



## How to Check the Status of your Review

Once you log into eQSuite®, click on the “Attachments” tab. You will be able to see all reviews that are currently “In Process”. “Record Status” will show you the current status of the review. Please reference our guide on the definition of each “Status Type”:

[Review Status Guide \(Click Here\)](#)

Navigation: Create New Review | Respond to Add'l Info | Respond to Denial | Online Helpline | Utilities | Reports | Search | **Attachments** | Letters | Update My Profile | Use

### Attachments

Menu | Errors

Inpatient In Process		Outpatient In Process		Completed Inpatient		Completed Outpatient						
ReviewID	Client ID	First Name	Last Name	Setting Type	Admit Date	PAR	Account Number	Receipt Date	Record Status			Outcome
60008390	123	JANE	DOE	Inpt Nonsurgical	12/22/2018		99999992	11/20/2018	Awaiting Required Attachments	<a href="#">Open Review</a>	<a href="#">Link Attachment</a>	Awaiting Required Attachments
60008593	123	JANE	DOE	Inpt Nonsurgical	03/26/2019		99999999	03/26/2019	Awaiting Required Attachments	<a href="#">Open Review</a>	<a href="#">Link Attachment</a>	Awaiting Required Attachments
60008647	123	JANE	DOE	Inpt Nonsurgical	04/15/2019			04/15/2019	Awaiting Required Attachments	<a href="#">Open Review</a>	<a href="#">Link Attachment</a>	Awaiting Required Attachments
60008655	123	JANE	DOE	Inpt Nonsurgical	04/18/2019			04/18/2019	Awaiting Required Attachments	<a href="#">Open Review</a>	<a href="#">Link Attachment</a>	Awaiting Required Attachments

You can also check the status of a PAR but running a report in eQSuite®. You can access your reports by clicking on the “Reports” tab. You will select the report I1 in the reports list.

Navigation: Create New Review | Respond to Add'l Info | Respond to Denial | Online Helpline | Utilities | **Reports** | Search | Attachments | Letters | Update My Profile

### Provider Reports

Menu | Errors

Provider: 99999992 - INPATIENT PROVIDER		
<a href="#">Select</a>	A7	Diagnostic Imaging Web Review Request Printout
<a href="#">Select</a>	E7	Multi-Service - Web Review Request Printout
<a href="#">Select</a>	<b>I1</b>	<b>Inpatient Review Status for a Given Bene</b>
<a href="#">Select</a>	I2	Inpatient Status of In Process Reviews
<a href="#">Select</a>	I3	Inpatient Assigned PARs
<a href="#">Select</a>	I7	Inpatient Web Review Request Printout
<a href="#">Select</a>	O1	Outpatient Review Status for a Given Bene
<a href="#">Select</a>	O3	Outpatient Assigned PARs
<a href="#">Select</a>	T7	Therapy Web Review Request Printout

### Provider Reports

Menu | Errors

Client ID:

Admit Date:  All Dates  Date Range

Export As:

**Run Report**

NOTE: Depending on criteria, queries may take a little while. Please be patient.



### **Specify Report Criteria**

1. In the Client ID field, enter the Beneficiary ID# of the client whose PAR status you'd like to check.
2. Select either All Dates to include all of the Beneficiary's PARs your medical group/practice ever submitted in eQSuite®, or select Date Range to include only those PARs submitted within a specific date range.
3. Click Run Report (Note: You may need to disable your web browser's popup blocker).

The report will open in a separate tab of your web browser; a specific PAR's current status will be listed under the "Record Status" column.