the text 'swilson'. Below the input field is a blue button labeled 'Reset via Email'. At the bottom of the form is a link that says 'Back to Sign In'.



Qualitrac Landing Page



Navigational Tools



This is the Provider Portal Menu Bar. This will remain available to you wherever you are in the system.



The Qualitrac logo will take you back to the landing page from wherever you are currently working in the system.



The “magnifying glass” will open search options for you to search for a specific case or a specific member.



This icon indicates the task queue. This is where you will go to complete any assigned tasks such as Requests for Information.



This icon will take you to the Knowledge Center. The Knowledge Center provides user guides, FAQs and Tip Sheets.

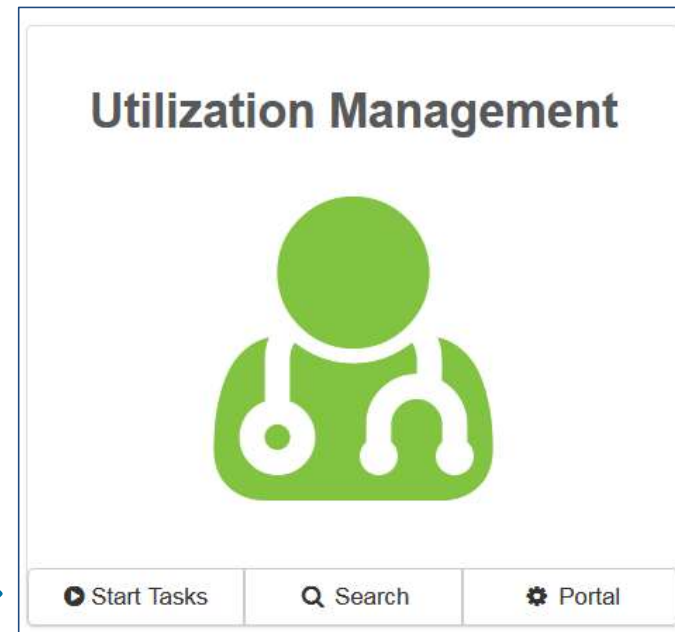


Selecting this icon will allow you to view and manage your profile. Here you can make changes to your phone number, email address, etc.



Utilization Management Module

- **Start Tasks** will take you to the task queue to view tasks that have been assigned to you, such as requests for additional information.
- **Search** will allow you to search for a member or a case, just like the magnifying glass at the top of the page.

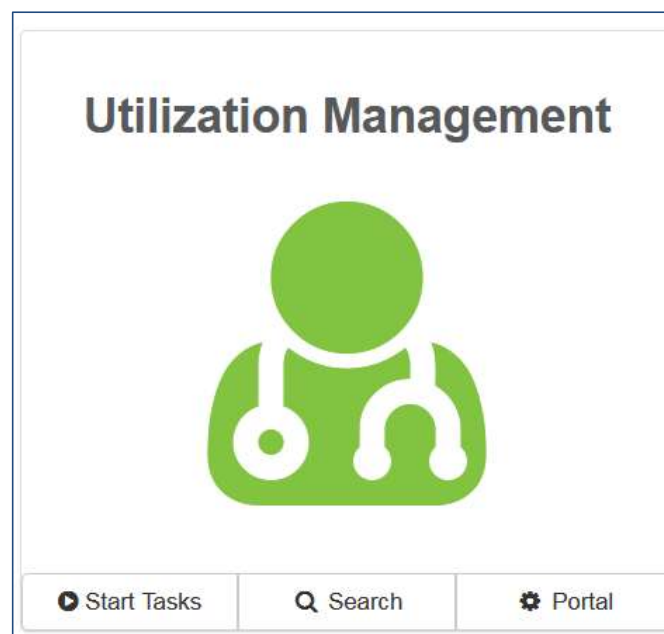




Finding or Add a Member

Find a member

- Click on **Search** to find a member and start your review request.



Find a member, cont.

- There are two ways to find the member in our system.
 - Enter the **Member ID** and **Date Of Birth**
 - Enter the **Member First Name, Last Name** and **Date of Birth**

Scheduled Tasks **Member Search** Cases Case/Request/Claim Search

Please search for the member by completing one of the following

Member ID *	Date Of Birth *	
<input type="text" value="Member ID"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Search"/>

OR

First Name *	Last Name *	Date Of Birth *	
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Search"/>

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Find a member – Member ID and DOB

1. Enter the **Member ID** and **Date Of Birth** and then click **Search**.
2. The Member ID and the Date of Birth must match the member data in our system. If it does not match, please confirm the member information and try again.

