



TIPS ON PREPARING FOR THE PRIOR AUTHORIZATION OF THERAPY SERVICES STARTING NOVEMBER 1, 2011

- Plan to attend face-to-face training sessions that will be offered in your geographic area.
 - Face-to-face therapy training sessions will begin in September.
 - Training times, dates and locations will be posted in late July or early August.

- In order to get a logon to use our system, eQSuite, for your certifications, you must do two things:
 - Attend a webinar. We will offer them multiple times during the month of October. You can attend as many as you like. We will ask you to pre-register with us so that we have a way of contacting you.
 - Fill out and submit a contact form. You will receive more information about this in the September and October meetings.

- A Demo site for eQSuite will be posted for you to use for “practice,” and we encourage you to take advantage of that.
 - You will be able to practice entering a case as well as getting used to the navigation buttons.
 - You will also become familiar with what you need to do to submit a continued stay request.

- Important things we have learned from our June 1st *Go Live*:
 - Get your contact form to us and your logon early - waiting until the last minute may mean you don't give yourself enough time.
 - Attend as many webinars as you need to feel comfortable with our system.
 - Providers who use the Demo system have much greater ease with the real application.
 - Don't be afraid to ask questions. Ask them early and as often as you need.

THE MOST IMPORTANT THING FOR YOU TO KNOW AND REMEMBER IS OUR WEBSITE ADDRESS:

<http://fl.eqhs.org>

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