Member ID *

Date Of Birth *

Search

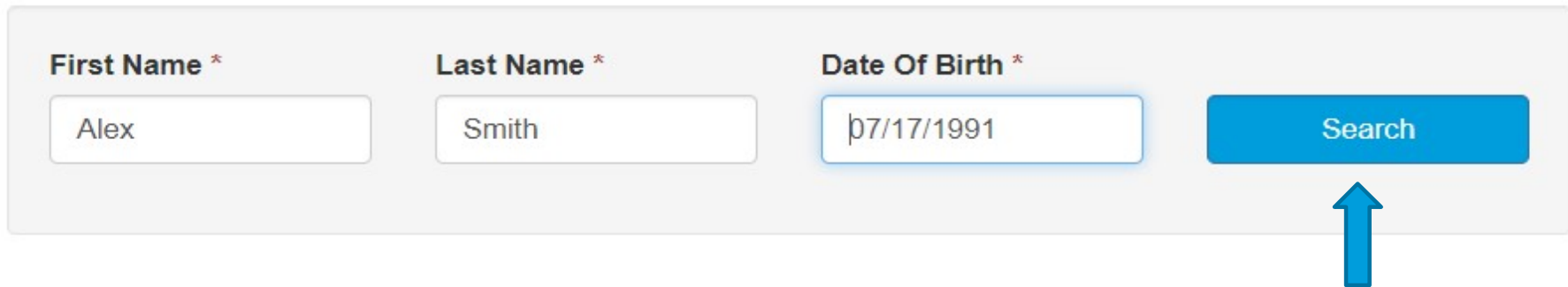




Find a member – Member Name and DOB



1. Enter the member's **First Name**, **Last Name** and **Date of Birth** and then click **Search**.
2. The information must match the member data in our system. If it does not match, please confirm and try again.
3. NOTE: Many first names have various versions i.e., James, Jim, Jimmy. Your entry must match our system data.

A light gray rectangular form containing four input fields and a button. The first field is labeled 'First Name *' and contains the text 'Alex'. The second field is labeled 'Last Name *' and contains the text 'Smith'. The third field is labeled 'Date Of Birth *' and contains the text '07/17/1991'. To the right of these fields is a blue button with the text 'Search'. A large blue arrow points upwards from below the button towards the 'Search' button.

First Name *	Last Name *	Date Of Birth *	Search
Alex	Smith	07/17/1991	

Select a member



- If the member exists in the system, the search results will be listed here. Click on any of the data fields in blue to access the member information or to start a new review for the member.

[Dashboard](#) / [Task Queue](#)

[Scheduled Tasks](#) [Member Search](#) [Cases](#) [Case/Request/Claim Search](#)

Member ID *	Last Name	First Name	Middle Name	Date Of Birth *	Gender
<input type="text" value="423076646"/>				<input type="text" value="07/17/1991"/>	
423076646	Smith	Alex		07/17/1991	Female

[Show](#) [entries](#)

Showing 1 to 2 of 2 entries


[Previous](#) [Next](#)




Add a member



- If the member does NOT exist in the system, the **Member Not Found** alert will appear and you will have the option to **Add Member**.

First Name	Middle Name
<p>Member Not Found. Try searching again or</p> <p> Add Member</p>	

A blue arrow pointing upwards towards the 'Add Member' button.

Add a member, cont.



- Complete each of the required fields.
- Fields without the red asterisk are optional.
- When all required fields are complete, click **Submit**.

A screenshot of the 'Add Member' form. The form is titled 'Add Member' and has a close button (X) in the top right corner. It is divided into several sections: 'Demographics' with fields for First Name (required, marked with a red asterisk), Middle Name, Last Name (required), Client (dropdown), Birth Date (required, with a calendar icon), and Gender (required, dropdown); 'Identifiers' with Social Security Number (required, with a 'N/A' checkbox) and Member Id (required, with a 'N/A' checkbox); 'Relationship To Subscriber' (required, dropdown with 'Self' selected); and 'Contact Information' with Address Line 1 (required), Address Line 2, City (required), State (required, dropdown), and Zip (required). At the bottom right, there are 'Close' and 'Submit' buttons. A blue arrow points to the 'Submit' button.

Member Hub



- When the member has been found or created, you will be directed to the Member Hub.
- The Member Hub organizes the request workflow and the member information into several panels. Here you will be able to view information related to this member including his/her contact info and any review requests that have been previously submitted.

[Dashboard](#) / [Task Queue](#) / [Member Hub](#) Alex Smith - 423076646 - 07/17/1991

Alex Smith [View Member Details](#)

Member ID: 423076646

Date of Birth: 07/17/1991

Phone Number:

Client: Montana - Mountain Pacific

Utilization Management [View Cases](#) [Add](#)

Hiding original requests for adjustments. [Show](#)

Show 10 entries Search:

Status	Case ID	Request ID	Review Type	Timing	Treating Prov./Phys.	Treating Facility	Req. Start	Req. End	Outcome	Action
Not Submitted	3543	3555	Physician Administrative Drug	Retrospective						...

Showing 1 to 1 of 1 entries Previous 1 Next






Creating a Request

Utilization Management Panel

- The Utilization Management Panel will display information related to any UM review requests previously submitted for the member, including PASRR.
- Use the **Add** button to start a new request.




Utilization Management

[View Cases](#)
[+ Add](#)

Hiding original requests for adjustments.
[Show](#)

Show 10 entries

Search:

Status	Case ID	Request ID	Review Type	Timing	Treating Prov./Phys.	Treating Facility	Req. Start	Req. End	Outcome	Action
Not Submitted	3543	3555	Physician Administrative Drug	Retrospective						...

Showing 1 to 1 of 1 entries

Previous
1
Next

Add New Request



- To begin a new request, you will first fill in the Authorization Request panel. The date and time of your request is completed for you.


A screenshot of the 'Authorization Request' form in the Telligen system. The form is divided into several sections. At the top, a header bar contains the user's name 'Alex Smith', 'Member ID: 423076646', and 'DOB: 07/17/1991'. Below this, a section for 'Phone Number:' and 'Client: Montana - Mountain Pacific' is visible. The main section is titled 'Authorization Request' and contains four dropdown menus: 'Date Request Received *' (showing '06/12/2020 03:01 pm'), 'Review Type *', 'Place of Service *', and 'Type of Service *'. Below these is a 'Timing *' dropdown menu, which is highlighted by a large blue arrow. At the bottom right of the form are two buttons: 'Cancel' and 'Add New Request'.

Review Type



- **Review Type:** Select the type of review you are requesting.
- Select the type of review you will submit.

Review Type * ⓘ Review Type is a required field

A screenshot of a web form showing a dropdown menu for 'Review Type'. The menu is open, displaying a list of options: CDASS, CDASS Rapid, Children's Extensive Services Waiver, Children's Home and Community Based Services, IHSS, IHSS Rapid, Over-Cost Containment, Over-Cost Containment Rapid, and PASRR Level 1. The top of the dropdown has a blue header bar. A red arrow points from the right towards the dropdown menu.





CDASS
CDASS Rapid
Children's Extensive Services Waiver
Children's Home and Community Based Services
IHSS
IHSS Rapid
Over-Cost Containment
Over-Cost Containment Rapid
PASRR Level 1

Note: Reasons for a Rapid Review request may include but are not limited to the potential for an interruption or disruption in services for the Client.



Place of Service & Type of Service


- **Place of Service** is where the care is provided. The Place of Service will default to “Community”. Do not change the system defaults.
- **Type of Service** is what type of care is being provided. The Type of Service will default to “Home and Community Based Services”. Do not change the system defaults.

Authorization Request			
Date Request Received *	Review Type *	Place of Service *	Type of Service *
02/27/2021 07:48 pm 	CDASS 	Community 	Home and Community Based Services 



Timing

- **Timing** indicates when you are notifying us of the request.
- You will select either Concurrent or Prospective.
- **Concurrent** – The Requested Certification Start Date is a date previous to the date the request is being entered.
- **Prospective** – The Requested Certification Start Date is the date or after the date the request is being entered.



Timing *

Prospective ▼



Authorization Request Panel



- When all the selections are complete, you will select **Add New Request**.
- You can select **Cancel** if you've made the request in error.

Authorization Request

Date Request Received *
02/27/2021 07:48 pm

Review Type *
CDASS

Place of Service *
Community

Type of Service *
Home and Community Based Services

Timing *
Prospective

☐ Is this Request Urgent?

Cancel

Add New Request




Dates of Service Panel

- Enter Requested Certification Date Range in Service Start Date and Service End Date fields
 - For Concurrent timings, this will be the Requested Certification Start Date when the date is prior to the date the request is entered. The current date may also be entered.
 - For Prospective timings, this will be the Requested Certification Start Date which is the date of entry or a future date.

**Requested Certification Start Dates prior to the date of entry cannot be entered when Prospective timing is selected.

Dates of Service

Service Start Date *

MM/DD/YYYY 

Service End Date *

MM/DD/YYYY 

Coverage Panel – Member with Medicaid



- The Coverage Panel will display information about the member's Medicaid coverage and eligibility.
- The Medicare Indicator, Third-Party Liability and EPSDT Indicator will default to No/Not Supplied unless there is information in our system from the State eligibility file.

Coverage				
Group	Section	Plan	Start Date	End Date
Montana		Full Medicaid	09/01/2010	06/30/2020
Montana		Managed Care	10/01/2018	06/30/2020
Montana		Healthy Kids	05/01/2020	06/30/2020

Medicare Indicator *

Not Supplied

Third Party Liability *

No

EPSDT Indicator *

☐ Yes ☒ No



Coverage Panel – Member without Medicaid



- If the member has never been included in the state's eligibility file, then the Coverage Panel may indicate "Member Not Eligible"
- If the member has not yet been granted Medicaid coverage, enter a comment "Medicaid Pending" or "N/A"

Coverage

[State Law Matrix](#) [Client Profile](#)

Member Not Eligible

This member appears to either not meet eligibility requirements or has multiple coverage plans. We cannot confirm eligibility for the entire span of care. Please provide rationale for continuing with this request.

Group	Section	Plan	Start Date	End Date
No Coverage Found				

Medicare Indicator *

Not Supplied

Third Party Liability *

No

Eligibility Comment *

na



Providers Panel

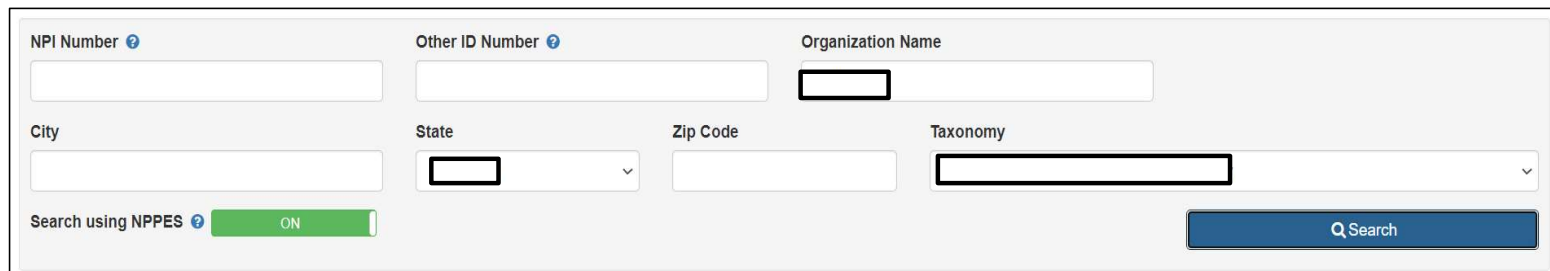
- The next sections ask for information related to the Treating Provider and the Ordering Provider. You will click the **Add** button on each line to provide the necessary information.
- The **Treating Provider** is the provider that is referring the member for the review which is the Case Management Agency (CMA)
- The **Ordering Provider** for all URUM reviews is also the Case Management Agency.
- No other providers are needed for URUM reviews.

Providers *								
Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Provider *					Not Supplied			+ Add
Ordering Provider *					Not Supplied			+ Add



Entering Provider Information (1 of 5)

- Clicking **Add** will open a search box. You can search for a CMA by entering the agency name, NPI or other ID number, or by filling in any of the information boxes provided.
- Use as much of the name as needed. Exact matches will be displayed.
- When you have entered the necessary information, click **Search** to locate the case management agency.



The screenshot shows a search form with the following fields and controls:



- NPI Number**: Text input field with a help icon.
- Other ID Number**: Text input field with a help icon.
- Organization Name**: Text input field with a small rectangular box above it.
- City**: Text input field.
- State**: Dropdown menu with a small box above it.
- Zip Code**: Text input field.
- Taxonomy**: Dropdown menu with a small box above it.
- Search using NPPES**: Toggle switch set to **ON**.
- Search**: Blue button with a magnifying glass icon and the text "Search".

A blue arrow points to the **Search** button.

Entering Provider Information (2 of 5)

- Clicking **Search** will return any results that meet the criteria you entered.
- Use the green plus box to the left of the name to select the CMA you need for the review.

Show entries Search:

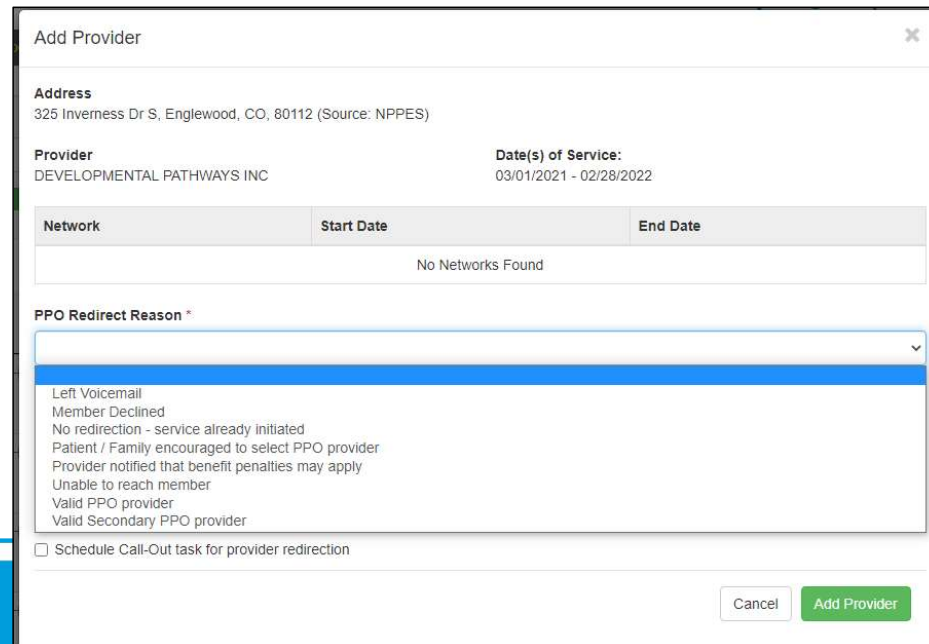
	Name	Network	NPI	Primary Number	Other ID	Type	Primary Practice Address	Phone	Primary Taxonomy	Source
	COLORADO CASE MANAGEMENNT AGENCY						23 Main St Anytown, CO 80111	303-333-3333		

Showing 1 to 1 of 1 entries Previous Next



Entering Provider Information (3 of 5)

- The selected CMA will be displayed
- In the PPO Redirect Reason box, select “No redirection – service already initiated”. (This field is required though the choice will not be considered in the review.)
- Click Add Provider



The screenshot shows the 'Add Provider' form with the following details:

- Address:** 325 Inverness Dr S, Englewood, CO, 80112 (Source: NPES)
- Provider:** DEVELOPMENTAL PATHWAYS INC
- Date(s) of Service:** 03/01/2021 - 02/28/2022
- Networks:** A table with columns 'Network', 'Start Date', and 'End Date'. It displays 'No Networks Found'.
- PPO Redirect Reason:** A dropdown menu is open, showing the following options:
 - Left Voicemail
 - Member Declined
 - No redirection - service already initiated
 - Patient / Family encouraged to select PPO provider
 - Provider notified that benefit penalties may apply
 - Unable to reach member
 - Valid PPO provider
 - Valid Secondary PPO provider
- ☐ Schedule Call-Out task for provider redirection
- Buttons:** 'Cancel' and 'Add Provider' (green)

Entering Provider Information (4 of 5)

- Since the Ordering Provider and the Treating Provider are the same for URUM reviews, you can select **Copy Treating Provider to Ordering Provider** and the system will prepopulate the information for you.
 - This will be the case for all URUM review submissions.

Providers *

Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Facility	COLORADO CASE MANAGEMENT AGENCY		23 Main St Anytown, CO 80111	303-333-3333		Member Declined		Remove
Ordering Provider *			Not Supplied					Add

Provider Organization Visibility ?

No organizations available

+ Add New

Copy Treating Facility to Ordering Provider



Entering Provider Information (5 of 5)

- You will now see the Treating Provider and the Ordering Provider information populated in the Providers panel.
- You can select **Remove** if you've chosen in error by clicking the ellipsis (...) and selecting Delete.

Providers								
Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason	Comments	Action
Treating Facility	COLORADO CASE MANAGEMENT AGENCY		23 Main St Anytown, CO 80111	303-333-3333		Member Declined		 Remove
Ordering Provider	COLORADO CASE MANAGEMENT AGENCY		23 Main St Anytown, CO 80111	303-333-3333				 Remove



Provider Organization Visibility



- To ensure all applicable end users have access to the review in the Qualitrac system, please select your organization or facility in the Provider Organization Visibility panel.

Provider Organization Visibility ?

Wilson, Stephanie, User


COLORADO CASE MANAGEMENT AGENCY

**This will be your CMA. This allows other users to see this review



Diagnosis Panel (1 of 5)

- The Diagnosis panel is where you enter the diagnosis information related to this review.
- Use the **Add** button to add a new diagnosis to the panel.



Diagnosis							+ Add
Seq.	Code	Description	Final Dx	POA	NOS	Action	
No Diagnoses Supplied							

Diagnosis Panel (2 of 5)



- You can search by Code or by Term. Searching by code will let you enter a code directly and search for it as shown in the example below.

Add Diagnosis

Method
☒ Search By Code
☐ Search By Term

Search By Code



Diagnosis Panel (3 of 5)



- The system will then provide a list of results to select from. Select the one you want added to the review by clicking on the radio button to the left of the code.

Search By Code

Q Search

Show

10

 entries

Search:

Code	Description
<input checked="" type="radio"/> I63.9	CEREBRAL INFARCTION UNSPECIFIED

Showing 1 to 1 of 1 entries

Previous

1

Next

Cancel

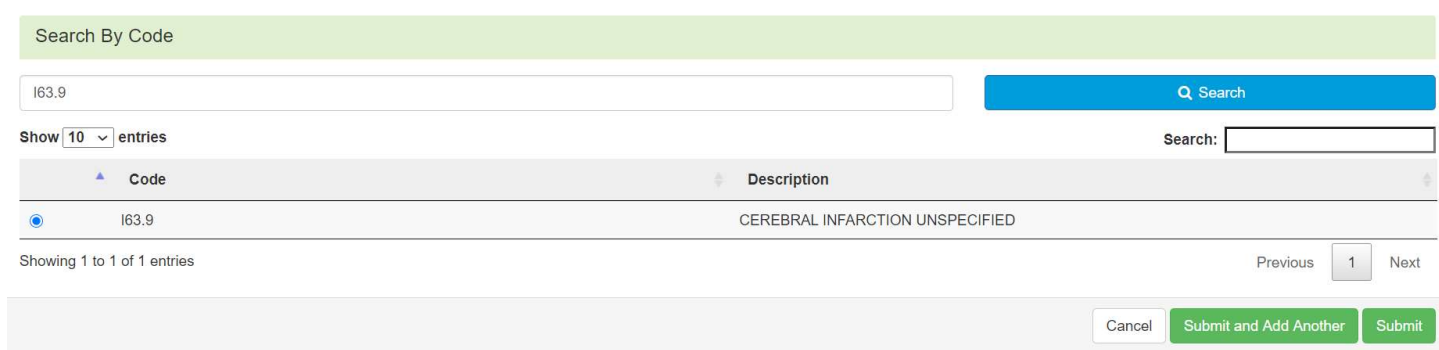
Submit and Add Another

Submit



Diagnosis Panel (4 of 5)

- After selecting the diagnosis, you can select **Submit** or **Submit and Add Another**.
 - Submit** will add the diagnosis to the review.
 - Submit and Add Another** will allow you to submit the diagnosis to the review and re-open the window where you can repeat the process and search for another diagnosis.





The screenshot displays the 'Diagnosis Panel' interface. At the top, there is a green header bar labeled 'Search By Code'. Below this, a search bar contains the text 'I63.9' and a blue 'Search' button. To the right of the search bar is a 'Search:' label and an empty input field. Below the search bar, it says 'Show 10 entries'. A table with two columns, 'Code' and 'Description', lists the search results. The first entry is 'I63.9' with the description 'CEREBRAL INFARCTION UNSPECIFIED'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are three buttons: 'Cancel', 'Submit and Add Another', and 'Submit'. A blue arrow points to the 'Submit and Add Another' button.

Code	Description
I63.9	CEREBRAL INFARCTION UNSPECIFIED



Diagnosis Panel (5 of 5)

- If more than one diagnosis is entered, you do have the ability to drag and drop to reorder them.
- You can use the trash can icon to the right of the diagnosis to delete anything entered incorrectly in this panel.

Diagnosis							
Seq.	Code	Description	Final Dx	POA	NOS	Action	
1	F84	PERVASIVE DEVELOPMENTAL DISORDERS	<input type="radio"/>	<input type="checkbox"/>			



Procedure Panel

- The Procedures panel appear. Search for a procedure using a code or term.
- Select the code desired from the list

▲	Code	Description
<input type="radio"/>	H2014	SKILLS TRAINING AND DEVELOPMENT PER 15 MINUTES

- Add Modifiers and units if needed. Select either Submit and Add Another or Submit. Only one code is needed.

Cancel	Submit and Add Another	Submit
--------	------------------------	--------

- **See suggested codes in the Colorado Provider User Guide



Documentation Panel (1 of 5)

- The next panel is the Documentation Panel. This is where you will upload any related clinical documentation necessary for the review to be processed. you are required to submit at least one piece of documentation.
- Please see the Colorado Provider User Guide for required and recommended documentation. **NOTE:** The ULTC 100.2 may be submitted here as an uploaded document. If not submitted the reviewer will access it in the BUS.
- To submit documentation, click **Add**.



Documentation + Add

Search:

Name	Category	Topic	Date Added	Uploaded By	Action
No data available in table					

Show entries

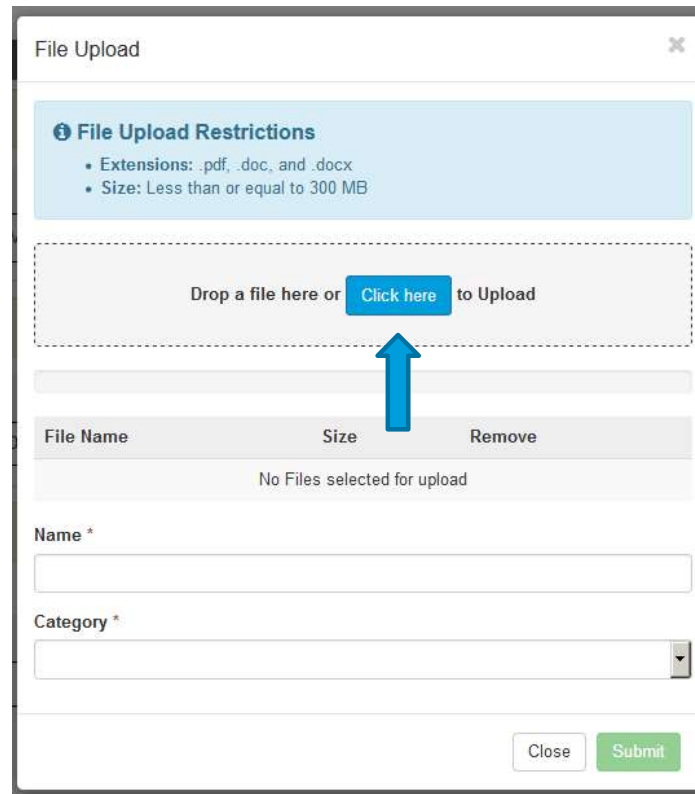
Showing 0 to 0 of 0 entries

Previous Next

Documentation Panel (2 of 5)



This will open a window where you can drag and drop files or select [Click here](#) to open a Windows directory and find the necessary files on your system.

A screenshot of a 'File Upload' dialog box. At the top, it says 'File Upload' with a close button. Below is a section titled 'File Upload Restrictions' with two bullet points: 'Extensions: .pdf, .doc, and .docx' and 'Size: Less than or equal to 300 MB'. In the center, there is a dashed box containing the text 'Drop a file here or' followed by a blue button labeled 'Click here' and then 'to Upload'. A blue arrow points up to the 'Click here' button. Below this is a table with columns 'File Name', 'Size', and 'Remove'. The table is currently empty, showing 'No Files selected for upload'. At the bottom, there are two required fields: 'Name *' and 'Category *'. The 'Name' field is a text input, and the 'Category' field is a dropdown menu. At the very bottom right, there are 'Close' and 'Submit' buttons.

File Name	Size	Remove
No Files selected for upload		

Name *

Category *

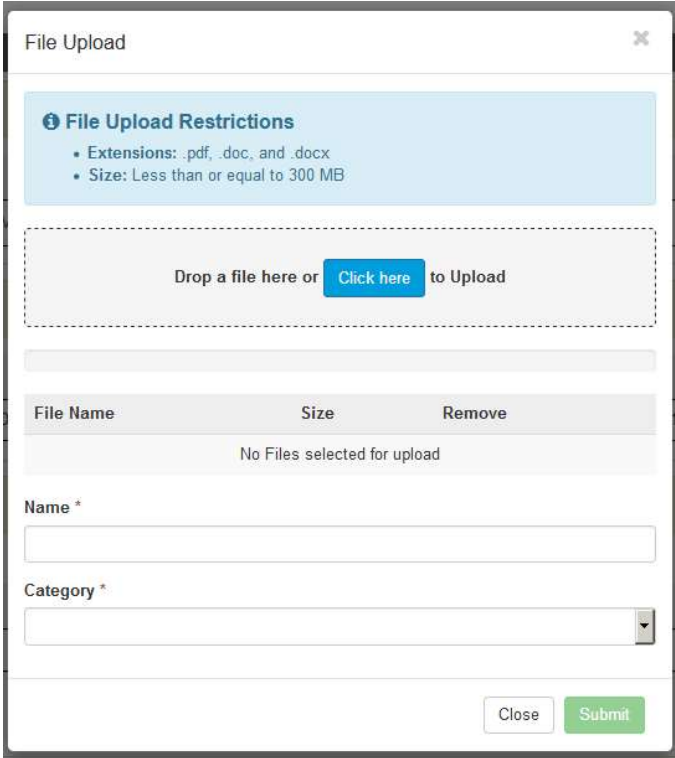
Close Submit



Documentation Panel (3 of 5)

Please note:

- Documents must be in **PDF** or **Word** format.
- The file name cannot contain special characters.
- The name of the document can be edited in the Name box as applicable.



File Upload

File Upload Restrictions

- Extensions: .pdf, .doc, and .docx
- Size: Less than or equal to 300 MB

Drop a file here or [Click here](#) to Upload

File Name	Size	Remove
No Files selected for upload		

Name *

Category *

Close Submit

Documentation Panel (4 of 5)

- **Category** allows you to select the type of document you are attaching. This will most always be clinical.
- **Topic** further defines the type of clinical information you are attaching.
- Click **Upload** to attach the information to the review.
- This can be repeated as many times as necessary to attach all relevant documentation to your request.

File Upload Restrictions

- Extensions: pdf, gif, jpg, jpeg, png, bmp, rtf, doc, docx, xls, xlsx, txt, xps, csv
- Size: Less than or equal to 300 Mb

Drop a file here or [Click here](#) to Upload

File Name	Size	Remove
History and Physical.docx	12 KB	

Name *

Category *


Clinical

Topic *

Medical & Treatment History

Close

Upload





Documentation Panel (5 of 5)



When all the request steps have been completed, click **Continue** in the bottom right corner of the page.

Documentation + Add

Show 10 entries Search:

Name	Category	Topic	Date Added	Uploaded By	Action
A Smith Med List	Clinical	Medication History	08/19/2020	testppu	
A Smith History and Physical	Clinical	Medical & Treatment History	08/19/2020	testppu	

Showing 1 to 2 of 2 entries Previous 1 Next

Continue



Attestation



The last step in the submission process is to certify that all information is accurate and complete. After reading the certification statement, you will enter your username in the Acknowledging User section and click **Submit** to send the request for review.

User Attestation

⚠ I certify...

- that the submitted information is true, accurate and complete to the best of my knowledge.
- that the submitted information is supported within the patient's medical record.
- that I understand that any deliberate misrepresentation of any information in this medical review may subject me to liability under civil and criminal laws.
- that I understand an approval of a medical authorization request by Telligen does not guarantee payment for services.
- I agree to notify all involved parties of the outcome of this authorization request.

Acknowledging User *

Next

Submit



Comments



- After completing the attestation, users have the option to add a comment to the request if applicable.
- A comments window will open, and the user can enter additional information related to the review.
- This is optional and not required to complete the review.
- Click **Submit**.

A screenshot of a 'Submit Review' dialog box. It has a title bar with a close button. Below the title bar is a section labeled 'Comments' containing a large text input area. At the bottom right of the dialog are two buttons: 'Cancel' and 'Submit'. A blue arrow points to the 'Submit' button.

Summary



- After submitting your review request, you will be routed back to the Summary page. Here you can review all the details regarding the request as you submitted it.

[Dashboard](#) / [Task Queue](#) / [Member Hub](#) / [Summary](#)

Alex Smith

Member ID: 423076646

DOB: 07/17/1991

Phone Number:

Client: Montana - Mountain Pacific

Authorization Request

Case Id 3993	Request ID 3905	Date Request Received 08/19/2020 05:53 pm	Review Type PASRR Level 1	Place of Service Nursing Facility	Type of Service Long Term Care
Timing Concurrent					

Admission and Discharge

Admission Date 08/18/2020	Admission Type Elective	Admission Source Transfer from a Hospital (Different Facility)
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Coverage

Group	Section	Plan	Start Date	End Date
No Coverage Found				
Medicare Indicator Not Supplied	Third Party Liability No	EPSDT Indicator No	Eligibility Comment test	

Providers

Type	Name	NPI	Address	Phone	Primary Taxonomy	PPO Redirect Reason
Treating Facility	BILLINGS CLINIC TCU, BILLINGS CLINIC TCU	1023222494	2800 10th Ave North Billings, MT, 59101	(406) 247-6920		
Ordering Provider	BILLINGS CLINIC TCU, BILLINGS CLINIC TCU	1023222494	2800 10th Ave North Billings, MT, 59101	(406) 247-6920		

Provider Organization Visibility



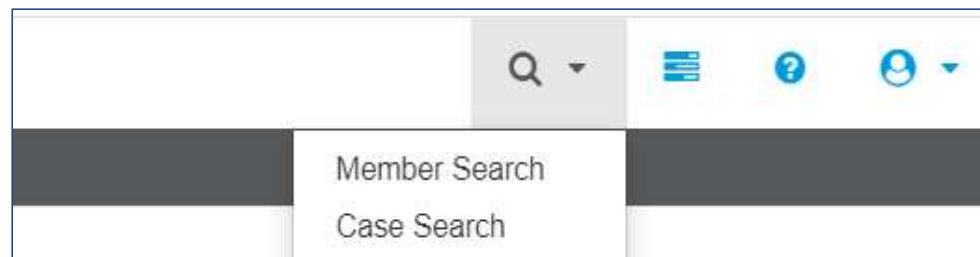


View Request Status and Outcomes

View Status and Outcomes (1 of 3)



- After a review has been submitted, you can find the review by clicking on the magnifying glass and completing either a Member Search or a Case Search.



View Status and Outcomes (2 of 3)



Case Search

- If you are searching by Case ID, simply enter the Case ID in the box and click **Search**.
- Click on the blue link to be directed to that specific review.

▼ Client:
Montana - Mou ▼

Method
☒ Search By Case ID
☐ Search By Authorization ID
☐ Search By Claim Number
☐ Search By Request ID

Case ID

Search

Show 10 ▼ entries

Search:

Case ID	Request ID	Review Type	Timing	Case Status	Date Request Received
3543	3555	Physician Administrative Drug	Retrospective	Case Creation	06/15/2020 09:04 am

Showing 1 to 1 of 1 entries

Previous 1 Next



View Status and Outcomes (3 of 3)



Member Search

- If searching by using the Member Search function, you will be directed to the Member Hub.
- Click on the ellipsis (...) to the right of the review you are searching for.
- Click on **View Request** to see the status and details of that review.
- If the request has not yet been reviewed by our clinical team, users also have the option to delete the request.

Show 10 entries

Search:

Status	Case ID	Request ID	Review Type	Timing	Treating Prov./Phys.	Treating Facility	Req. Start	Req. End	Outcome	Action
Request Has Been Submitted	3543	3555	Physician Administrative Drug	Retrospective	WILSON & CHIZMAR PHYSICAL THERAPY ASSOCIATES PA		05/01/2020	05/31/2020		...

Showing 1 to 1 of 1 entries

View Request
Delete



View Outcome



- Scroll down the page to the Outcomes panel.
- The determination will be displayed on the right.
- Click on the dark brown section of the panel to expand and view the details.

Outcomes	Review Status: Review Complete Review Outcome: Approved
(HCPCS) T2010 - PASRR LEVEL I IDENTIFICATION SCREEN PER SCREEN	Outcome: Approved



View Outcome, cont.



Outcomes		Review Status: Review Complete Review Outcome: Approved	
(HCPCS) T2010 - PASRR LEVEL I IDENTIFICATION SCREEN PER SCREEN		Outcome: Approved	
Requested		MCG	RC
Outcome		Outcome	Approved (Level II Needed)
Authorization Number		Authorization Number	
Start Date	01/01/2021	Start Date	01/01/2021
Discharge Date	01/02/2021	Approved End Date	01/02/2021
Modifier 1		Modifier 1	
Modifier 2		Modifier 2	
Units	1 unit(s)	Approved	1 unit(s)
Frequency		Frequency	
Total Cost		Total Cost	
		Savings	<input checked="" type="checkbox"/>
		Transmit To Client	Yes
		RC Notes:	
		Letter Rationale: <input checked="" type="checkbox"/>	
		Recommend Level 2	

The Final Recommendation tab will display the determination.



View Level 1 Outcome Letter



- Scroll to the Correspondence Panel to view the outcome letter.
- Click on the blue letter link to open it and see what information is being requested.

Correspondence

+ Add

Search:

Letter	Addressee	Date Sent
Level 1 Outcome   	Treating Facility: QL-UPTOWN HEALTH CARE CENTER, LLC NPI: 1275992794	02/25/2021 21:36:54

 Show entries

Showing 1 to 1 of 1 entries

Previous Next

View Level 2 NOD Letter



- Scroll to the Correspondence Panel to view the outcome letter.
- Click on the blue letter link to open it and see what information is being requested.

Correspondence

+ Add

Search:

Letter	Addressee	Date Sent
Level 2 NOD MI   	Treating Facility: UPTOWN CARE CENTER LLC NPI: 1184163826	02/25/2021 21:24:39

Show 10 ▼ entries

Showing 1 to 1 of 1 entries

Previous 1 Next





Request for Additional Information Task

Request for Information



- If our clinical team determines additional information is needed before proceeding with the review, the Provider will receive an email and a Request for Information task in the Scheduled Task queue.
- Users can access the Scheduled Task Queue two ways.

**From the top
navigation bar**



**Or from Start Tasks button
on the landing page**



Request for Information



- At the scheduled task queue, you will see all tasks currently assigned to you.
- **HELPFUL TIP:** If you click on the blue comment bubble to the left of the Request for Information task, a window will open with a note from the reviewer indicating what information they are requesting.
- Click on the ellipsis to the left of the page, to start the task

Qualitrac

Dashboard / Task Queue

Scheduled Tasks

Member Search

Cases

Case/Request/Claim Search

View Calendar

9 Columns Selected

Task Type	Task Status	Member ID	Last Name	First Name	DOB	Review Type	Assignee	Task Scheduled Date	
			Last Name	First Name	DOB	Review Type	Assignee	Task Scheduled Da	
...	Request For Information	New	423076646	Smith	Alex	07/17/1991	Physician Administrative Drug	testppu	06/18/2020 09:43 am

Show 10 entries

Showing 1 to 1 of 1 entries

Previous

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Next




Request for Information




- Scroll to the Correspondence Panel to view the Request for Information letter.
- Click on the blue letter link to open it and see what information is being requested.

Correspondence + Add

Search:

Letter	Addressee	Date Sent
Telligen Request for Information   	Ordering Provider	06/12/2020 16:22:37

 now entries

Showing 1 to 1 of 1 entries

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Request for Information



- To attach additional information to the request, scroll to the Documentation panel.
- Click on the **Add** button, as was demonstrated earlier in the presentation, to attach the additional clinical documentation.



Documentation + Add

Show entries Search:

Name	Category	Topic	Date Added	Uploaded By	Action
History and Physical	Clinical	Medical & Treatment History	06/15/2020	testppu	

Showing 1 to 1 of 1 entries Previous Next



Request for Information



- When you have added the necessary information, that will complete the process.
- You can log out of the system or return to the search page or task queue to complete additional work within Qualitrac.
- **Please do NOT start a new review request** when asked for additional clinical information. This will create a duplicate request and will delay the review process.



Contact Information



Training Website

[Long-Term Services and Supports Training | Colorado Department of Health Care Policy and Financing](#)

Scroll to Telligen's Qualitrac Review and Provider Portal

Expand the section and view all training materials and a link to the Qualitrac portal



Help Desk

1-833-610-1052 or ColoradoSupport@telligen.com

